



# ADOPTED BUDGET

CITY OF CITRUS HEIGHTS  
FISCAL YEARS 2019-20 AND 2020-21

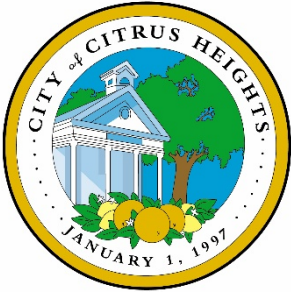


**CITRUS  
HEIGHTS**  
CALIFORNIA

.....  
Solid roots. New growth.







# CITY OF CITRUS HEIGHTS

## Fiscal Years 2019-20 and 2020-21 Budget Adopted June 13, 2019

### City Council

Jeannie Bruins, Mayor  
Jeff Slowey, Vice Mayor  
Bret Daniels, Council Member  
Porsche Middleton, Council Member  
Steve Miller, Council Member

### City Manager

Christopher W. Boyd

### Department Directors

Ron Lawrence, Chief of Police  
Ronda Rivera, Assistant City Manager  
Rhonda Sherman, Community Services Director

### Budget Staff

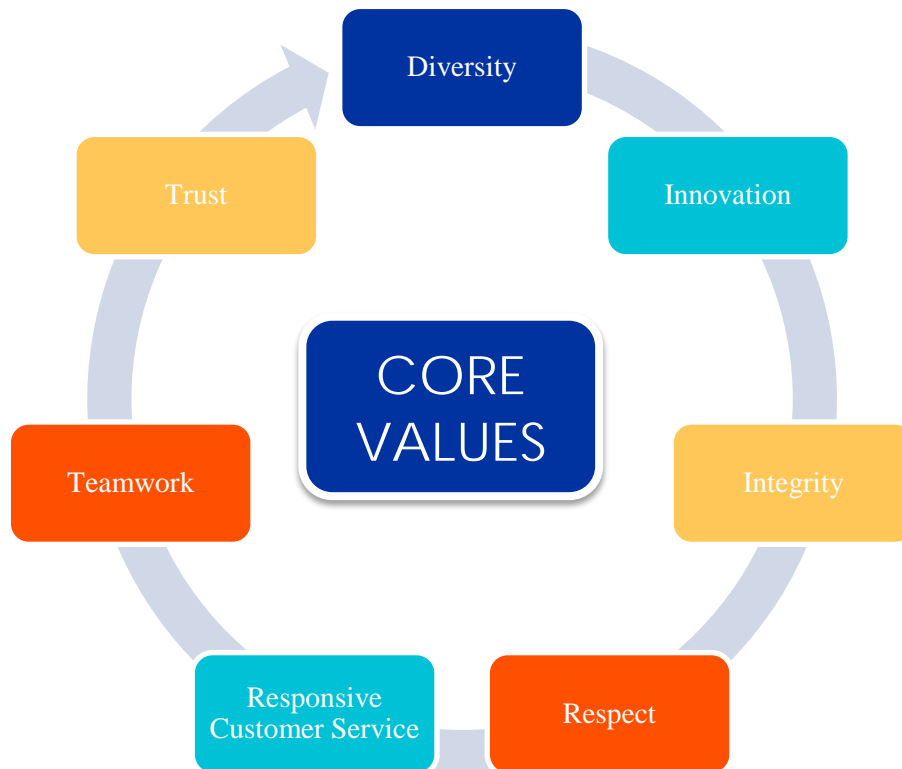
Administrative Services Department  
Special thanks to Meagan Schwall

### City of Citrus Heights

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Citrus Heights, CA 95621  
(916) 725-2448 (916) 725-5799 (fax)  
[www.citrusheights.net](http://www.citrusheights.net)

## MISSION STATEMENT

*The City of Citrus Heights is committed to providing high quality, economical, responsive city services to our community.*



## VISION STATEMENT

*Citrus Heights will be the city of choice for residents and businesses to prosper and thrive and a model of neighborhood engagement.*



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CITY OF  
CITRUS  
HEIGHTS

MESSAGE FROM THE CITY MANAGER

# Message from the City Manager

May 23, 2019

Honorable Mayor and Members of City Council:

We begin the City's 22<sup>nd</sup> year enthusiastically – taking a moment to celebrate our many accomplishments in FY 18/19 - while anticipating all we have planned going forward. The City of Citrus Heights has a long tradition of self-reliance. Strong financial policies and responsible fiscal management of taxpayer dollars have enabled the City to balance its budget for over 20 years. Our City is committed to continued strong fiscal stewardship, transparency and accountability over taxpayer dollars. Working together, the City Council and City staff ensure our budget and financial policies reflect spending consistent with the community's priorities.

This budget plan continues to demonstrate our commitment to providing essential quality of life services, maintaining public safety, improving the City's infrastructure including streets and roads, and growing our local economy while maintaining long-term financial stability. Keen financial management continues to enable us to ensure Citrus Heights as a great place to live, work, and raise a family.

**Public Safety:** Public Safety is a top priority for the City and its residents. City leadership understands resident safety, emergency response services, crime prevention, and community police patrol programs are a high priority for residents. I am proud our police department has decreased crime this year by 11%, which is the highest annual reduction in crime since the creation of our own police department. Not only has the department successfully reduced crime, it has also invested in our City through partnering with the Mesa Verde Public Safety Pathway program and creation of the newly formed School Resource Unit designed to prioritize the needs and protection of students here in Citrus Heights. It is our desire and commitment to maintain the current levels of police protection services no matter what happens to the State budget or the economy.

**Economic Development and Jobs:** This year we saw the progression of several key development projects, including the continued construction of the Dignity Health Medical Office Building slated for opening in 2019, which will bring more than 170 professional jobs and diversify our local economy. As we plan for Phase 2 of Auburn Boulevard infrastructure improvements, we enjoy the fruits of Phase 1 and renewed private investment: increased property values over 9%, the anticipated opening of Studio Movie Grill, and the development of new housing at Sylvan Corners.

We are proud of the fact that Citrus Heights is a genuine community. We attract all ages and have a higher percentage of millennials and retirees than other cities our size. As such, investment in a safe and maintained housing stock continues to be a high priority for the City. With the adoption of a new Rental Housing Inspection Program, the City can now prevent blight, keep neighborhoods clean and safe, and require the provision of decent, safe, sanitary, and appropriately maintained rental properties, which represent 44% of the City's housing stock. While we preserve and improve existing housing options, we also excitedly anticipate the development of more than 260 houses north of Sunrise Boulevard and Greenback Lane. The development will be 55 acres of new housing with 20 acres of open space. The City recently approved a 46-unit affordable housing development on Sunrise Boulevard near Oak Avenue. The development will include a landscaped courtyard activated with an outdoor lounge area, a tot lot, and an outdoor BBQ and picnic area. Indoor amenities will include space for community meetings and after-school programs.



Planning for the Future: The City of Citrus Heights has always taken charge of its own future. We became a city by intent, establishing our own police department and being fiscally responsible, and we have big plans for our future. However, underfunded state mandates and money grabs threaten Citrus Heights' long-term financial stability. We have always engaged in long-term and comprehensive financial planning to ensure that the city can keep its budget balanced while preserving local control and essential services such as public safety and street maintenance in Citrus Heights. The City has long anticipated a "crossover" period where revenues would be less than the necessary operational expenses due to our revenue neutrality agreement with Sacramento County in which we do not receive any property tax revenue until Fiscal Year 2022-2023. Last year the City utilized a small amount of reserves to fund expenditures as was long anticipated when City leaders had to negotiate with Sacramento County in order to incorporate. We have also obtained a Line of Credit to address the gap between anticipated revenues and expenditures. It is important to note that amid continued underfunded state mandates, potential future state and federal decisions, and regardless of the state or national economy we will continue to identify opportunities to enhance locally-controlled funding to maintain long-term fiscal stability and viability, and maintain essential services. It is a testament to the resolve and responsibility of City leadership that the City has been able to provide excellent quality of life services to its residents without property taxes for this long – much longer than originally anticipated. We will continue this legacy of responsible financial management while we seek to identify and fund community priorities with available resources.

Citrus Heights is a great place to live, work and raise a family. However, like many cities throughout California, our City faces long-term fiscal challenges that impact the City's ability to maintain quality of life services at the level residents want and deserve. Important quality of life services we must continue to protect, maintain and improve include:

- Police protection and 911 emergency response services
- Keeping neighborhoods clean
- Filling potholes and maintaining city streets
- Reducing homelessness
- Maintaining public parks, trails, and playgrounds
- Managing economic development and jobs

Special acknowledgment goes to staff in all departments, executive directors, and managers who put a great deal of time, energy, and effort into the development of an adopted budget. Special recognition is due to the Assistant City Manager and her budget team for their coordination of this important document. Finally, I wish to thank our City Council for their support of all our efforts to make Citrus Heights a high performing city.



Christopher W. Boyd  
City Manager





A stylized orange tree with a thick trunk and a dense, rounded canopy. The tree is centered on the page. A horizontal grey band passes through the middle of the tree's canopy. On the left side of this band, there is a black rectangular box containing the text 'CITY OF CITRUS HEIGHTS'. To the right of this box, within the same grey band, is the text 'COMMUNITY PROFILE' in white.

CITY OF  
CITRUS  
HEIGHTS

COMMUNITY PROFILE

## **About Us**

Citrus Heights officially incorporated on January 1, 1997.

Citrus Heights is an established community with an estimated population of 88,095 as of January 1, 2019 (State of California Department of Finance).

The City has a total area of 14.2 square miles and is part of the Sacramento metropolitan area.

In 2018, the City launched its new brand, “Solid roots. New growth.” It highlights the City’s strong leadership and collaborative community spirit that won us cityhood, has kept us in a strong financial position, and continues to be the foundation for our community’s growth today.



## **Transportation/Access**

The Sacramento International Airport is located approximately 20 miles from Citrus Heights. Rail transportation (Amtrak) is accessible in Roseville (about ten miles from the city). The Sacramento Regional Transit District provides public transportation services throughout Citrus Heights, including the recently implemented microtransit project, SmaRT Ride. SmaRT Ride is an on-demand, smart phone app enabled transit service that provides rides to any destination within City limits.



## **Education**

The City of Citrus Heights is primarily served by the San Juan Unified School District (SJUSD).

There are three K-8 schools, six elementary schools, one middle school, and two high schools located within the City of Citrus Heights. SJUSD also offers other educational schools and programs such as special education centers, adult schools, adult handicapped schools, preschools, and before- and after-school programs.

There are 21 colleges within 50 miles of Citrus Heights.



## **Police Department**

The City launched its own Police Department in June 2006. Between 2017 and 2018, CHPD had a decrease in violent crimes by 7% and a decrease in property crimes by 11%. As for traffic, Citrus Heights had a 25% decrease in fatal collisions, a 4% increase in injury collisions, a 2% increase in DUI collisions, and an overall increase of 3% in total traffic collisions.

### **Fire Department**

All fire protection services for Citrus Heights residents and businesses are provided by the Sacramento Metro Fire District.

### **Income**

Citrus Heights is characterized as a middle-income suburban community. The median annual household income is estimated at \$83,600 (U.S. Department of Housing and Urban Development, 2019).

### **Housing Units**

Within the Citrus Heights city limits, there are 35,158 housing units (SACOG, 2019). For 2018-2019, the median price of homes listed in Citrus Heights is \$336,000 with a median sale price of approximately \$316,400.

### **Climate**

Citrus Heights has a climate characterized by mild winters and warm, dry summers. Average daily high temperatures range from 53° in winter to 95° in the summer months. Average yearly precipitation is 22.7 inches, with almost no rain during the summer months, and an average rainfall of 3.7 inches in January.

### **Getting Away**

Citrus Heights offers residents close proximity to the legendary recreation and leisure centers of Lake Tahoe, the Napa Valley Wine Country, national parks, and seashores. Additionally, Citrus Heights is located within a two-hour drive of San Francisco. The Sacramento River and Folsom Lake are two of the many scenic locales within a 15-minute drive from Citrus Heights.

### **Businesses & Shopping**

The Sunrise MarketPlace is the center of the City's business activity, offering a wide variety of retail, dining, and service establishments. With over 600 businesses, including the Sunrise Mall, Citrus Heights offers major department stores, specialty stores, and service businesses such as Macy's, JCPenney, Kohl's, Target, Best Buy, and Lowe's Home Improvement to name a few.

Citrus Heights also features major discount retail stores such as Costco, Sam's Club, and Wal-Mart.

### **Parks and Recreation Programs**

Citrus Heights features numerous parks and playgrounds which make it an ideal place for friends and family to spend time. Recreational activities and programs are offered through the Sunrise Recreation and Park District. In addition, the City of Citrus Heights sponsors many free public events throughout the year such as the Senior Health Fair, Sunday FunDay, and Hot August Bites.



### **Demographics**

In-depth census and demographic information about Citrus Heights is available from the following resources:

United States Census Bureau American Fact Finder: [www.factfinder.census.gov](http://www.factfinder.census.gov)

Sacramento Area Council of Governments (SACOG): <http://www.sacog.org/demographics-other-data>

California Finance Department: <http://www.dof.ca.gov/forecasting/demographics/>



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CITY OF  
CITRUS  
HEIGHTS

## FINANCIAL SUMMARIES

# Financial Summaries

## Financial Overview

This section provides a financial overview of all City funds by fund type. It presents the total available resources and total use of resources, including beginning and ending fund balances, revenues, expenditures, operating transfers in, and operating transfers out.

## Summary of All City Funds

The “Summary of All City Funds” schedule on the following page groups the City’s funds into four classifications:

- General Fund
- Enterprise Fund
- Special Revenue Funds
- Capital Funds

The majority of funding for City operations is derived from the General Fund.

The budget for capital funds is reviewed by City Council as part of the five-year Capital Improvement Program (CIP). Capital improvement projects for FY 2019-20 and FY 2020-21 are included in this budget.

## Debt Obligations

The City has no long-term bonded debt obligations. During Fiscal Year 2018-19 the City executed a lease revenue credit facility financing in the amount of \$12 million which may be utilized to fund capital and operating expenditures until the City receives its share of the property tax revenue from Sacramento County in Fiscal Year 2022-23 under the terms of the 1997 Revenue Neutrality Agreement. Payment of any remaining outstanding principal is due in September 2024.



SUMMARY OF ALL CITY FUNDS					
Fiscal Year 2019-20					
			<i>Special</i>		
	<i>General</i>	<i>Enterprise</i>	<i>Revenue</i>	<i>Capital</i>	<i>Total</i>
	<i>Fund</i>	<i>Fund</i>	<i>Funds</i>	<i>Funds</i>	<i>All Funds</i>
<b>Revenues</b>					
Property Tax	5,783,133	-	-		5,783,133
Sales Tax	12,344,618	-	-		12,344,618
Utility Users Tax	3,117,707	-	-		3,117,707
Other Tax/Assessment Revenue	391,000	493,600			884,600
Franchise Fees	1,290,000	-	-		1,290,000
Business License	311,840	-	-		311,840
Licenses and Permits	1,124,521	-	4,757,466		5,881,987
Motor Vehicle In Lieu	8,773,140	-	-		8,773,140
Gas and Road Tax	-	-	5,898,689		5,898,689
Use of Money	36,000	175,000	1,100		212,100
Fines and Forfeitures	950,100	-	-		950,100
Charges for Service	1,044,417	126,875	79,000	18,000	1,268,292
Other Revenues	3,260,336		2,096,069	3,846,000	9,202,405
Transfers In	25,000	-	357,655		382,655
<b>Total Revenues</b>	<b>\$ 38,451,812</b>	<b>\$ 795,475</b>	<b>\$ 13,189,979</b>	<b>\$ 3,864,000</b>	<b>\$ 56,301,266</b>
<b>Expenditures</b>					
Legislative	160,384	-	-		160,384
Management and Support	6,918,296	283,587	1,357,249		8,559,132
Police	21,996,614	-	1,073,467		23,070,081
Community Center	571,826	-	-		571,826
General Services	1,421,910	607,982	10,832,206	7,336,057	20,198,155
Community Services	1,703,832	-	2,049,055		3,752,887
Revenue Neutrality	5,783,133	-	119,285		5,902,418
<b>Total Expenditures</b>	<b>\$ 38,555,995</b>	<b>\$ 891,569</b>	<b>\$ 15,431,262</b>	<b>\$ 7,336,057</b>	<b>\$ 62,214,883</b>

SUMMARY OF ALL CITY FUNDS					
Fiscal Year 2020-21					
			<i>Special</i>		
	<i>General</i>	<i>Enterprise</i>	<i>Revenue</i>	<i>Capital</i>	<i>Total</i>
	<i>Fund</i>	<i>Fund</i>	<i>Funds</i>	<i>Funds</i>	<i>All Funds</i>
<b>Revenues</b>					
Property Tax	5,977,848	-	-		5,977,848
Sales Tax	12,517,267	-	-		12,517,267
Utility Users Tax	3,211,238	-	-		3,211,238
Other Tax/Assessment Revenue	391,000	500,908			891,908
Franchise Fees	1,292,000	-	-		1,292,000
Business License	311,840	-	-		311,840
Licenses and Permits	1,156,608	-	4,456,616		5,613,224
Motor Vehicle In Lieu	9,071,427	-	-		9,071,427
Gas and Road Tax	-	-	6,003,966		6,003,966
Use of Money	36,500	175,000	1,115		212,615
Fines and Forfeitures	950,100	-	-		950,100
Charges for Service	1,097,507	130,681	79,000	18,000	1,325,188
Other Revenues	3,042,757	-	1,423,142	1,184,684	5,650,583
Transfers In	25,000	-	369,302		394,302
<b>Total Revenues</b>	<b>\$ 39,081,092</b>	<b>\$ 806,589</b>	<b>\$ 12,333,141</b>	<b>\$ 1,202,684</b>	<b>\$ 53,423,506</b>
<b>Expenditures</b>					
Legislative	161,313	-	-		161,313
Management and Support	7,084,964	215,708	1,356,957		8,657,629
Police	22,503,906	-	1,037,113		23,541,019
Community Center	586,803	-	-		586,803
General Services	1,500,453	643,026	10,358,650	5,017,925	17,520,054
Community Services	1,790,861	-	1,597,645		3,388,506
Revenue Neutrality	5,977,848	-	126,674		6,104,522
<b>Total Expenditures</b>	<b>\$ 39,606,148</b>	<b>\$ 858,734</b>	<b>\$ 14,477,039</b>	<b>\$ 5,017,925</b>	<b>\$ 59,959,846</b>

**Enterprise Fund**

Enterprise funds account for activities which operate as separate public enterprises. Enterprise funds receive revenues from fees charged to programs or other department users, and the programs are largely cost-covering. The City has one enterprise fund – the Solid Waste Fund.

***Solid Waste Fund:*** This fund accounts for the revenues and expenses associated with garbage collection in the City. The City contracts solid waste services with Republic Services.

**Special Revenue Funds**

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts and major capital projects) that are restricted to expenditures for specified purposes.

***Community Events:*** This fund accounts for revenues and expenses associated with the City's community events such as Sunday FunDay, the holiday tree lighting, concert series, etc.

***Transit Fund:*** This fund accounts for the revenues and expenses associated with the administration and maintenance of city-wide transit services in conjunction with the Sacramento Regional Transportation Authority (RT).

***Stormwater Drainage Fund:*** This fund accounts for the revenues and expenses associated with the administration and coordination of stormwater drainage activities.

***Street Maintenance:*** These funds account for Transportation Development Act (TDA), Gas Tax, SB1 (Road Repair and Accountability Act) and Measure A Street Maintenance funds. It represents the revenues and expenses associated with the maintenance and improvement of the City's roads and street landscaping.

***Code Enforcement and Sacramento Abandoned Vehicle Program:*** These funds account for the revenues and expenses associated with code enforcement and abandoned vehicle activities and the City's Rental Housing Inspection Program.

***Grants and Housing (CDBG, Recycling Grants, Household Hazardous Waste Grants, Housing Grants, and other miscellaneous grants):*** These funds account for the revenues and expenses associated with specialized grant monies received by the City which may only be spent under specific guidelines.

***Police Grants:*** These funds account for the revenues and expenses associated with police grant monies received by the City and may only be spent under specific guidelines.

***Assessment Districts:*** These funds account for the revenues and expenses associated with the maintenance of ten City lighting and landscape assessment districts with the possible addition of two new landscape assessment districts in the fall of 2019. Lighting and landscape districts are created to finance common area landscape maintenance and lighting. Homeowners are assessed through their property tax bill.

**Development Impact Fees (Transit, Roadway, Affordable Housing and Park Facilities):** These funds account for the revenues and expenses associated with new development of infrastructure, affordable housing, and parks.

### **Capital Funds**

Capital Projects Funds are used to account for the financial resources to be used for the acquisition or construction of major capital facilities and infrastructure.

**Measure A Construction Fund:** This fund accounts for the revenues and expenses associated with street and highway construction/improvements. Various projects are approved annually through the Sacramento Transportation Authority, a regional agency with which the City has a voting seat. Funding is provided through a special augmentation of sales tax.

**Federal/State Funded Projects:** These funds account for the revenues and expenses associated with street and highway construction/improvements. Funding is received through federal and state grants and special state funding.

**General Capital Improvements:** This fund accounts for the revenues and expenses associated with construction projects or the purchase of public facilities and projects. Funding in FY 2019-20 for the purchase of land will come from the City's revolving line of credit financing which was authorized by City Council in November 2018.

### **Replacement Fund:**

This fund accounts for capital improvement and replacement projects, including information technology and vehicle replacement.

<b>REPLACEMENT FUND</b>				
	2017-18 Actual	2018-19 Budget	2019-20 Budget	2020-21 Budget
<b>Revenues</b>	\$ 544,425	\$ 2,500	\$ 18,000	\$ 18,000
<b>Expenditures</b>	\$ 414,200	\$ 179,000	\$ 185,000	\$ -

## General Fund Expenditures

The General Fund is used to account for money which is not required legally or by sound financial management to be accounted for in another fund. The departmental budgets in the General Fund include:

**City Council:** Includes Council stipends and benefits, partial salary and benefits for the City Manager's Executive Assistant, travel expenses, and other Council related business.

**City Attorney:** Includes all general government legal services.

**City Manager:** Includes expenditures for the City Manager, City Clerk, City Information, Economic Development and Non-Departmental. Non-Departmental expenditures include the payment for revenue neutrality, special studies, projects, and augmentations to support community events and code enforcement activities.

**Administrative Services Department:** Includes expenditures for administration of Human Resources, Information Technology, Risk Management, and Finance.

**Community Development Department:** Includes expenditures for Planning, Building and Safety, and Grants and Housing.

**General Services Department:** Includes expenditures for Engineering, Street Maintenance, Solid Waste, Stormwater Drainage, Transit, Fleet and Facility Management, the City's Community Centers, Community Events, Assessment District Management, and Capital Improvement Project planning and administration.

**Police Department:** Includes expenditures for all local law enforcement including Patrol, Traffic Enforcement, Investigations, Support Services (which includes records management and the emergency communications center), Animal Services, and administration of Code Enforcement.

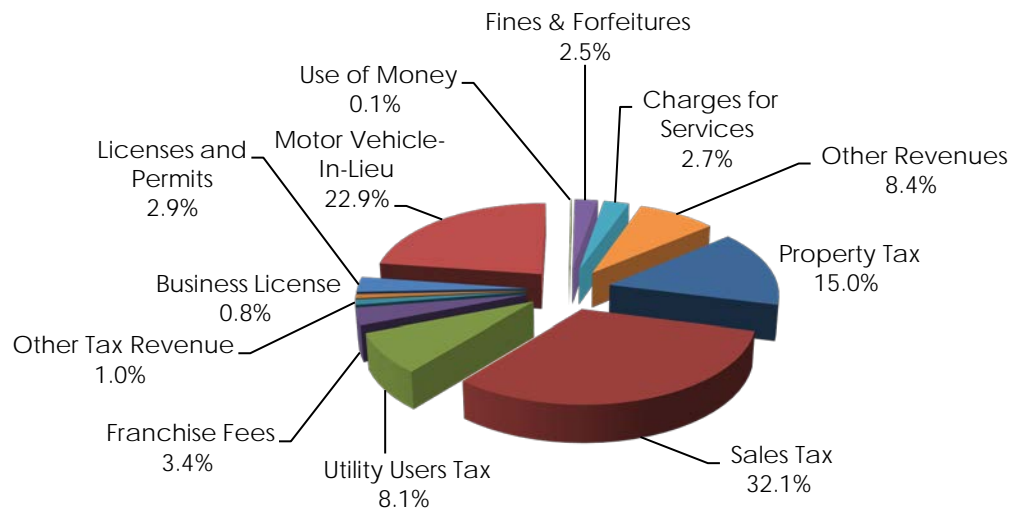
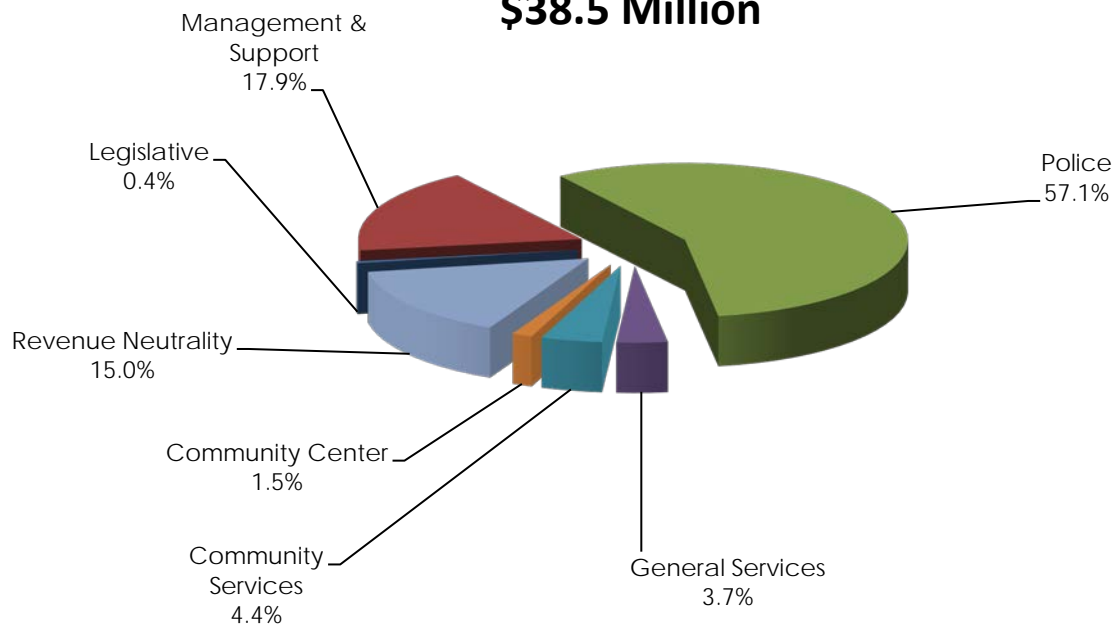
**GENERAL FUND SUMMARY FY 2019-20**

<b>Projected Fund Balance - 7/1/19</b>		<b>\$ 4,767,586</b>
<b>Revenues</b>		
Property Tax	5,783,133	
Sales Tax	12,344,618	
Utility Users Tax	3,117,707	
Franchise Fees	1,290,000	
Other Tax Revenue	391,000	
Business License	311,840	
Licenses and Permits	1,124,521	
Intergovernmental/Motor Vehicle In Lieu	8,819,840	
Use of Money	36,000	
Fines & Forfeitures	950,100	
Charges for Service	1,044,417	
Other Revenues	3,238,636	
<b>Total Revenues</b>	<b>\$ 38,451,812</b>	
<b>Expenditures</b>		
<u>Legislative</u>	160,384	
<u>Management &amp; Support</u>		
City Manager	736,250	
Economic Development	446,264	
History & Arts	20,000	
City Attorney	300,000	
City Clerk	247,192	
Elections	-	
Human Resources	817,330	
Information Services	1,020,142	
Risk Management	1,301,025	
Finance	1,001,593	
Non-Departmental	<u>1,028,500</u>	
Total Management and Support	6,918,296	



**GENERAL FUND SUMMARY FY 2019-20 (continued)**

<u>Police</u>		
Police Operations	21,313,299	
Animal Control	<u>683,315</u>	
Total Police	21,996,614	
<u>Community Center</u>		
Operations	539,827	
Sylvan Community Center	15,789	
Sayonara Community Center	<u>16,210</u>	
Total Community Center	571,826	
<u>General Services</u>		
Engineering	550,711	
Facility Management	702,980	
Fleet Management	<u>168,219</u>	
Total General Services	1,421,910	
<u>Community Services</u>		
Housing	98,525	
Planning	739,717	
Building Inspection	849,590	
Planning Commission	16,000	
Total Community Services	1,703,832	
<u>Transfers Out</u>		
Revenue Neutrality	<u>5,783,133</u>	
Total Transfers	5,783,133	
<b>Total Expenditures</b>	<b>\$38,555,995</b>	
<b>Projected Fund Balance - 6/30/20</b>		<b>\$ 4,663,403</b>

**GENERAL FUND REVENUES****FY 2019-20 Budget****\$38.4 Million****GENERAL FUND EXPENDITURES****FY 2019-20 Budget****\$38.5 Million**

**GENERAL FUND SUMMARY FY 2020-21**

<b>Projected Fund Balance - 7/1/20</b>		<b>\$ 4,663,403</b>
<b>Revenues</b>		
Property Tax	5,977,848	
Sales Tax	12,517,267	
Utility Users Tax	3,211,238	
Franchise Fees	1,292,000	
Other Tax Revenue	391,000	
Business License	311,840	
Licenses and Permits	1,156,608	
Intergovernmental/Motor Vehicle In Lieu	9,121,427	
Use of Money	36,500	
Fines & Forfeitures	950,100	
Charges for Service	1,097,507	
Other Revenues	3,017,757	
<b>Total Revenues</b>	<b>\$ 39,081,092</b>	
<b>Expenditures</b>		
<u>Legislative</u>	161,313	
<u>Management &amp; Support</u>		
City Manager	753,923	
Economic Development	465,733	
History & Arts	20,000	
City Attorney	300,000	
City Clerk	255,812	
Elections	55,000	
Human Resources	837,127	
Information Services	1,042,127	
Risk Management	1,319,319	
Finance	962,780	
Non-Departmental	<u>1,073,143</u>	
Total Management and Support	7,084,964	

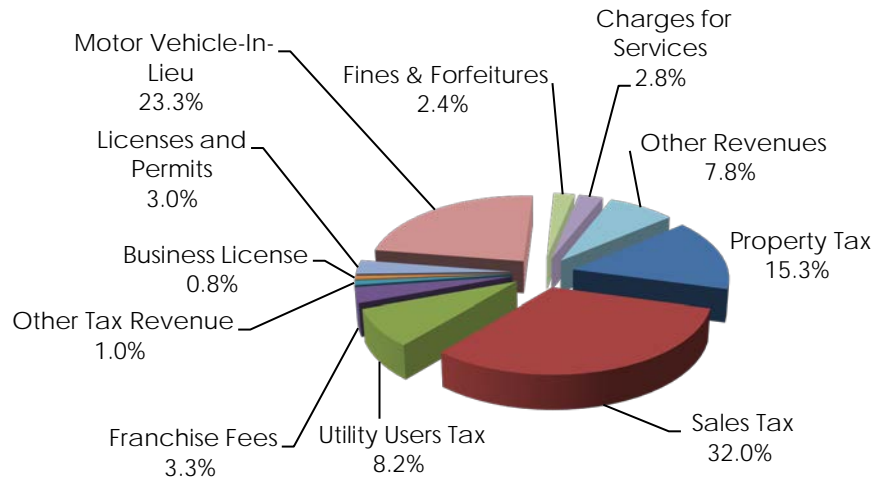
**GENERAL FUND SUMMARY FY 2020-21 (continued)**

<u>Police</u>		
Police Operations	21,806,457	
Animal Control	<u>697,449</u>	
Total Police	22,503,906	
<u>Community Center</u>		
Operations	554,083	
Sylvan Community Center	16,270	
Sayonara Community Center	<u>16,450</u>	
Total Community Center	586,803	
<u>General Services</u>		
Engineering	607,809	
Facility Management	717,794	
Fleet Management	<u>174,850</u>	
Total General Services	1,500,453	
<u>Community Services</u>		
Housing	81,410	
Planning	824,688	
Building Inspection	868,563	
Planning Commission	<u>16,200</u>	
Total Community Services	1,790,861	
<u>Transfers Out</u>		
Revenue Neutrality	<u>5,977,848</u>	
Total Transfers	5,977,848	
<b>Total Expenditures</b>	<b>\$ 39,606,148</b>	
<b>Projected Fund Balance - 6/30/21</b>		<b>\$ 4,138,347</b>

## GENERAL FUND REVENUES

### FY 2020-21 Budget

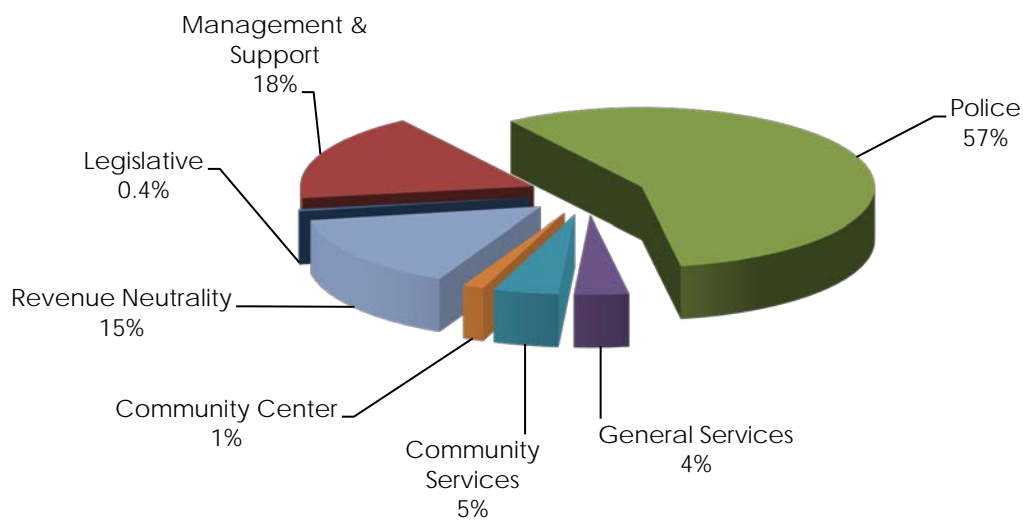
### \$39.1 Million



## GENERAL FUND EXPENDITURES

### FY 2020-21 Budget

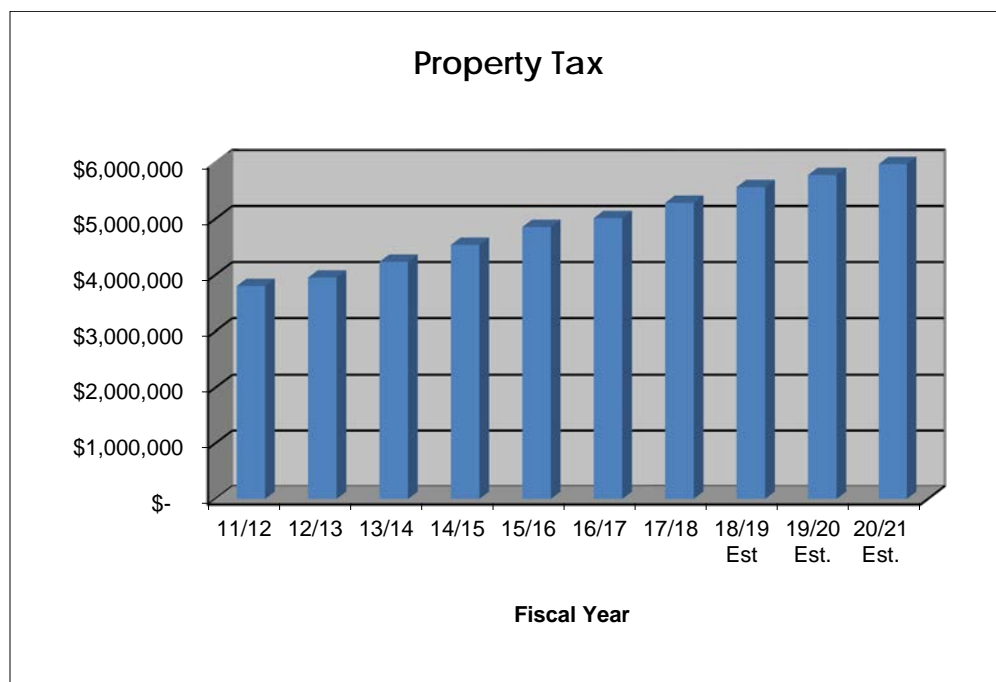
### \$39.6 Million



**General Fund Revenues**

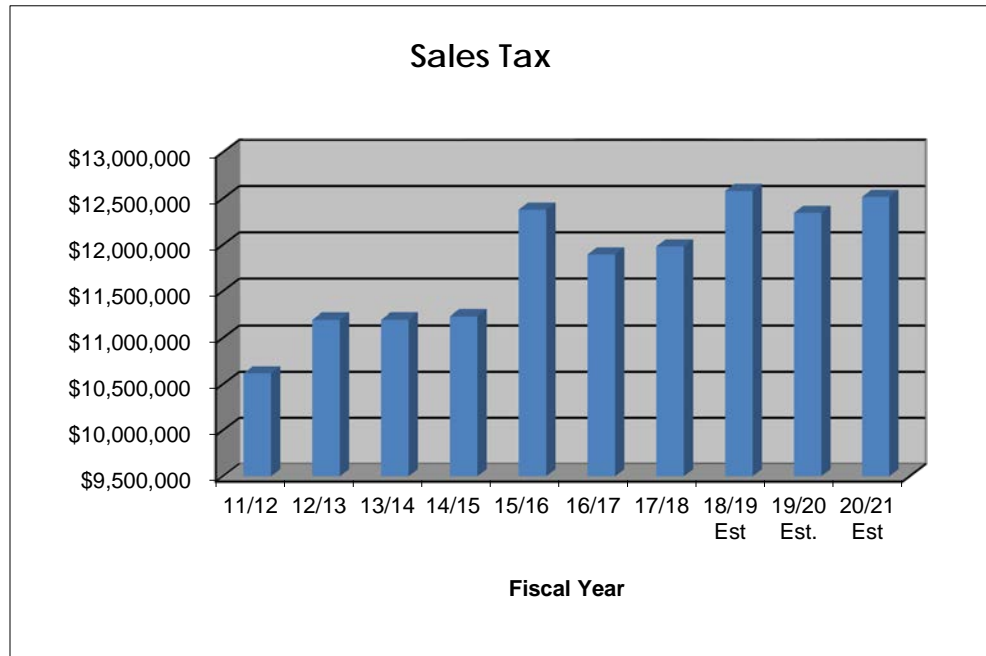
Major General Fund Revenue Sources					
Property Tax	Sales Tax	Utility Users Tax	Franchise Fees	Licenses and Permits	Motor Vehicle-in-Lieu

**Property Tax:** Property tax is imposed on real property (land and permanently attached improvements such as buildings) and personal property (movable property). It is based on the property's assessed value as determined by the County Assessor. The property tax rate is limited to 1% of the assessed value plus rates imposed to fund indebtedness approved by the voters. For FY 1998-99 through FY 2021-22, the City of Citrus Heights has agreed to pay the County of Sacramento an amount equal to the annual property tax revenue in payment of the City's revenue neutrality obligation. Property Tax revenue is projected to increase by 4% in FY 2019-20 and 3.4% in FY 2020-21.

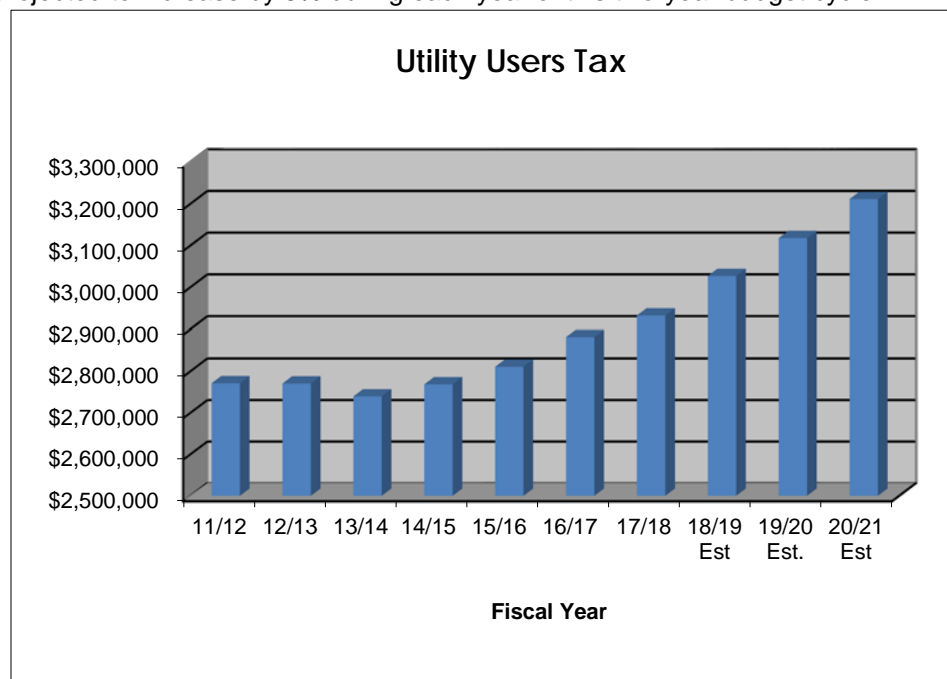




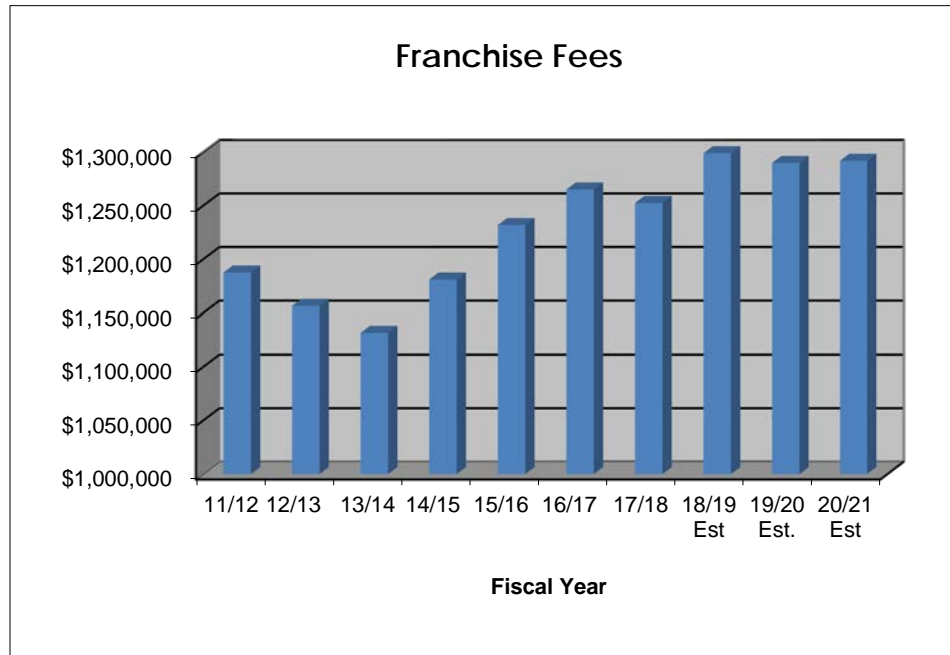
**Sales and Use Tax:** Sales tax is imposed on retailers for the privilege of selling tangible personal property in California. The State Board of Equalization collects 1% which is then allocated back to cities and counties based on a point-of-sale formula. The use tax complements the sales tax (at the same rate) and is imposed for transactions in which the sales tax is not collected by the seller. Revenues are projected to decrease in FY 2019-20 due to a one-time allocation adjustment and then increase by 1.4% in FY 2020-21.



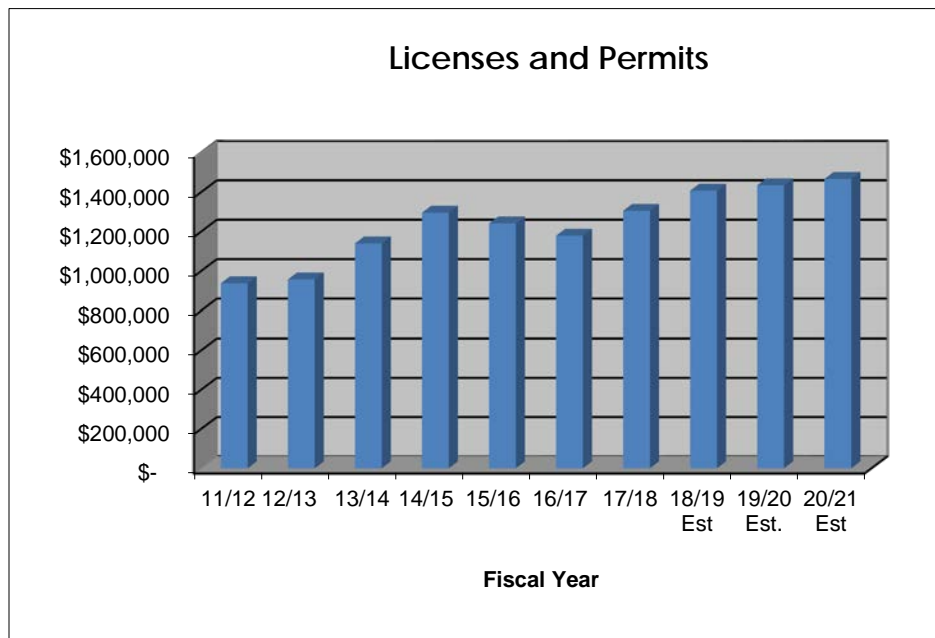
**Utility Users Tax:** The utility users tax is imposed on customers of electricity, gas, telephone services, cable television, and sewer service. The tax rate is 2.5% of the charges for such services. Utility User Tax revenue is projected to increase by 3% during each year of this two-year budget cycle.



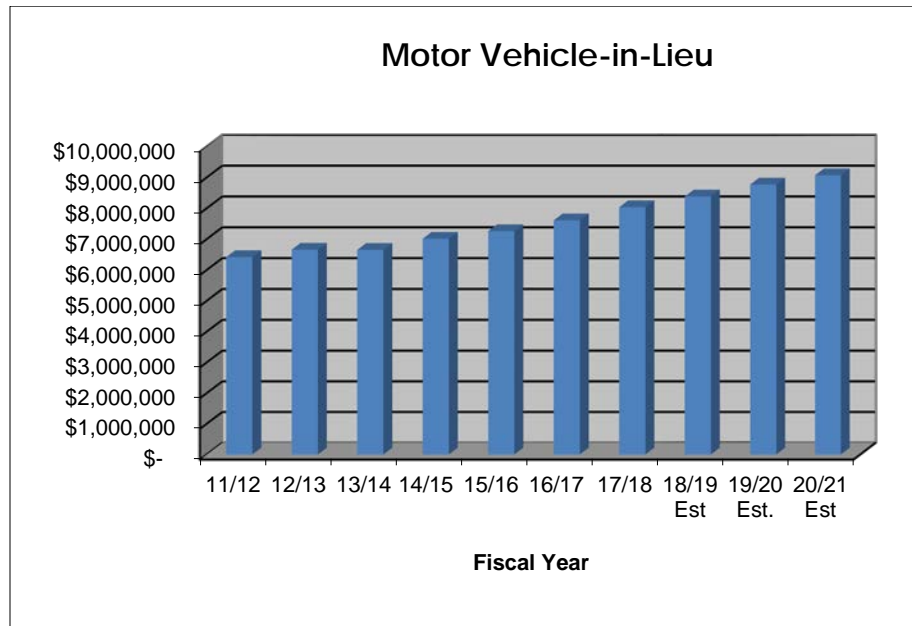
**Franchise Fees:** State statutes provide Citrus Heights the authority to impose fees on utility companies and other businesses for the privilege of using City rights-of-way. The City receives various franchise fees from utilities, waste management, and cable companies. Franchise Fee revenue is projected to remain stable at \$480,000 during both FY 2019-20 and FY 2020-21.



**Licenses and Permits:** Revenue in this category is generated from business license fees and a variety of permit fees to support the City's building, planning and engineering activities. Animal license fee revenue is also included in the licenses and permits category. Revenue generated from the various City licenses and permits is projected to increase by 2% in FY 2019-20 and by 2.3% in FY 2020-21.



**Motor Vehicle-in-Lieu (Vehicle License Fee):** Established in 1935 as a uniform statewide tax, the Vehicle License Fee (VLF) is a tax on the ownership of a registered vehicle in place of taxing vehicles as personal property. By law, all revenues from the VLF fund city and county services, but the state legislature controls the tax rate and the allocation among local governments. In 2004, the Legislature permanently reduced the VLF tax rate and eliminated state general fund backfill to cities and counties. Instead, cities and counties now receive additional transfers of property tax revenues in lieu of VLF. The property tax-in-lieu of VLF amount changes annually based on each agency's gross taxable value and is projected to increase by 4.7% in FY 2019-20 and an additional 3.4% in FY 2020-21.



**Vehicle Fines:** The City shares with the State and County all fines collected upon conviction of a misdemeanor or an infraction in any municipal or justice court, and bail moneys forfeited following conviction of a misdemeanor or infraction committed within City boundaries. Revenue from parking violations is also included in this amount. Estimates are based on historical activity.

**Interest Earnings:** The City earns revenue from the investment of idle funds. In making investment decisions, consideration is given to safety, liquidity, and yield. The Government Code limits the City to certain types of investments. Estimated revenues are based on projected cash balances and future interest rates.

**Interfund Charges (Cost Allocation):** The General Fund includes the following departments that provide services to other funds. The cost of providing these services is charged to the user fund.

- Risk Management Services
- Human Resources
- Information Technology
- Facility Management
- Fleet Management
- City Manager and Finance
- City Clerk
- Engineering

### Detail for Non-Departmental Expenses

	<u>FY 2019-20</u>	<u>FY 2020-21</u>
Revenue Neutrality Payment	\$ 5,783,133	\$ 5,977,848
Operating Expenses	\$ 467,000	\$ 331,350
Line of Credit Interest	\$ 146,900	\$ 323,150
<u>Community Support</u>		
Meals on Wheels	82,000	
Campus Life	11,000	
Sunrise Christian Food Ministry	5,715	
Citrus Heights Marching Band	6,000	
River City Cat Rescue	5,000	
Diversity Employment Outreach	2,499	
REACH	10,000	
REACH Neighborhood Improvement Project Funding	15,000	
Miscellaneous Community Support	1,200	
City Manager's Discretionary Fund	<u>10,386</u>	
Total Community Support	\$ 148,800	\$ 148,800
<u>Total Transfers Out to Other Funds</u>		
Code Enforcement Fund	57,614	57,854
Community Events Fund	182,025	185,318
SAVSA	<u>26,161</u>	<u>26,671</u>
Total Transfers to Other Funds	\$ 265,800	\$ 269,843
<b>Total Non-Departmental Expenses</b>	<b>\$ 6,811,633</b>	<b>\$ 7,050,991</b>



CITY OF  
CITRUS  
HEIGHTS

AUTHORIZED POSITIONS

**CITY OF CITRUS HEIGHTS  
AUTHORIZED POSITIONS SUMMARY****FY 2019-21 BUDGET  
Authorized Full-Time Equivalent (FTE) Positions**

<b>FY 2018-2019</b>	<b>205 Authorized FTE Positions</b>
<b>FY 2019-2020</b>	<b>210.25 Authorized FTE Positions</b>
<b>FY 2020-2021</b>	<b>210.25 Authorized FTE Positions</b>

The City Council Resolution 2018-102 approved adding 0.25 FTE Animal Services Officer, adjusted from the authorized 205 FTE positions in FY 2018-19. The City Council Resolution 2019-007 approved five additional positions authorized for FY 2019-20 in the Police Department to support the Rental Housing Inspection Program.



As the policy board, City Council approves all new allocated positions and status (employee versus contract). In addition, City Council reviews all staffing levels on an annual basis during the budget process. A position allocation system is the standard mechanism used by municipalities to track and monitor staffing levels and approvals. An "Authorized Positions Summary" is included in this section.

**Staffing Philosophy** – City Council desires to retain a mix of contract and employee staff in order to ensure a cost effective and flexible service delivery system. The City is committed to continual analysis of contract versus employee staffing determinations. City employees create the oversight and administrative guidance necessary for contractual staff.

In FY 2019-20 and FY 2020-21, the City has an authorized staffing level of 210.25 regular FTE positions and a mixture of at-will, non-benefited staff.

Department / Position	FY 18-19 Authorized FTE	FY 19-20 Authorized FTE	FY 20-21 Authorized FTE
<b>CITY ATTORNEY'S OFFICE</b>			
<u>City Attorney</u>			
City Attorney Staff	3.50	-	-
<b>CITY MANAGER'S OFFICE</b>			
<u>General Management</u>			
City Manager	1.00	1.00	1.00
Assistant to the City Manager	1.00	1.00	1.00
City Manager's Executive Assistant	1.00	1.00	1.00
Office Assistant/Receptionist	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00
Management Analyst I/II (Vacant)	1.00	1.00	1.00
Economic Development Manager	-	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
	7.00	8.00	8.00
<b>ADMINISTRATIVE SERVICES</b>			
Assistant City Manager	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00
Senior Management Analyst	1.00	1.00	1.00
Human Resources Analyst II	1.00	1.00	1.00
Program Analyst	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00
Senior Accountant-Auditor	1.00	1.00	1.00
Accounting Technician	3.00	3.00	3.00
Payroll Technician	1.00	1.00	1.00
Administrative Technician	1.00	1.00	1.00
Program Analyst	1.00	1.00	1.00
Information Technology Manager	1.00	1.00	1.00
Information Technology Analyst I/II	1.00	1.00	1.00
Database and Applications Analyst	1.00	1.00	1.00
Senior Information Technology Technician	1.00	1.00	1.00
	17.00	17.00	17.00

Department / Position	FY 18-19 Authorized FTE	FY 19-20 Authorized FTE	FY 20-21 Authorized FTE
<b>COMMUNITY DEVELOPMENT</b>			
<u>Building</u>			
Chief Building Official	1.00	1.00	1.00
Senior Building Inspector	1.00	1.00	1.00
Building Inspector I/II	2.00	2.00	2.00
Development Services Technician I/II	2.00	2.00	2.00
<u>General Management</u>			
Community Services Director	0.50	0.50	0.50
Administrative Technician	0.50	0.50	0.50
<u>Housing, CDBG, and Grants</u>			
Administrative Assistant	1.00	1.00	1.00
Economic Development Manager	1.00	-	-
Development Specialist I/II	1.00	1.00	1.00
Grants & Housing Programs Technician	1.00	1.00	1.00
<u>Planning</u>			
Planning Manager	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00
Program Assistant	1.00	1.00	1.00
	<b>16.00</b>	<b>15.00</b>	<b>15.00</b>
<b>GENERAL SERVICES</b>			
<u>Community Services</u>			
Operations Manager	1.00	1.00	1.00
Program Assistant	3.00	3.00	3.00
<u>General Management</u>			
Community Services Director	0.50	0.50	0.50
Administrative Technician	0.50	0.50	0.50
City Engineer	1.00	1.00	1.00
Associate Civil Engineer	1.00	1.00	1.00
Associate Civil Engineer - Drainage	1.00	1.00	1.00
Senior Civil/Traffic Engineer	1.00	1.00	1.00
Asst./Assoc.Engineer - Transportation	1.00	1.00	1.00
Engineering Technician I/II	1.00	1.00	1.00
Construction/Maintenance Inspector I/II	1.00	1.00	1.00
<u>Fleet &amp; Facilities Services</u>			
Facility and Grounds Manager	1.00	1.00	1.00
Senior Maintenance Worker	1.00	1.00	1.00
Maintenance Worker I/II	1.00	1.00	1.00
Custodian	2.75	2.75	2.75
Event and Community Center Technician	2.00	2.00	2.00
<u>Operations Manager Citywide Ops &amp; Maint.</u>			
Operations Manager	1.00	1.00	1.00
Construction/Maintenance Inspector Supervisor	1.00	1.00	1.00
Construction/Maintenance Inspector I/II	1.00	1.00	1.00
	<b>22.75</b>	<b>22.75</b>	<b>22.75</b>

Department / Position	FY 18-19 Authorized FTE	FY 19-20 Authorized FTE	FY 20-21 Authorized FTE
<b>POLICE DEPARTMENT</b>			
Chief of Police	1.00	1.00	1.00
Assistant Chief of Police	-	1.00	1.00
Administrative Assistant	1.00	1.00	1.00
Animal Services Officer (Senior)	1.00	1.00	1.00
Animal Services Officer I/II	1.75	2.00	2.00
Code Enforcement Officer (Senior)	-	1.00	1.00
Code Enforcement Officers I/II	3.00	5.00	5.00
Community Services Officer (Senior)	1.00	1.00	1.00
Community Services Officer I/II (1 @ 0.5)	5.50	5.50	5.50
Crime Analyst	1.00	1.00	1.00
Crime Scene / Property Evidence Specialist (Senior)	-	1.00	1.00
Crime Scene / Property Evidence Specialist I/II	3.00	2.00	2.00
Fleet Technician	-	1.00	1.00
Management Analyst (Senior)	1.00	1.00	1.00
Police Commander	2.00	2.00	2.00
Police Communications Supervisor	2.00	3.00	3.00
Police Dispatcher I/II	16.00	15.00	15.00
Police Dispatcher I/II (2 @ .50)	1.00	1.00	1.00
Police Lieutenant	6.00	5.00	5.00
Police Officer	69.00	69.00	69.00
Police Records Assistant I/II	7.00	7.00	7.00
Police Sergeant	13.00	13.00	13.00
Program Assistant	5.00	6.00	6.00
Support Services Manager	1.00	1.00	1.00
Support Services Supervisor	1.00	1.00	1.00
	142.25	147.50	147.50
<b>TOTAL AUTHORIZED FTE POSITIONS</b>	<b>205.00</b>	<b>210.25</b>	<b>210.25</b>

Authorized FTE Positions	2018-2019	2019-2020	2020-2021
Current FTE	205.00	210.25	210.25
AUTHORIZED FTE	205.00	210.25	210.25
AT-WILL, NON-BENEFITED	as needed	as needed	as needed





CITY OF  
CITRUS  
HEIGHTS

GENERAL FUND

## General Fund

The General Fund is the principal operating fund of the City, and accounts for all activities except those legally or administratively required to be accounted for in another fund. The City's general operating expenditures, the fixed charges and capital cost not paid through other funds are paid by the General Fund.



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CITY OF  
CITRUS  
HEIGHTS

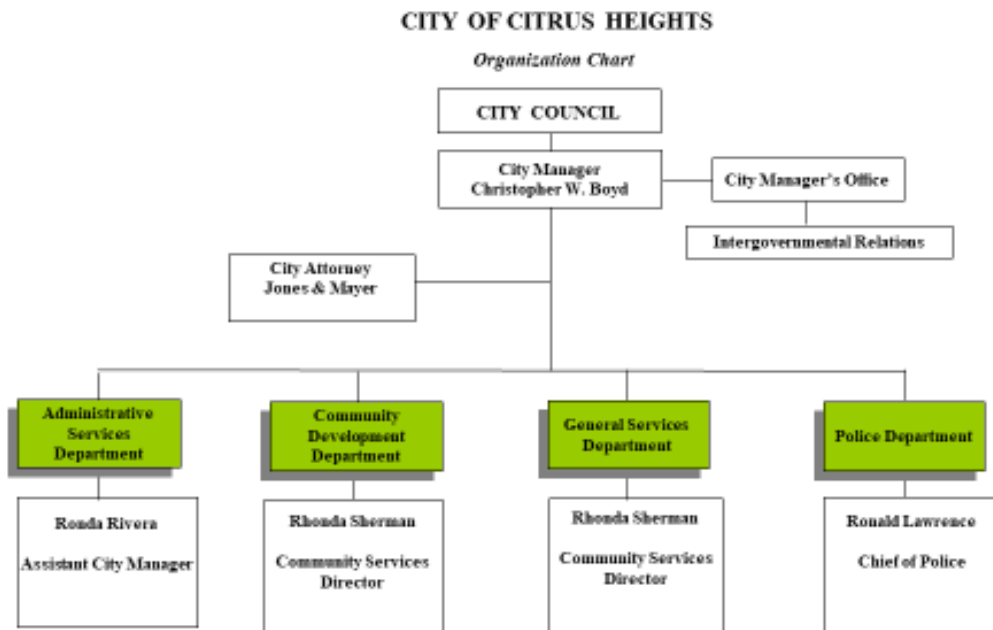
CITY COUNCIL

# City Council

The Citrus Heights City Council ("Council") consists of five members, elected to four-year overlapping terms. Council members must be City residents. The positions of Mayor and Vice Mayor are chosen by a majority vote of Council, and the positions typically rotate annually. The Mayor conducts Council meetings and represents the City at ceremonial occasions.

Council serves as the policy board for the municipality. As an elected "Board of Directors," Council provides policy direction, establishes goals, and sets priorities for City government. Council uses this document, the annual budget, to set policy establishing approved programs, projects, and services. Once the budget is adopted, Council funds approved programs, projects, and services focusing on advancing the City's stated priorities. In addition to serving as policy makers for the community, Council is responsible for advocacy with numerous regional bodies, boards, and jurisdictions, ensuring that the perspective and priorities are protected. Council is responsible for numerous land use decisions within its borders, including the implementation of the General Plan.

Council appoints the City Manager, City Attorney, and all members of advisory boards and commissions. Boards and commissions are advisory to Council except the Planning Commission, which has officially been delegated some decision-making parameters pertaining to the General Plan and Zoning Code. While seeking input, Council retains ultimate authority and responsibility for setting public policy.





## Use of Funds

<b>CITY COUNCIL</b>				
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Use of Funds</b>				
<u><i>General Fund</i></u>				
Salaries	\$ 59,188	\$ 59,347	<b>\$ 60,555</b>	<b>\$ 61,292</b>
Benefits	57,829	61,297	<b>63,031</b>	<b>63,223</b>
Services & Supplies	<u>34,932</u>	<u>32,500</u>	<b><u>36,798</u></b>	<b><u>36,798</u></b>
<b>Total Use of Funds</b>	<b>\$151,949</b>	<b>\$153,144</b>	<b>\$160,384</b>	<b>\$161,313</b>

**2019-20 Objectives**

Council has always made strategic planning a priority, and meets in work sessions to establish and focus on the City's goals and priorities. Approximately every six months, Council meets to review and refine the City's strategies and corresponding implementation goals. The current strategies are:

- Maintain fiscal stability.
- Improve streets and infrastructure.
- Diversify for a changing economy.
- Enhance and expand public safety.
- Improve community vibrancy and engagement.





A stylized orange tree logo with a thick trunk and a dense, rounded canopy. A horizontal grey band passes through the middle of the tree, containing text.

CITY OF  
CITRUS  
HEIGHTS

CITY ATTORNEY

## City Attorney

The City Attorney's office provides legal advice and services to Council and staff. A review of legal issues ensures that recommendations, policies, and administrative procedures are undertaken only after consideration of sound professional advice. At Council direction, the City Attorney's office may also represent the City in legal proceedings.

General and specialized legal services are provided through contracts with two outside law firms.

### Use of Funds

<b>CITY ATTORNEY</b>				
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Use of Funds</b>				
<u>General Fund</u>				-
Services & Supplies	<u>\$247,841</u>	<u>\$250,000</u>	<u><b>\$300,000</b></u>	<u><b>\$300,000</b></u>
<b>Total Use of Funds</b>	<b>\$247,841</b>	<b>\$250,000</b>	<b>\$300,000</b>	<b>\$300,000</b>

### Accomplishments FY 2018-19

- Worked with City Departments in shutting down illegal massage establishments.
- Conducted mandated AB 1234 ethics training for Council, other officials, and staff.
- Worked with staff to manage the City's transition to district based elections.
- Advised Police Department on the creation of the Rental Housing Inspection Program.

A stylized green tree logo with a thick trunk and a dense, rounded canopy. The tree is centered on the page. A horizontal grey band passes through the middle of the tree's canopy. On the left side of this band, there is a black rectangular box containing the text 'CITY OF CITRUS HEIGHTS'. To the right of this box, within the same grey band, is the text 'CITY MANAGER' in white.

CITY OF  
CITRUS  
HEIGHTS

CITY MANAGER

# City Manager

The principal purpose of the City Manager is to implement the policy direction of the Council and to provide professional expertise in the management of a municipal corporation with a budget in excess of \$60 million and a workforce in excess of 200 staff. By acting as the Chief Executive Officer, the City Manager coordinates and facilitates the activities of the four City departments that provide direct services to the community. The department is also responsible for completing management studies, operational analyses, and special projects. In addition to managing citywide activities, the City Manager provides assistance to Council. For budget purposes, the City Manager is segmented into the following divisions:

- **City Manager** develops, advises, and makes recommendations to Council on policies, programs, legislative issues, and various City business matters. The office is comprised of the City Manager, Assistant to the City Manager, and Executive Assistant to the City Manager. The City Manager supervises executive staff and mentors key managers from each department. In addition, the City Manager supports the City Council and ad hoc committees; oversees the City's Capital Improvement Program (CIP); and leads the City's legislative advocacy program. The City Manager also oversees multi-jurisdictional collaboration efforts between the City, special districts, and the San Juan Unified School District. The City Manager also oversees bi-annual Strategic Planning retreats, the action plan from which serves as a planning guide for major Council directed initiatives for all departments.
- **City Clerk** responsibilities include records management, legislative administration, public notices, elections management, codification of city ordinances, receipt of claims, and the administration of the City's Conflict of Interest Code. The City Clerk is the City's Election Official, Records Manager, and the Filing Officer/Official for Statements of Economic Interest. As part of the legislative process, the City Clerk's Office prepares the Council agendas, minutes, and public hearing notices; maintains records of Council business and actions; and provides comprehensive information to the community and the internal organization. The City Clerk also supports the Risk Management Division by assisting with the management of general liability claims and contract administration for the City.
- **City Information** is charged with building community through a variety of methods. The division provides information to the community through various means including press releases, the website, City newsletters, and social media. It oversees the City's marketing materials and branding concepts in order to ensure consistency. The public information function serves as a "go-between" with the media and local area reporters in order to respond to requests, and ensure the City is represented in a consistent, accurate manner.
- **Economic Development** is responsible for working closely with other City departments and the private sector to implement a range of strategies designed to strengthen local businesses, expand the Citrus Heights economy, and improve the overall quality of life.
- **Non-Departmental Division** contains General Fund expenditures that cannot be attributed to a specific department or division. These expenses include the City's revenue neutrality payment to Sacramento County, transfers to the Capital Improvement Fund, transfers to partially funded Special Revenue Funds, and special City projects. A list of community support projects can be found in the Financial Summaries section of this budget.



## City Manager

The City Manager develops, advises, and makes recommendations to Council on policies, programs, and various City business matters. The division performs the following functions:

- Manages the implementation of policies and programs approved by Council.
- Periodically updates Council on the City's financial condition and other economic trends and issues.
- Advises Council regularly concerning program and project activities that implement Council policy.
- Provides ongoing administrative direction and supervision to City departments.
- Develops and recommends a viable annual City budget that fulfills approved goals and community priorities and future General Plan policies.
- Represents Council at various regional bodies, boards, and agencies as needed.
- Develops a successful Strategic Planning session twice a year and monitors its implementation.

<b>Use of Funds</b>				
<b>CITY MANAGER</b>				
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Use of Funds</b>				
<u>General Fund</u>				
Salaries	\$434,908	\$439,209	<b>\$497,091</b>	<b>\$511,824</b>
Benefits	158,408	181,735	<b>202,062</b>	<b>204,502</b>
Services & Supplies	21,124	37,260	<b>37,097</b>	<b>37,597</b>
<b>Total Use of Funds</b>	<b>\$614,440</b>	<b>\$658,204</b>	<b>\$736,250</b>	<b>\$753,923</b>

**Accomplishments FY 2018-19**

Maintaining Fiscal Responsibility, Attracting Economic Development, and Enhancing Community Engagement:

- After significantly restructuring the City's finance department and budgeting procedures, the City undertook a successful audit and received the GFOA Award of Excellence for our Comprehensive Annual Financial Report (CAFR).
- Increased City Hall volunteer program participation by 150%, enabling full reception coverage and enhanced program support at no cost to the City.
- Developed and executed a financing strategy, with favorable financing terms, to fund operational deficits and provide capital for large projects to stimulate economic/jobs development to enhance the City's locally-controlled tax base.
- Maintains regular 2x2 meetings with San Juan Unified School District, and Sacramento Fire District to foster collaboration on items of mutual interest.
- Transferred Economic Development functions to the City Manager's office to prioritize and enable these efforts within the City.
- Formalized the City's legislative engagement process to both provide for meaningful Council input, and expedient engagement in the legislative process.
- Continued to engage Sunrise Mall owners regarding future plans.
- Held a Community Support Funding - Budget Workshop.
- Held a Capital Improvement Program community workshop.



\*Simulation



\*Simulation



## City Clerk

As the manager of the Council's business records and actions, the City Clerk is uniquely positioned to provide comprehensive information to the community and the internal organization. The City Clerk is also responsible for overseeing the Council's business records.

The City Clerk manages the agenda process and public notification requirements for the City Council's business meetings, prepares minutes of the Council meetings, and provides public access to the minutes and agendas. The City Clerk also prepares legislation, proclamations, notices, other official documents, and coordinates recruitment and membership on city commissions and task forces. The City Clerk is the filing official for Statement of Economic Interest forms and is responsible for updating the City's Conflict of Interest Code. The City Clerk also manages the election process for Council and coordinates activities and requirements with the county election staff. This includes notifying candidates, city staff, and other officials of their financial and campaign disclosure statement filing requirements. The City Clerk oversees the records management system for the City, as well as develops and implements a citywide records retention schedule.

### **Use of Funds**

<b>CITY CLERK</b>				
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Use of Funds</b>				
<u><i>General Fund</i></u>				
Salaries	\$ 134,090	\$ 129,617	\$ 140,838	\$ 145,063
Benefits	49,120	51,125	53,204	54,099
Services & Supplies	50,906	57,150	53,150	56,650
<b>Total Use of Funds</b>	<b>\$ 234,116</b>	<b>\$ 237,892</b>	<b>\$ 247,192</b>	<b>\$ 255,812</b>

<b>Elections</b>				
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Use of Funds</b>				
<u><i>General Fund</i></u>				
Services & Supplies	\$ -	\$ 45,500	\$ -	\$ 55,000
<b>Total Use of Funds</b>	<b>\$ -</b>	<b>\$ 45,500</b>	<b>\$ -</b>	<b>\$ 55,000</b>

### **Accomplishments FY 2018-19**

#### **Increasing Transparency and Efficiency:**

- Held an Ethics Training for City Council and Board/Commission Members.
- Served as the filing official for all Fair Political Practice filings.
- Hired a consultant to update the Records Retention Schedules.
- Administered the November 2018 General Municipal Election.
- Implemented new staff report guidelines and held training for City staff.
- Implemented a new board and commission appointment process, including a video interview.
- Successfully recruited applications for the City's board and commission.

## City Information Division

The City Information Division is charged with providing a wide variety of information to the community. Specifically, the division drafts and develops the City's electronic, citywide newsletter, oversees the content of the City's website and social media, and develops informational brochures and pamphlets in coordination with City departments. This division writes and disseminates press releases in order to promote City programs and services, while ensuring the City is represented in an accurate manner in the media.

### **Accomplishments FY 2018-19**

#### **Increasing Transparency and Community Engagement:**

- Created a social media team, with no cost increase, within City Hall to provide for increased transparency, public information and community engagement.
- Opened a City Nextdoor account providing City public information and direct access to more than 15,000 residents.
- Continued to provide engaging, informative content via the City's Twitter and Facebook accounts.
- Awarded \$20,000 in history and arts grants. These grants will help create a Citrus Heights stories website, and a book documenting the City's incorporation story.
- Implemented the City's awareness campaign, including website update.

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## Economic Development Division

The Economic Development Division, in partnership with other City departments and the private sector, implements a broad-range of strategies designed to improve the overall quality of life for residents and maintain essential city services valued by the community. Initiatives fostered by the Economic Development Division include: implementing the City's Economic Development Strategy and Action Plan; creating and implementing a business/jobs retention program and philosophy which are implemented throughout all City departments; developing ongoing relationships with the local broker, developer and business communities; serving as a liaison to Sunrise MarketPlace PBID; working with the Chamber of Commerce on a variety of business strengthening, jobs creation and retention activities; serving as a liaison to business associations and individual businesses/property owners; promotion of the City; and pursuing potential leads and requests for information.

### Use of Funds

<b>ECONOMIC DEVELOPMENT</b>				
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Use of Funds</b>				
<u>General Fund</u>				
Salaries	\$190,966	\$139,028	<b>\$146,947</b>	<b>\$161,998</b>
Benefits	78,842	60,892	<b>50,267</b>	<b>54,685</b>
Services & Supplies	<u>28,766</u>	<u>196,240</u>	<b><u>249,050</u></b>	<b><u>249,050</u></b>
<b>Total Use of Funds</b>	<b>\$298,573</b>	<b>\$396,160</b>	<b>\$446,264</b>	<b>\$465,733</b>

### Accomplishments FY 2018-19

#### Attracting and Retaining Local Business and Jobs:

- Retained an Economic Development Manager.
- Created annual action plan for the city's promotional program implementation.
- Created annual action plan for strategic goals and catalyzing opportunity sites.
- Created informational background with supporting data for staff use.
- Created retail segment marketing materials and had presence at all 2019 retail recruitment trade shows.
- Continued promotion and administration of the Activate Auburn Campaign, which resulted in five pending applications as of April 1, 2019.
- Renewed membership with the Greater Sacramento Economic Development Council, a regional group focused on business/jobs attraction, retention and expansion, and represented on the Economic Development Director's Taskforce and Business Climate Subcommittee.

## Non-Departmental Division

The budgeted division called Non-Departmental contains General Fund expenditures that cannot be attributed to a specific department or division. These expenditures include:

- The revenue neutrality payment due to Sacramento County (equals annual property tax revenue). In 1997, the City and the County of Sacramento entered into a revenue neutrality agreement pursuant to Government Code Section 56845 as a means of mitigating the financial impacts of the City's incorporation on the County's general fund. Currently, all secured and unsecured ad valorem property taxes levied and collected, pursuant to state law within the City's corporate limits (except for landscaping and lighting for special assessments), are retained by the County. The County has collected and retained property taxes since January 1, 1997 and will continue to do so through June 30, 2022.
- Community support funded in FY 2019-2020 includes Meals on Wheels for seniors, Campus Life, Citrus Heights Marching Band, Sunrise Christian Food Ministry, Diversity Employment Outreach, River City Cat Rescue, Diversity Employment Outreach, and REACH.
- Transfers to partially funded Special Revenue Funds.

### Use of Funds

<b>CENTRAL SERVICES</b>		<i>Central Services included with Non-Departmental beginning in FY 2019-20</i>			
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	
<b>Use of Funds</b>					
<u>General Fund</u>					
Salaries	\$ 151,137	\$ -	\$ -	\$ -	-
Benefits	54,528	-	-	-	-
Services & Supplies	228,481	75,200	-	-	-
Transfers	25,000	25,000	-	-	-
<b>Total Use of Funds</b>	<b>\$ 459,146</b>	<b>\$ 100,200</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

### Use of Funds

<b>NON-DEPARTMENTAL DIVISION</b>		<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>	
<b>Use of Funds</b>					
<u>General Fund</u>					
Benefits - OPEB Trust	\$ 321,776	\$ 310,000	\$ -	\$ -	-
Community Support	146,387	169,375	148,800	148,800	
Services & Supplies	28,485	341,858	467,000	331,350	
Line of Credit Interest	-	-	146,900	323,150	
Revenue Neutrality	5,278,677	5,566,248	5,783,133	5,977,848	
Transfers Out	815,388	259,750	265,800	269,843	
<b>Total Use of Funds</b>	<b>\$ 6,590,713</b>	<b>\$ 6,647,231</b>	<b>\$ 6,811,633</b>	<b>\$ 7,050,991</b>	



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ADMINISTRATIVE SERVICES DEPARTMENT

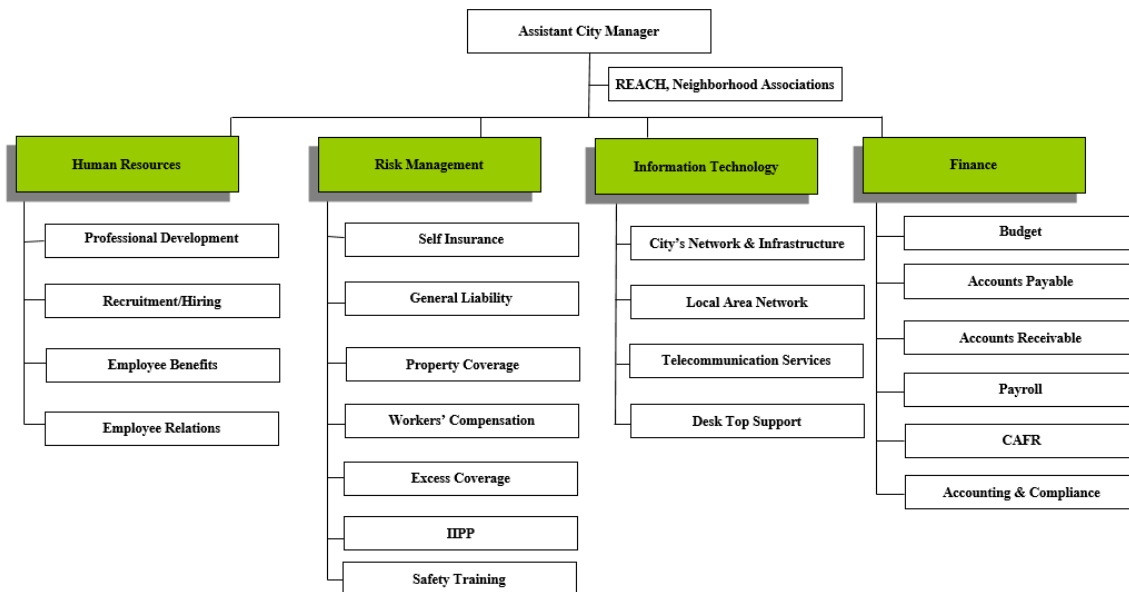
# Administrative Services Department

The Administrative Services Department serves as an internal customer service provider of integrated services including Finance, Human Resources, Information Technology and Risk Management.

- **Finance Division** provides internal support to other City departments and external support to other government agencies by providing financial information to aid in their decision making process. The Finance Division is responsible for budget preparation and development, financial reporting, auditing, investments, debt management, accounts payable, revenue collection, payroll and grant accounting.
- **Human Resources Division** implements the City's mission, vision, and core values through policy development and implementation. The Human Resources Division administers the City's health benefits, leave and compensation programs and ensures compliance with federal and state employment laws. Human Resources personnel manage recruitments, hiring and agency-wide employment training. The division works closely with supervisors and managers on employee or organizational issues.
- **Information Technology Division** encompasses the City's computer technology and telecommunications systems. The division provides a vision for future technology needs and oversees the procurement of new equipment. It maintains the City's network and infrastructure, and works with departments to address specific software needs. The technical training the division provides employees ensures equipment and software are used efficiently. The combined professional acumen of staff in this division enhances business and day-to-day operations, allowing the City to function optimally.
- **Risk Management Division** seeks to maintain a safe and fair environment for employees and the community and to ensure that City assets are protected from loss, theft, and misuse. The division provides safety trainings and coordinates treatment for employee injuries, providing support to the employee with the mission of assisting with a healthy recovery. Risk Management personnel manage all liability claims, property claims, insurance for special events and contractual risk transfer for City contracts.

## ADMINISTRATIVE SERVICES DEPARTMENT

### Organization Chart



## Finance Division

The Finance Division provides internal support to other City Departments and external support to other government agencies by providing financial information to facilitate their decision making process. The Finance Division also provides financial analysis and forecasting through the use of the City's Ten-Year Financial Model and administers over 40 funds in accordance with Generally Accepted Accounting Principles.

### **Use of Funds**

<b>FINANCE</b>				
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Use of Funds</b>				
<u>General Fund</u>				
Salaries	\$ 581,382	\$ 597,096	\$ 643,979	\$ 598,319
Benefits	144,395	171,222	220,014	221,556
Services & Supplies	<u>172,322</u>	<u>138,750</u>	<u>137,600</u>	<u>142,905</u>
<b>Total Use of Funds</b>	<b>\$ 898,099</b>	<b>\$ 907,068</b>	<b>\$1,001,593</b>	<b>\$ 962,780</b>

### **Accomplishments FY 2018-19**

- Prepared FY 2018-19 budget for the first time using the City's Financial system.
- Audited and processed 6,915 accounts payable invoices.
- Implemented the processing of on-line payments for Building Permits, Animal Control and Business Licenses.
- Presented regular updates of City's Treasurer report to Council.
- Submitted FY 2017-18 Comprehensive Annual Financial Report (CAFR) to Governmental Finance Officers Association (GFOA) for award consideration.
- Converted financial project accounting to general ledger accounting strings.
- Presented mid-year budget update to Council.
- Received GFOA Certificate of Achievement for Excellence in Financial Reporting award for FY 2016-17 CAFR, the eighteenth consecutive year to receive this award.
- Received first payments from collection agency on outstanding revenue.
- Began to receive Dignity Health medical building lease payments.

## Human Resources Division

The primary mission of the Human Resources Division is to develop a staff and workforce philosophy that embodies the City Council's mission, vision, and core values in daily decision making. The Human Resources Division is charged with recruiting, hiring, and retaining talented and qualified employees to help departments serve their customers. It is also the division's responsibility to implement Council's compensation philosophy, both benefits and salary. The division is also responsible for monitoring and implementing Federal and State laws that apply to the City's workforce and to develop and implement appropriate policies and procedures.

### **Use of Funds**

<b>HUMAN RESOURCES</b>				
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Use of Funds</b>				
<u><i>General Fund</i></u>				
Salaries	\$ 343,700	\$ 416,753	<b>\$ 417,607</b>	<b>\$ 430,045</b>
Benefits	141,853	163,180	<b>156,893</b>	<b>160,270</b>
Services & Supplies	<u>257,613</u>	<u>247,830</u>	<b><u>242,830</u></b>	<b><u>246,812</u></b>
<b>Total Use of Funds</b>	<b>\$ 743,166</b>	<b>\$ 827,763</b>	<b>\$ 817,330</b>	<b>\$ 837,127</b>

### **Accomplishments FY 2018-19**

- Facilitated thirty-seven recruitments resulting in twenty-three new employees to full-time, part-time, and temporary positions.
- Followed and implemented provisions of the Affordable Care Act.
- Hosted labor and employment training utilizing internal and external experts.
- Provided training for management staff.
- Identified and recorded the value of City's infrastructure.
- Organized annual community campout.
- Presented multiple webinars on CalPERS' retirement process.
- Supported REACH through efforts in managing their web postings, on-line meeting announcements, and REACH agendas.
- Explored additional cost-effective measures to provide City benefits.



## Information Technology Division

As a local agency, the City actively utilizes various computer technologies and systems to provide, organize, and develop information to its customers on a daily basis, including an internal network, access to the Internet, and a website. The mission of the Information Technology Division is to enhance customer service and operational efficiency through the use of technology. It is the responsibility of the division to identify changing technology and how it can be integrated into our current system in order to increase the efficiency of City operations. The division provides daily assistance to end users and departments, strategically utilizing technology to enhance business and daily operations. In order to provide up-to-date information and maximize e-commerce opportunities, this division continuously monitors and refines the City's web presence. The division also assists in the research and deployment of business applications to enhance staff's effectiveness and efficiency and to provide greater customer service to the public.

### **Use of Funds**

<b>INFORMATION TECHNOLOGY</b>				
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Use of Funds</b>				
<u>General Fund</u>				
Salaries	\$ 496,920	\$ 499,242	\$ 524,162	\$ 539,211
Benefits	150,243	164,087	172,001	175,437
Services & Supplies	273,623	329,650	317,104	320,604
Capital Acquisition		-	6,875	6,875
Transfers	50,000	-	-	-
<b>Total Use of Funds</b>	<b>\$ 970,785</b>	<b>\$ 992,979</b>	<b>\$ 1,020,142</b>	<b>\$1,042,127</b>

### **Accomplishments FY 2018-19**

- Continuing computer upgrades and Laptop replacements.
- Replaced/upgraded Database server.
- Replaced/upgraded Dispatch CAD/RMS servers.
- Replaced/upgraded Traffic system servers.
- Upgraded network link to DOJ.
- Implemented a new Business Permit system.
- Added enhancements to the Building permit system.

## Risk Management Division

The City's Risk Management Division seeks to establish and maintain internal fiscal and policy controls to avert risk to the organization and employees, including ensuring City assets are protected from loss, theft, and misuse, as well as protecting employees from injury and mistreatment. The division desires to reduce City losses from liability claims, lawsuits, and property damage. The division is also responsible with reviewing submitted claims against the City to determine any liability and the appropriate actions.

The Risk Management Division seeks to foster a safe and ergonomically sound workplace environment and minimize injuries to employees resulting in workers' compensation costs and lost time. Employee injuries are closely monitored with the goal of ensuring that the employees receive sound medical treatment that returns them to work in a healthy and prompt manner. Through a proactive employer relations program, the City seeks to ensure that employees are adequately trained on workplace policies and procedures, the appropriate means for reporting an incident, and the consequences of violation. The goal is to maintain an environment that is free of workplace wrongdoing. The division is also charged with establishing and monitoring contract procedures and insurance requirements to ensure that the City's interests are protected, while retaining the ability to conduct business in a prompt and reasonable manner.

### **Use of Funds**

<b>RISK MANAGEMENT</b>				
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Budget</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Use of Funds</b>				
<u>General Fund</u>				
Salaries	\$ 220,346	\$ 223,808	\$ 231,548	\$ 238,494
Benefits	68,673	75,990	79,277	80,895
Services & Supplies	737,836	1,123,434	990,200	999,930
<b>Total Use of Funds</b>	<b>\$1,026,855</b>	<b>\$1,423,232</b>	<b>\$1,301,025</b>	<b>\$1,319,319</b>

### **Accomplishments FY 2018-19**

- Continued to monitor employee injuries in order to facilitate returning to work as soon as possible in a healthy and efficient manner.
- Implemented security measures to prevent fraudulent activities.
- Managed open workers' compensation claims and open liability claims working with the City Clerk, third-party administrators, and legal counsel.
- Monitored ongoing Wellness Program to help reduce sworn personnel work-related injuries.
- Monitored legislative actions with impacts to labor, risk management, and benefits.
- Facilitated training on occupational safety topics including annual bloodborne pathogen training and workplace violence prevention training.
- Implemented the safety committee's quarterly newsletter for staff.

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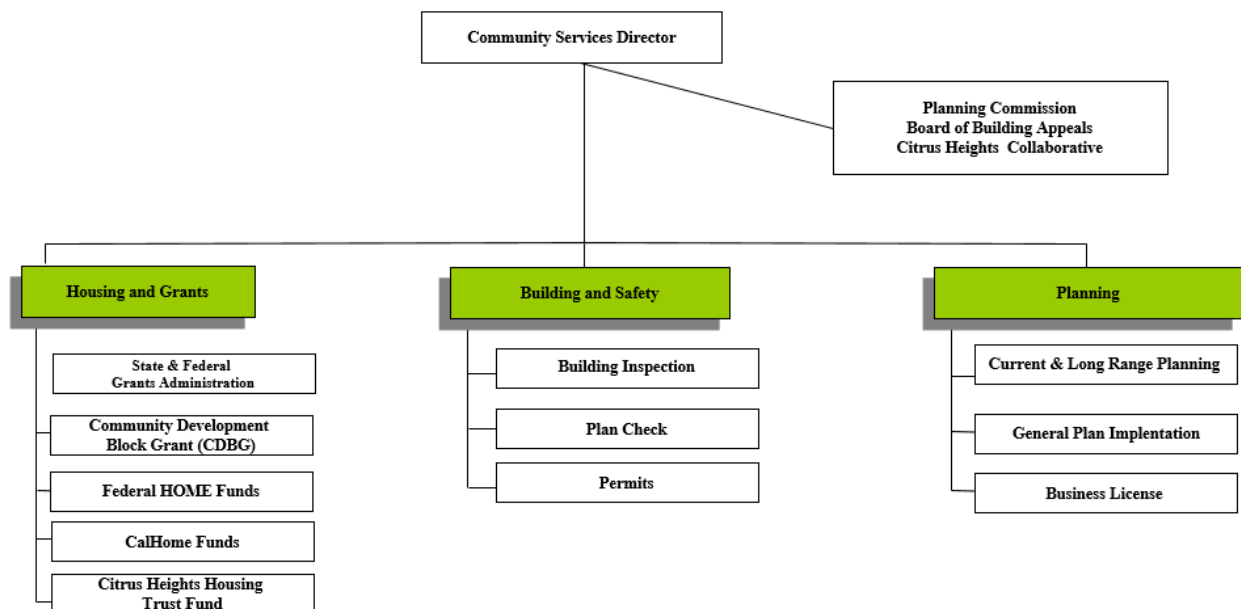
COMMUNITY DEVELOPMENT

# Community Development

The Community Development Department encompasses three divisions: Building and Safety; Housing, and Grants; and Planning. The department supports two City Commissions, the Construction Board of Appeals and Planning Commission, as well as the Citrus Heights Collaborative.

- **Building and Safety** is responsible for the administration and enforcement of the adopted local and state-mandated codes that regulate construction, property maintenance, and development. The purpose of these codes is to establish the minimum requirements to safeguard public health, safety, and general welfare. This division supports the Construction Board of Appeals.
- **Housing and Grants** administers a number of local, state, and federal housing and community development grants. These funds are used to assist first-time homebuyers and provide loans to modest-income homeowners to rehabilitate their homes. Additional uses for these funds include various public service projects such as: senior nutrition program, homeless services, housing crisis assistance, and youth projects. This division supports the Citrus Heights Collaborative.
- **Planning** comprises current and advanced planning activities as well as environmental analysis to ensure development is consistent with local and state land use regulations. This division supports the Planning Commission. The Planning Division also oversees the city's business license program.

## COMMUNITY DEVELOPMENT DEPARTMENT *Organization Chart*



## **Building and Safety Division**

The Building and Safety Division is responsible for reviewing plans, issuing permits, performing field inspections of buildings, ensuring compliance with local, state, and federal regulations related to building construction, maintenance, repair, accessibility and access requirements, as well as energy and green building standards. This division also enforces local standards by regulating the design, construction, use, occupancy, location, and maintenance of all buildings and structures within the city. Other responsibilities include assisting the Problem-Oriented Policing (POP) Code Compliance Division, Fire District, Engineering Division, and Planning Division. This division supports the Construction Board of Appeals.

### **Use of Funds**

<b>BUILDING INSPECTION</b>				
	<b>2017-18 Actual</b>	<b>2018-19 Budget</b>	<b>2019-20 Budget</b>	<b>2020-21 Budget</b>
<b>Use of Funds</b>				
<i><u>General Fund</u></i>				
Salaries	\$ 534,054	\$ 523,624	<b>\$ 566,551</b>	<b>\$ 581,213</b>
Benefits	191,664	208,274	<b>203,739</b>	<b>208,050</b>
Services & Supplies	32,590	69,000	<b>79,300</b>	<b>79,300</b>
Capital Acquisition	-	-	-	-
<b>Total Use of Funds</b>	<b>\$ 758,308</b>	<b>\$ 800,898</b>	<b>\$ 849,590</b>	<b>\$ 868,563</b>

### **Accomplishments FY 2018-19**

- Sponsored a successful Building Safety Month in May.
- Institution of a new file retention program allowing for all large and small documents to be available on an electronic database.
- Continued promotion of our online permitting program (increased usage by 96%).
- Issued 2,850 permits and conducted 6,710 inspections.
- Continued to participate in the evolving PASS program.
- Chief Building Inspector served on the Sacramento Valley Association of Building Officials Board of Directors as Past President, Chair of the Outreach Committee, and on the Education and Code Development Committees.
- Hosted the Sacramento Valley Building and Safety Training Institute at the Citrus Heights Community Center.
- Staff attended classes to obtain required Continuing Education Units in order to maintain professional certifications.
- Provided relevant information to existing and potential new businesses related to accessibility requirements.
- Implemented an inspection program for exterior elevated elements within multi-family dwelling units in compliance with SB 721.
- Revised permit expiration policy in compliance with AB 2913.
- Continued to work closely with Code Enforcement regarding sub-standard and blighted structures in attempt to further improve our processes expediting compliance with violations.
- Conducted building inspections on several high-profile developments, such as the Medical Office Building, BigLots, Studio Movie Grill, Sunrise Professional Center, Quantum Care, and Bear Paw Village.

## Housing and Grants Division

The Housing and Grants Division is responsible for the administration of local, state, and federal housing funds and oversees programs funded with these revenues. These programs include: Community Development Block Grant (CDBG) Program, federal HOME funds, CalHome funds, the Citrus Heights Housing Trust Fund, Housing Successor Agency, and several special purpose funds (i.e., housing loan repayments and housing mitigation fees). These funds are used to improve the quality of the city's housing stock, increase home ownership rates, and revitalize neighborhoods. The division's funds also pay for services that benefit low and moderate-income households, such as senior meals, youth programs, as well as homeless prevention and assistance. In addition, the division's funds may be used for special community needs, such as adding or modernizing parks, installing streetlights, improving handicapped access, and various economic development initiatives.

### Use of Funds

<b>HOUSING AND GRANTS</b>			
	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
(New for FY 2018-2019)	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Use of Funds</b>			
<u>General Fund</u>			
Salaries	\$ 58,810	\$ 69,760	\$ <b>54,336</b>
Benefits	24,296	21,965	<b>19,722</b>
Services & Supplies	<u>5,000</u>	<u>6,800</u>	<u><b>7,352</b></u>
<b>Total Use of Funds</b>	<b>\$ 88,106</b>	<b>\$ 98,525</b>	<b>\$ 81,410</b>

### Accomplishments FY 2018-19

- Issued 13 housing repair loans and one first-time homebuyer loan.
- Received and processed \$225,000 in loan repayments for both the city's First-Time Homebuyer and Housing Repair programs.
- Served more than 7,780 low- and moderate-income residents through public service programs.
- Participated in the Citrus Heights Homeless Assistance Resource Team (HART).
- Facilitated the Citrus Heights Collaborative, an informal network of community members, government agencies, non-profit organizations, faith-based groups, and others who gather monthly to share information and resources.
- Development specialist appointed to the Sacramento Steps Forward's advisory board, which administers Continuum of Care homeless funding on behalf of Sacramento County.
- Participated in the development of regional grant applications to obtain additional funding to address homelessness.
- Allocated \$1.3 million of the city's share of HOME Consortium funds to the Sunrise Pointe affordable housing development as part of the city's effort to replace the low- and moderate-income housing units demolished on Sayonara Drive.

## Planning Division

The Planning Division is responsible for reviewing all proposed new residential, commercial, and office development projects. This analysis also includes completing the appropriate level of environmental review. In addition, the Planning Division conducts advanced planning activities related to the implementation of the *General Plan*, *Stock Ranch Guide for Development*, and *The Boulevard Plan*, special planning studies, including design guidelines and new ordinances. The division provides customer assistance at the “one-stop” counter and coordinates with other city departments as well as local, regional, state, and federal agencies. The division also provides staff support to the Planning Commission, special committees, and City Council regarding all matters relating to land use. The Planning Division also oversees the business license program.

### Use of Funds

<b>PLANNING</b>				
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Use of Funds</b>				
<u><i>General Fund</i></u>				
Salaries	\$ 495,410	\$ 486,964	<b>\$ 480,528</b>	<b>\$ 540,087</b>
Benefits	178,191	183,013	<b>186,839</b>	<b>210,701</b>
Services & Supplies	<u>95,995</u>	<u>73,600</u>	<b><u>72,350</u></b>	<b><u>73,900</u></b>
<b>Total Use of Funds</b>	<b>\$ 769,596</b>	<b>\$ 743,577</b>	<b>\$ 739,717</b>	<b>\$ 824,688</b>

### Accomplishments FY 2018-19

- Processed the Mitchell Farms development, including preparation of an Environmental Impact Report.
- Processed Sunrise Pointe, the city's first affordable housing project since 1999.
- Developed the Projects Viewer for the website, allowing the public to have easier access to the status of development projects.
- Adopted a Street Tree Ordinance, held the city's first Tree Photo contest, and submitted an application to become a Tree City USA.
- In conjunction with the Police Department, updated the city's Smoking Ordinance.
- Approved the Stock Ranch Surgery Center.
- Prepared Small Lot Subdivision Standards, which will allow for greater flexibility and creativity in developing a variety of housing types.
- Launched CitizenServe, allowing online application of Business Licenses and Renewals.
- Issued over 40 entitlements, including Design Review Permits, Tentative Maps, Tree Permits, and General Plan Amendments.





A stylized orange tree logo with a thick trunk and a dense, rounded canopy of leaves. The tree is centered horizontally and partially obscured by a grey banner.

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GENERAL SERVICES DEPARTMENT

# General Services Department

The General Services Department provides engineering services, maintains the city's infrastructure, and administers all public works contracts and capital improvement projects. The department's funding sources are local, state and federal transportation funds, grants, user fees, and general tax revenues. General Services provides administrative oversight for four operational divisions including: Engineering, Citywide Operations and Maintenance, Fleet and Facilities Services, and Community Services.

## Engineering Division Areas of Responsibility

- Development review
- Assessment district administration
- Transportation capital projects/programs
- Transportation maintenance projects/programs
- Stormwater management projects/programs
- Capital Improvement Program (CIP) development
- Transportation planning and construction grants
- Encroachment permits
- Construction inspection
- Transportation and traffic engineering
- Traffic signals and system management
- Street lighting

## Citywide Operations and Maintenance Areas of Responsibility

- Operating and capital budgets
- CIP program administration
- City staff liaison for Sacramento Transportation Authority (STA)
- City staff liaison for Sacramento Area Council of Governments (SACOG)
- Capital right of way (ROW) acquisitions
- Citywide landscape and maintenance
- Landscape Maintenance Assessment Districts
- Street sweeping
- Streets and road maintenance including roadside drainage maintenance
- Citywide infrastructure maintenance
- Citywide public tree maintenance
- Citywide creek, channel, and open space maintenance
- ADA compliance in public ROW
- Curb, gutter, and sidewalk repair/maintenance

## Fleet and Facilities Services Areas of Responsibility

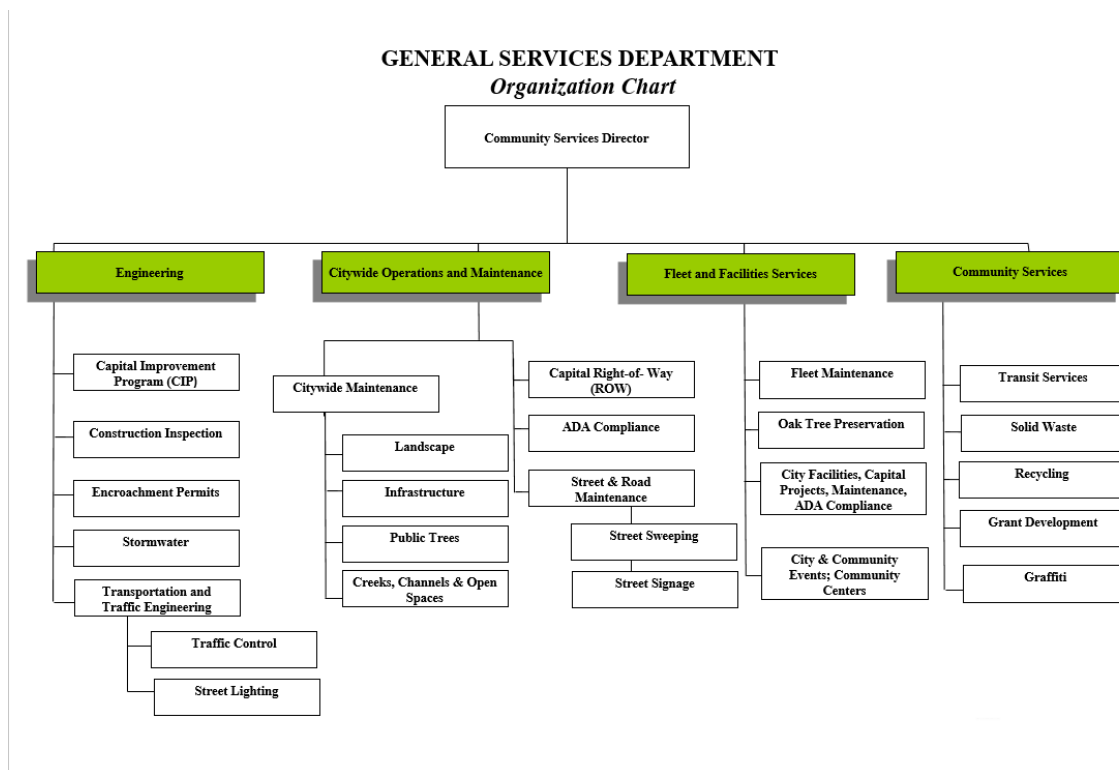
- ADA compliance of city facilities
- City facilities capital projects planning/management
- City facilities maintenance (buildings and grounds)
- City Fleet maintenance and administration
- Energy efficiency and alternatives planning/implementation
- Citrus Heights community centers administration/operations
- Sayonara Park maintenance

- City and community events

#### Community Services Division Areas of Responsibility

- Residential solid waste and recycling services franchise agreement
- Commercial solid waste and recycling franchise agreements
- CalRecycle grants and funding program
- Citywide integrated waste management planning and implementation
- State and regional recycling and diversion regulations compliance
- Graffiti abatement services
- Transit services liaison and program administration
- Customer service administration
- Strategic planning
- Community outreach and engagement
- Representation/liaison on regional boards/committees
- Grant development, support and administration
- Bicycle, pedestrian and mobility grant development

The General Services Department budget is separated into ten areas based on funding sources: Administration and Engineering, Assessment District Administration, Community Center Management, Community Events, Facility Management, Fleet Management, Solid Waste, Street Maintenance, Stormwater Drainage Services, and Transit. A brief description of each area organized under the lead division within the department is provided below.



## General Engineering/Public Works

**Administration and Engineering** provides administrative oversight for solid waste, transit, drainage administration, facility and fleet maintenance/purchasing, lighting district, and a full array of civil engineering services (e.g., development review, assessment district administration, CIP development and implementation, and traffic/transportation engineering). This division also provides liaison staff to the various transportation, drainage, and general public works related regional boards and associations. This division promotes and facilitates communications between residents and local businesses involved in and affected by construction projects. This division is also responsible for identifying and implementing ADA improvements within the city rights of way.

The Administration and Engineering budget reflects costs for a wide array of activities. Administration oversees the department budget, office operations, and manages contracts with service providers. Engineering is responsible for plan checks, development review, encroachment permits and inspections, development project review, and delivery of administration of the city's CIP, traffic/transportation engineering, and the Engineering Division general administration.

**Funding Sources:** *General Fund.*

### Use of Funds

<b>ENGINEERING</b>				
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Use of Funds</b>				
<u>General Fund</u>				-
Salaries	\$ 31,801	\$ 60,316	<b>\$ 296,817</b>	<b>\$341,131</b>
Benefits	11,189	26,771	<b>118,229</b>	<b>131,013</b>
Services & Supplies	<u>89,602</u>	<u>36,150</u>	<b><u>135,665</u></b>	<b><u>135,665</u></b>
<b>Total Use of Funds</b>	<b>\$132,592</b>	<b>\$123,237</b>	<b>\$ 550,711</b>	<b>\$607,809</b>

**Accomplishments FY 2018-19**

- Completed construction on 2018 Residential Street Resurfacing.
- Completed construction on 2018 Accessibility and Drainage Improvements Project.
- Secured \$4.0 million SACOG Regional Program and \$1.5 million Regional Active Transportation Program (ATP) grants for Auburn Boulevard Complete Streets Project Phase 2.
- Awarded construction contract for the Highland Ave/Rinconada Dr. Drainage Improvements Project.
- Coordinated with the California Department of Fish & Wildlife to renew the city's long-term Routine Maintenance Agreement (RMA) for Creeks and Storm Drains.
- Awarded a consultant services contract for the Carriage Drive/Lauppe Lane Safe Schools Corridor Plan (CLSSCP) and began initial steps in development of the plan.
- Reviewed and processed over 900 encroachment permits.
- Solidified the quarterly Principal Partnership meetings with San Juan Unified School District to focus on and discuss traffic and school safety concerns and needs.
- Awarded a consultant services contract to develop the Old Auburn Road Complete Streets Corridor Plan (OARCS) and held first community workshop.
- Awarded a consultant services contract for the Multi-Modal Transportation Safety Program and began initial steps in development of the program.
- Initiated an aggressive community outreach program (including two community open houses) and completed the environmental documentation for the Electric Greenway Project.
- Performed an in depth review of street lighting assessments for approximately 4,700 street lights city-wide.

## Citywide Operations and Maintenance

- 1) **Assessment District Administration** involves management and maintenance of properties within nine landscape maintenance assessment districts (LMADs) and one lighting assessment district located throughout the city. Maintenance work is accomplished utilizing contractor assistance.
- **Assessment District 98-01** – oak tree and street frontage landscape maintenance in Stock Village Units 1 & 2.
  - **Assessment District 98-02** – trees and street frontage (corridor) landscaping maintenance within one single family subdivision, Sorenson Ranch Units 1-4.
  - **Assessment District 98-02 Zone 2** – trees, street frontage (corridor) and sound wall maintenance within one single family subdivision, AutumnWood.
  - **Zones 1, 2, 3, and 4 of Assessment District 97-01** – maintenance of landscaping, open space, and re-vegetation areas of several locations in the City.
  - **Assessment District 03-01** – maintenance of the Auburn Commerce District, (Stock Ranch Zone 1 and 2) a 94 single-family subdivision and neighborhood park.
  - **Citrus Heights Lighting District** – operations and maintenance of the city's street lights.

**Funding Sources:** Fees and Assessments; Gas Tax, Measure A Maintenance

- 2) **Street Maintenance** provides a variety of transportation infrastructure maintenance services including routine pavement maintenance, implementation of the city's Pavement Management System, maintenance of traffic signals and street signs, and coordination with other entities (e.g. special districts and utilities) as needed.

**Funding Sources:** Gas Tax including SB1/Road Maintenance Rehabilitation Account; Transportation Development Act and Measure A Maintenance.

### **Accomplishments FY 2018-19**

- Provided citywide vegetation management services.
- Cleared approximately 40 acres of open space and 12 miles of creeks.
- Cleared four miles of concrete lined channels.
- Provided citywide underground storm pipe maintenance services, helping to minimize localized flooding.
- Completed three special volunteer cleanup projects citywide, partnering with church groups, community members, local businesses, vendors and contractors to provide landscape mulching, flower planting and public property clean ups/enhancements.
- Provided citywide landscape maintenance services.
- Conducted over 100 arborist reviews of city owned trees.
- Provided routine maintenance of over 900 city owned trees to ensure preservation of city's tree canopy.
- Provided ongoing street sweeping services to meet National Pollutant Discharge Elimination System (NPDES) permit requirements.

## Fleet and Facilities Services

- 3) **Fleet Management** includes management of the city's vehicle fleet, including all related administration of operations, fuel, maintenance, and replacement of all city vehicles.

The Fleet Management Division reflects costs for providing general maintenance, implementing preventive maintenance activities, overseeing vehicle purchases, monitoring service agreements, and promoting alternative energy vehicle services. This division actively promotes efficient and innovative management of the city fleet by exploring alternative fuel capacity, developing a pro-active preventive maintenance program, and conducting on-going research into clean air partnerships. The city fleet policy is based upon shared services and a "pool type philosophy" practice.

**Funding Source:** General Fund and Interfund Charges

### Use of Funds

<b>FLEET MANAGEMENT</b>				
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Use of Funds</b>				
<u>General Fund</u>				
Salaries	\$ 75,943	\$ 75,505	\$ 75,300	\$ 77,424
Benefits	28,156	36,768	29,419	29,926
Services & Supplies	71,263	50,200	63,500	67,500
Transfers	8,500	-	-	-
<b>Total Use of Funds</b>	<b>\$ 183,862</b>	<b>\$ 162,473</b>	<b>\$ 168,219</b>	<b>\$ 174,850</b>

- 4) **Facility Management** involves strategic planning and implementation of the city's facility needs. This subdivision also manages the maintenance and construction of city buildings and facilities.

**Funding Source:** General Fund and Interfund Charges

### Use of Funds

<b>FACILITY MANAGEMENT</b>				
<u>City Hall</u>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Use of Funds</b>				
<u>General Fund</u>				
Salaries	\$ 114,850	\$ 152,467	\$ 143,459	\$ 147,748
Benefits	41,297	76,543	59,886	60,749
Services & Supplies	661,888	232,666	250,155	253,533
Capital Acquisition	10,386	-	-	-
Transfers	25,000	-	-	-
<b>Total Use of Funds</b>	<b>\$ 853,421</b>	<b>\$ 461,676</b>	<b>\$ 453,500</b>	<b>\$ 462,030</b>

**Use of Funds**

<b>FACILITY MANAGEMENT</b>				
<u>Police Building</u>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
*New for FY 2018-2019	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Use of Funds</b>				
<u>General Fund</u>				
Services & Supplies	n/a	\$ 262,950	\$ 249,480	\$ 255,764
<b>Total Use of Funds</b>		\$ 262,950	\$ 249,480	\$ 255,764

- 5) **Community Events** includes planning and coordinating city-sponsored events to offer a variety of family-oriented activity and entertainment opportunities throughout the year. These events include Sunday FunDay and the Holiday Tree Lighting event.

**Funding Source:** General Fund, Donations, Sponsorships

- 6) **Community Center Management** includes costs for managing and maintaining the city's three community centers:

- 1) Citrus Heights Community Center: The City's 29,173 square foot state of the art LEED certified facility. Included in this budget are operating expenses necessary to provide residents with a rental facility capable of handling multiple functions on a daily basis as well as campus rentals for weddings and receptions. The facility operates 365 days per year and is staffed according to the needs of confirmed rentals.

**Funding Source:** User Fees and General Fund

**Use of Funds**

<b>COMMUNITY CENTER</b>				
<u>Operations</u>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Use of Funds</b>				
<u>General Fund</u>				
Salaries	\$ 159,555	\$ 219,996	\$ 261,391	\$ 265,276
Benefits	52,772	80,788	62,736	63,563
Services & Supplies	322,865	200,600	215,700	225,244
Capital Acquisition	-	-	-	-
Transfers	40,725	-	-	-
<b>Total Use of Funds</b>	\$ 575,917	\$ 501,384	\$ 539,827	\$ 554,083

- 2) Citrus Heights Sylvan Community Center: Center management includes costs for managing and maintaining the 1,475 square foot facility. This facility was constructed to serve local community service groups, non-profits, and local residents at affordable rental rates. The Sylvan Community Center is capable of handling meetings, receptions, and events up to 50



people. The facility operates on a 365 day a year calendar and is staffed according to the needs of confirmed rentals.

**Funding Source:** General Fund

### Use of Funds

<b>SYLVAN COMMUNITY CENTER</b>				
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Use of Funds</b>				
<u>General Fund</u>				
Services & Supplies	\$ 13,362	\$ 11,075	\$ 15,789	\$ 16,270
<b>Total Use of Funds</b>	\$ 13,362	\$ 11,075	\$ 15,789	\$ 16,270

- 3) Citrus Heights Sayonara Center: Center management includes costs for managing and maintaining the 2,200 square foot facility. The center was built on Sayonara Drive to serve the neighborhood's youth after-school program, which holds up to 90 occupants. The building was constructed with solar panels, which covers the costs of the building's energy consumption. Sayonara Park is located next to the center, and is also managed within this budget item.

**Funding Source:** General Fund

### Use of Funds

<b>SAYONARA COMMUNITY CENTER</b>				
	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>Use of Funds</b>				
<u>General Fund</u>				
Services & Supplies	\$ 13,696	\$ 18,150	\$ 16,210	\$ 16,450
<b>Total Use of Funds</b>	\$ 13,696	\$ 18,150	\$ 16,210	\$ 16,450

### Accomplishments FY 2018-19

- Repaired single ply roofing membrane areas at the Police Department.
- Installed security cameras and security infrastructure in the Utility Building.
- Successfully staffed Citrus Heights Community Center.
- Hired three custodians, 2 full time and 1 ¾ time.
- Expanded the volunteer program at the Community Center.
- Replaced exterior entrance door at the Sylvan Community Center.
- Coordinated multiple city events such as Red White and Blue Parade, Sunday FunDay, and 20<sup>th</sup> Anniversary Holiday Tree Lighting celebration.
- Continues city support in community events such as Hot August Bites, Spooktacular, and Howl O' Ween.
- Expanded Community Center Facility Attendant staffing.

## Community Services

- 7) **Solid Waste** involves management of residential solid waste/refuse collection services, recycling services, and neighborhood clean-up services, commercial solid waste franchise agreements and state regulatory compliance, along with the household hazardous waste disposal contract. It also includes staff participation in the Regional Solid Waste Working Group and work with regional and state advisory, liaison, and technical committees.

Recycling grants and payment programs are also administered by this division. These grants and payment programs enable the city to provide public education and outreach, as well as install and maintain public recycling infrastructure throughout the city.

**Funding Source:** Solid Waste fees (Residential garbage and recycling service fees; Franchise fees); Recycling Grants and payment programs (CalRecycle).

- 8) **Transit** works in cooperation with the Sacramento Regional Transit District (SACRT) to address public transportation needs of Citrus Heights residents; this area also includes bus stop maintenance and capital improvement projects related to transit.

Transit services include bus services and para-transit services. The city became an annexed member of the Sacramento Regional Transit District (SacRT) in January 2019 and is provided transit services as a member agency within the SacRT District. The city continues to work closely with SacRT on several program, system and infrastructure enhancements, including bus-stop improvements.

**Funding Source** The Transportation Development Act Funds, Including Local Transportation Funds (LTF) and State Transit Assistance (STA) funds.

### **Accomplishments FY 2018-19**

- Completed the city's first Comprehensive Transit Plan.
- Received a \$50,000 Household Hazardous Waste (HHW) education grant.
- Completed the region's first microtransit pilot project within the Sacramento region to provide on-demand, smart phone app enabled transit services within the city limits.
- Participated in the selection process for a permanent microtransit service provider.
- Provided administrative and technical support services to all aspects of the department.
- Provided grant application support to transportation grant funding requests.
- Adopted city's first Comprehensive Transit Plan.
- Completed annexation into the Sacramento Regional Transit District (SacRT).
- Provided compliance reporting related to Mandatory Commercial Recycling (MCR) and Mandatory Organics Recycling (MOR) to CalRecycle.

A stylized blue tree logo with a thick trunk and a dense, rounded canopy. The canopy is filled with a pattern of white and blue shapes, giving it a textured appearance. The trunk is solid blue and has several roots extending into the ground.

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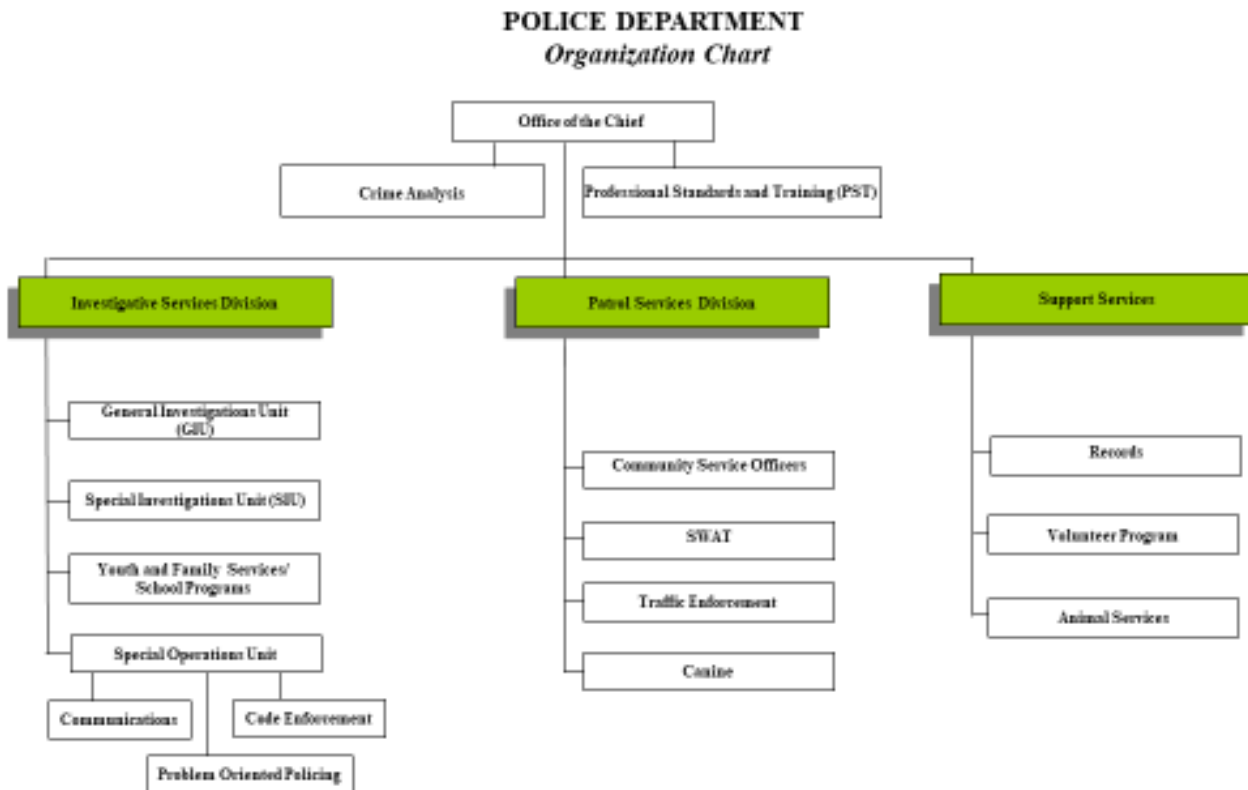
POLICE DEPARTMENT

# Police Department

The City's Police Department has been serving the residents of Citrus Heights for thirteen years.

The Police Department is a full-service organization, which is responsible for general law enforcement and peacekeeping. It has among its many responsibilities: improving the quality of life in the community, preserving public order, protecting life and property, investigating crimes, apprehending criminal offenders, investigating traffic collisions and enforcing criminal and traffic laws. The department is divided into four divisions:

- **Office of the Chief**
- **Patrol Services Division**
- **Investigative Services Division**
- **Support Services Division**



## **Office of the Chief**

Under the direction of the Chief of Police, or in the absence of the Chief of Police, the Assistant Chief of Police, this division has overall authority and is responsible for the effective administration, management and coordination of police services in the community. In addition to the Office of the Chief, this division includes Budget and Finance, Policy and Procedure (updates/issuance/adherence), Crime Analysis, Technology Research and Development, as well as the Professional Standards and Training Unit (PST). PST includes hiring, personnel, training, organizational adherence to federal, state and local laws, acceptance and review of personnel commendations and complaints, property and evidence (as well as crime scene Investigations), short- and long- range strategic planning, public information and social media.

### **Accomplishments FY 2018-19**

- Analyzed department staffing model to promote optimal efficiency and oversight by creating an Assistant Chief of Police through reallocation of existing resources.
- Enhanced police/community relationships, support to “at risk” families and provided pathways for youth interested in public safety careers by developing a Youth and Family Services Unit.
- Established mechanism for ensuring policy compliance through recorded audits and inspections.
- Evaluated mentoring based employee performance evaluation model to promote leadership skills throughout the organization.
- Drafted a robust Procedures Manual to complement and enhance the Department’s Policy Manual.
- Developed, implemented, and completed a 2018/2019 Comprehensive Department Strategic Plan.

## **Patrol Services Division**

The Patrol Services Division is managed by a Commander and operates under the Community Policing Philosophy. This division is comprised of six teams of uniformed patrol officers. Additional elements deployed with the Patrol Services Division are Traffic Enforcement, Canine, Community Service Officers, Mobile Crisis Support Team, and a SWAT team. The Patrol Services Division staff provides round-the-clock enforcement presence, and are first responders for life-threatening emergencies, traffic collisions, and in-progress criminal activity. They conduct preliminary investigations on the majority of crimes reported to the Police Department and implement proactive strategies to detect and deter crime. The Patrol Services Division staff are actively involved in addressing neighborhood problems and quality of life issues. The Patrol Services Division is also responsible for the department’s fleet maintenance and acquisitions.

The Traffic Enforcement Unit augments the traffic enforcement effort of the patrol officers by providing directed traffic enforcement in identified problem areas. This unit also conducts follow-up collision investigations and handles major collision investigations and reconstruction. Community Service Officers provide assistance to patrol officers and the Traffic Unit by responding to non-emergency calls for service.

The Mobile Crisis Support Team pairs Crisis Intervention Trained (CIT) Officers with licensed mental health professionals to respond to calls involving subjects in a mental health crisis. This first responder model is focused on mitigating the impact of these crises while providing enhanced service to those with mental health needs.

### **Accomplishments FY 2018-19**

- Reconfigured the Patrol Beat model to enhance efficiency, officer safety, and improve response time to calls for service.

- Implemented a new Fleet Technician program to increase the efficient management and maintenance of police fleet vehicles.
- Completed at least one DUI checkpoint or focused patrol operation each month.
- Redesigned Field Training Officer program to better meet the needs of entry-level officers while increasing the leadership skillset of our Field Training Officers Conducted a thorough analysis of our current SWAT Team model to ensure efficient operation and fiscal responsibility of the model.



## **Investigative Services Division**

The Investigation Services Division is managed by a Commander whose primary responsibility is to provide general management, direction, and control for this division. Commanders report directly to the Assistant Chief of Police. The Investigation Services Division consists of the General Investigations Unit, the Special Investigations Unit, Youth and Family Services/ School Programs, and the Special Operations Unit.

The General Investigations Unit includes crimes against persons and property crime investigators.

The Special Investigations Unit detectives focus their efforts on violent criminal offenders, sex offenders, gang and narcotics investigations, human trafficking and tracking habitual offenders.

The Youth and Family Services (YFS) Unit is comprised of a YFS Sergeant, the School Resource Officers (SRO's), and a juvenile detective. The juvenile detective coordinates the department's Juvenile Diversion and Education Program and investigates juvenile related crimes. The YFS Unit is responsible for administering all of the Department's youth related services to include: the Police Activities League (PAL) and Police Explorer program.

The Special Operations Unit includes the Problem-Oriented Policing Unit, Code Enforcement, Communications, and protection and order during public meetings pursuant to California Government Code Section 38638. The Problem Oriented Policing and Code Enforcement Unit's focus is on improving the quality of life in the community through the development of community partnerships and is actively involved in addressing neighborhood problems and providing crime prevention information. The Code Enforcement Unit enforces nuisance abatement codes involving zoning, inoperable vehicles, graffiti, and

housing. This unit's program goal is to obtain voluntary compliance with the City's municipal ordinances. Code Enforcement Officers work closely with other City departments and divisions including Finance, Building and Safety, Planning, and Engineering during any enforcement effort. This unit also assists other local and state agencies, including the Fire District, in matters of code enforcement. This unit is both reactive to citizens' requests for services as well as proactive in canvassing the community to correct blight conditions in order to maintain and improve property values and the quality of life in the City. The Police Communications Center is managed by the Special Operations Unit. All non-emergency and emergency 9-1-1 calls come into the Police Communications Center, with police dispatchers coordinating field response to calls for service.

### **Accomplishments FY 2018-19**

- Continued Community Oriented Policing strategies through existing community partnerships and focused efforts to establish new community relationships.
- Participated in the annual business walk and worked with businesses to identify improvements.
- Increased our dissemination of crime prevention information to businesses and the community by increasing our social media "following."
- Provided comprehensive Crime Prevention through Environmental Design evaluations and reports to local businesses and residents.
- Improved community understanding of homelessness by providing presentations to the community and Council related to the impacts of homelessness.
- Launched a new youth center at Rusch Park for afterschool interaction with youth and police officers.
- Collaborated with San Juan Unified School District on a Public Safety Pathway career and technical education program for Mesa Verde High School.
- Focused on Auburn Boulevard revitalization through code enforcement.
- Coordinated department wide "Wellness and mindset" Training.
- Participated in Postal inspector Task Force and swore in new K-9 Officer Farley from the Special investigations team.



## **Support Services Division**

The Support Services Division consists of the Records Unit, Technology, the Volunteer Program and Animal Services. The Support Services Division is also responsible for all facility building maintenance and upgrades and acts as an advisor to the Chief of Police on technology research and development. The Support Services Division consists of professional and volunteer staff, often serving as the first point of contact for the Police Department. The Support Services Division manages front counter and telephone customer service, volunteer program coordination, police records management and technology. This division also works in conjunction with other Sacramento law enforcement agencies to integrate regional data sharing and communication interoperability. Support staff are proactive and perform their duties utilizing the community-oriented policing philosophy. They support all programs within the department and handle most of the administrative functions to ensure accurate and effective program management. Support Services management works closely with regional agencies to ensure interoperability between software systems and law enforcement data to reduce redundant work processes throughout the region. The Animal Services Unit focuses on promoting healthy human-animal relationships in our community. Through education and enforcement our goal is to empower responsible pet owners and deliver visible and compassionate support to the community.

### **Accomplishments FY 2018-19**

- Increased the volunteer program specialty assignments to include investigative case follow up, foot patrol in business malls, animal control support, property & evidence assistance, drone program pilots, and peer support.
- Updated the police department's radio system to the new P25 Regional Radio System, conforming to federal F.C.C. standards.
- Updated software programs and processes to create efficiencies for our records, professional standards, and training unit with the goal to eliminate redundant work processes.
- Provided and created learning opportunities to teach and train the Support Services Supervisors in the ongoing operations of the Support Services Division.
- Led the efforts via the Central Valley Information Sharing System for our region to implement a new data-sharing plan and migrate to a more cost-effective vendor.





**Use of Funds**

<b>POLICE DEPARTMENT</b>				
	<b>2017-18 Actual</b>	<b>2018-19 Budget</b>	<b>2019-20 Budget</b>	<b>2020-21 Budget</b>
<b>Use of Funds</b>				
<u>General Fund</u>				
Salaries	\$12,451,717	\$12,686,726	<b>\$13,462,619</b>	<b>\$13,808,276</b>
Benefits	4,929,808	5,397,064	<b>5,346,500</b>	<b>5,487,501</b>
Services & Supplies	2,127,506	2,311,354	<b>2,504,180</b>	<b>2,510,680</b>
Capitol Acquisition	-	30,000	-	-
Transfers	<u>275,000</u>	<u>275,000</u>	<u>-</u>	<u>-</u>
<b>Total Use of Funds</b>	<b>\$19,784,031</b>	<b>\$20,700,144</b>	<b>\$21,313,299</b>	<b>\$21,806,457</b>

**Use of Funds**

<b>ANIMAL SERVICES</b>				
	<b>2017-18 Actual</b>	<b>2018-19 Budget</b>	<b>2019-20 Budget</b>	<b>2020-21 Budget</b>
<b>Use of Funds</b>				
<u>General Fund</u>				
Salaries	\$ 175,188	\$ 237,218	<b>\$ 255,763</b>	<b>\$ 262,896</b>
Benefits	57,455	85,905	<b>105,852</b>	<b>106,853</b>
Services & Supplies	149,693	251,310	<b>321,700</b>	<b>327,700</b>
Capital Acquisition	5,609	-	-	-
Transfers	<u>1,496</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Total Use of Funds</b>	<b>\$ 389,441</b>	<b>\$ 574,433</b>	<b>\$ 683,315</b>	<b>\$ 697,449</b>





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ENTERPRISE FUND

## Enterprise Fund

Enterprise funds account for activities which operate as separate public enterprises. These funds receive revenues from fees charged to programs or other department users. The programs are largely cost-covering. The City has one enterprise fund, the Solid Waste Fund.

**Solid Waste Fund:** This fund accounts for revenues and expenses associated with garbage collection in the City. The City contracts solid waste services with Republic Services.

### Use of Funds

<b><u>Solid Waste</u></b>				
	<b>2017-18 Actual</b>	<b>2018-19 Budget</b>	<b>2019-20 Budget</b>	<b>2020-21 Budget</b>
<b>Revenue</b>				
Fees & Charges	\$ 802,288	\$ 785,400	\$ 795,475	\$ 806,589
<b>Total Revenue</b>	<b>\$ 802,288</b>	<b>\$ 785,400</b>	<b>\$ 795,475</b>	<b>\$ 806,589</b>
<b>Use of Funds</b>				
Management & Support	\$ 274,022	\$ 283,587	\$ 283,587	\$ 215,708
General Services	477,253	574,205	607,982	643,026
<b>Total Use of Funds</b>	<b>\$ 751,275</b>	<b>\$ 857,792</b>	<b>\$ 891,569</b>	<b>\$ 858,734</b>



A stylized green tree with a thick trunk and a dense, rounded canopy. The tree is centered on the page. A horizontal grey band passes through the middle of the tree, containing text. On the left side of this band, there is a black rectangular box containing the text 'CITY OF CITRUS HEIGHTS'.

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SPECIAL REVENUE FUNDS

## Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts and major capital projects) that are legally restricted to expenditures for specified purposes.

**Community Events:** This fund accounts for revenues and expenses associated with the City's community events such as Sunday FunDay, the holiday tree lighting, concert series, etc.

**Transit Fund:** This fund accounts for the revenue and expenses associated with the administration and maintenance of city-wide transit services in conjunction with the Sacramento Regional Transportation Authority (RT).

**Stormwater Drainage Fund:** This fund accounts for the revenues and expenses associated with the administration and coordination of stormwater drainage activities.

**Street Maintenance:** These funds account for Transportation Development Act (TDA), Gas Tax, SB1 (Road Repair and Accountability Act) and Measure A Street Maintenance funds. It represents the revenues and expenses associated with the maintenance and improvement of the City's roads and street landscaping.

**Code Enforcement and Sacramento Abandoned Vehicle Program:** These funds account for the revenues and expenses associated with code enforcement.

**Grants and Housing (CDBG, Recycling Grants, Household Hazardous Waste Grants, Housing Grants, and other miscellaneous grants):** These funds account for the revenues and expenses associated with specialized grant monies received by the City which may only be spent under specific guidelines.

**Police Grants:** These funds account for the revenues and expenses associated with police grant monies received by the City and may only be spent under specific guidelines.

**Assessment Districts:** These funds account for the revenues and expenses associated with the maintenance of ten City lighting and landscape assessment districts with the possible addition of two new landscape assessment districts in the fall of 2019. Lighting and landscape districts are created to finance common area landscape maintenance and lighting. Homeowners are assessed through their property tax bill.

**Development Impact Fees (Transit, Roadway, Affordable Housing and Park Facilities):** These funds account for the revenues and expenses associated with new development of infrastructure, affordable housing, and parks.

<b><u>Community Development</u></b>			
<b>Special Revenue by Fund</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Budget</b>	<b>FY 2020-21 Budget</b>
<b>Revenues</b>			
Housing Grants	\$ 735,643	\$ 100	\$ 100
CDBG Entitlement	589,000	630,500	70,500
<b>Total Revenues</b>	<b>\$ 1,324,643</b>	<b>\$ 630,600</b>	<b>\$ 70,600</b>
<b>Expenditures</b>			
Housing Grants	\$ 700,000	\$ 169,228	\$ 171,078
CDBG Entitlement	600,348	982,046	646,084
Successor Housing Agency	42,473	-	-
<b>Total Expenditures</b>	<b>\$ 1,342,821</b>	<b>\$ 1,151,274</b>	<b>\$ 817,162</b>

<b><u>Police Department</u></b>			
<b>Special Revenue by Fund</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Budget</b>	<b>FY 2020-21 Budget</b>
<b>Revenues</b>			
Code Enforcement	\$ 367,003	\$ 931,614	\$ 951,854
Police Special Revenue	128,000	82,161	82,671
Police Grants	429,016	105,069	85,142
SLES Funds	133,000	133,000	-
<b>Total Revenues</b>	<b>\$ 1,057,019</b>	<b>\$ 1,251,844</b>	<b>\$ 1,119,667</b>
<b>Expenditures</b>			
Code Enforcement	\$ 367,003	\$ 951,916	\$ 960,644
Police Special Revenue	117,081	96,323	98,254
Police Grants	163,740	106,505	87,492
SLES Funds	-	93,000	65,000
<b>Total Expenditures</b>	<b>\$ 647,824</b>	<b>\$ 1,247,744</b>	<b>\$ 1,211,390</b>

<b><u>General Services Department</u></b>			
<b>Special Revenue by Fund</b>	<b>FY 2018-19 Budget</b>	<b>FY 2019-20 Budget</b>	<b>FY 2020-21 Budget</b>
<b>Revenues</b>			
Community Events	\$ 143,747	\$ 197,025	\$ 200,318
Gas Tax	2,232,060	2,319,430	2,297,300
RMRA-SB1	1,444,942	1,452,092	1,517,000
Stormwater	3,412,000	3,700,000	3,700,000
Measure A Road Maintenance	2,023,330	2,127,167	2,189,666
Transit	4,035,356	275,000	275,000
Transportation Development Act	210,278	72,000	72,000
Other Grants Special Revenue	44,776	15,000	35,000
Development Fees Special Revenue	429,387	516,000	215,165
Assessment District Special Revenue	628,982	633,821	641,425
<b>Total Revenues</b>	<b>\$14,604,858</b>	<b>\$11,307,535</b>	<b>\$11,142,874</b>
<b>Expenditures</b>			
Community Events	\$ 143,749	\$ 183,855	\$ 183,563
Gas Tax	2,084,086	1,942,791	2,009,203
RMRA-SB1	1,444,942	1,750,000	1,750,000
Stormwater	5,029,169	5,008,407	5,057,174
Measure A Road Maintenance	1,883,860	2,090,965	2,148,974
Transit	4,129,531	336,826	345,066
Transportation Development Act	378,857	404,927	72,000
Other Grants Special Revenue	70,311	61,776	35,000
Development Fees Special Revenue	384,668	583,168	185,000
Assessment District Special Revenue	593,347	669,529	662,507
<b>Total Expenditures</b>	<b>\$16,142,520</b>	<b>\$13,032,244</b>	<b>\$12,448,487</b>





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APPENDIX





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## BENEFIT OVERVIEW

# Benefit Overview

As the policy board, the City Council approves all new, allocated positions and status (employee versus contract). In addition, the City Council reviews all staffing levels on an annual basis during the budget process. A position allocation system is the standard mechanism used by municipalities to track and monitor staffing levels and approvals.

**Staffing Philosophy** – The City Council desires to retain a mix of contract staff and employee staff in order to ensure a cost effective and flexible service delivery system. The City is committed to continual analysis of contract vs. employee staffing determinations. City employees create the oversight and administrative guidance necessary for contractual staff.

In FY 2019-20, the City will have a staffing level of 210 FTE, allocated employees.

## City Employee Benefits

### **Health Insurance**

The City contributes a monthly amount towards health insurance for eligible employees. Health insurance is provided through the California Public Employees' Retirement System (CalPERS).

### **Retiree Medical Contribution**

The City contracts with CalPERS for medical coverage. As part of this contract, employers are required to contribute towards retiree medical. The City's 2019 monthly contribution towards retiree medical is \$136.00. The 2020 contribution towards retiree medical is \$139.00 per month.

### **Dental Insurance**

The City contracts with Delta Dental to provide dental insurance coverage for eligible employees and their families.

### **Vision Insurance**

The City contracts with Vision Service Plan to provide vision insurance coverage for eligible employees and their families.

### **Flexible Spending Account**

The City offers employees the ability to use pre-tax dollars for (1) reimbursement of eligible medical expenses not covered by the insurance programs and (2) dependent care. These two programs are called the "Medical Reimbursement Program" and the "Dependent Care Program".

### **Life Insurance**

The City currently contracts with Prudential Insurance for life insurance benefits for eligible employees. The City pays the premium for basic life and accidental death and dismemberment (AD&D) – \$100,000 for management employees and \$50,000 for all other employees. **Age Reductions** – Under this plan, coverage reduces 35% at age 65 and 50% at age 70. Spouse or domestic partner coverage will be reduced as the employee ages, by 35% at age 65 and 50% at age 70.

### **Long Term Disability Insurance**

The City contracts with Prudential Insurance to provide long term disability insurance for eligible employees.

**Defined Benefit Retirement through CalPERS**

The City has contracted with the California Public Employees' Retirement System (CalPERS) to provide retirement benefits for our employees. The CalPERS retirement program is a defined benefit program. The City has three different benefit tiers for miscellaneous members and three different benefit tiers for safety members as shown below. The specific benefit tier is determined by hire date and prior CalPERS membership.

Miscellaneous 2.7@55	Safety 3@50
Miscellaneous 2.0@55	Safety 3@55
Miscellaneous 2.0@62	Safety 2.7@57

The City provides the 4<sup>th</sup> level Survivor Benefits for all employees.

**Deferred Compensation**

Regular employees are eligible to participate in the City's designated 457 Deferred Compensation Plan at the start of employment. This program allows employees to save pre-tax dollars for their future retirement.

**Annual Leave**

The City's Annual Leave Program starts with 136 hours per year. The number of Annual Leave hours accrued each year is based on years of City service.

**Long Term Medical Leave**

The City's Long Term Medical Leave program provides 40 hours of leave per year.

**Holidays**

The City generally observes 12 holidays (96 hours) when the offices are closed. Two (2) floating holidays (16 hours) are also credited to eligible employees at the beginning of each calendar year. Holiday benefits are provided in different configurations based on the employee's shift schedule and assignment.

**Bereavement Leave**

Employees are eligible for 24 hours of Bereavement Leave due to the death of a family member per City policy.

**California Family Rights Act (CFRA)**

Eligible employees will receive up to 12 weeks of unpaid leave for covered events in a 12-month period.

**Family Medical Leave Act (FMLA)**

Eligible employees will receive up to 12 weeks of unpaid leave for covered events in a 12-month period.

**Pregnancy Disability Leave (PDL)**

Employees are eligible for pregnancy disability leave upon hire.

**California Paid Family Leave (CPFL)**

Employees may be eligible for six weeks of partial pay per year while taking time from work to care for a new child or sick family member. The payments are distributed by the Employment Development Department, a state agency, not the employer.

**Enhanced Paid Leave Program (EPL)**

The City has a six-week Enhanced Paid Leave program (wage continuation) for eligible employees for covered events.

**Employee Assistance Program (EAP)**

The City contracts with Managed Health Network (MHN) to provide an employee assistance program to City employees.

**Tuition Reimbursement**

New hires are eligible to participate in the Tuition Reimbursement Program after completing six-months of service with positive reviews.

**Professional Development**

The City encourages a variety of internal and external professional development training and opportunities for all levels of staff.

**Personal Computer/Technology Purchase Program**

The City offers a computer loan program to eligible personnel.

**Alternative Work Schedule**

The City offers alternative work schedules depending on job assignment.

**Management Benefits**

The City provides the following benefits to management personnel:

- 80 hours of Management Leave to Management staff;
- 120 hours of Executive Management Leave to Executive staff;
- \$100,000 fully paid life insurance program;
- Up to a 3% match on deferred compensation contribution for Management staff;
- A 5% match to a 401(a) plan for Executive staff.

**Uniforms**

The City of Citrus Heights provides uniforms and uniform maintenance for positions required to wear uniforms at no cost to the employee. For eligible employees, the Uniform Benefit amount that is reported to CalPERS is determined by the employee's classification per the following table:

GROUP	ANNUAL	BI-WEEKLY
Sworn – Officers	806.00	31.00
Sworn – Command	806.00	31.00
CSI/CSO/NEO	494.00	19.00
Records/Dispatch	104.00	4.00
Animal Services Officers	390.00	15.00
Maintenance Worker I/II, Senior Maintenance Worker, Construction/Maintenance Inspector I/II, Construction/Maintenance Inspection Supervisor	598.00	23.00
Building Inspector I/II, Senior Building Inspector	598.00	23.00
Fleet Technician	286.00	11.00

***Police Specific Benefits***

There are four benefits that are provided to police specific personnel.

***1. Educational Incentive Pay***

Designated sworn personnel are eligible for a maximum of 10% education/certificate incentive pay. Designated sworn personnel receive an additional 5% for a Master's Degree.

Communication Center Personnel are eligible for a maximum of 5% education/certificate incentive pay.

***2. Bilingual Pay***

Designated personnel are eligible to receive \$100 per month upon certification of proficiency in either Spanish, Slavic languages, or American Sign Language.

***3. Special Assignment Pay***

The City offers up to a 5% Special Assignment Pay for eligible sworn personnel.

***4. Professional Attire Pay***

Professional Attire Pay in the amount of \$850 per year may be provided based on assignment.

***Police Specific Recruitment Incentives***

The City offers recruitment incentives for Police Department specific positions.







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## BUDGET STRATEGIES AND POLICIES

# Budget Strategies and Policies

The City of Citrus Heights has developed broad policy direction through the development of budget strategies that establish long-term policy guidance for conducting the City's financial activities. The City Council has established these policies to meet the following strategic objectives:

## **Budget Strategies**

- **Strategic Focus** – The City's financial management should be strategic, reflecting the Council's and the community's priorities for service while providing resources that realistically fund routine operations.
- **Fiscal Control and Accountability** – The City's financial activities should be fiscally sound and accountable to the City Council through the City Manager.
- **Clarity** – The City's financial planning and reporting should be clear and easy to understand so that all participants, the Council, the community, and staff can productively participate in making good decisions.
- **Long-term Planning** – The City's financial planning should emphasize multi-year horizons to promote long-term planning of resource uses.
- **Flexible and Cost Effective Responses** – The City's financial management practices should encourage a mission-driven organization that responds quickly and straightforwardly to community demands. The City's management should flexibly respond to opportunities for better service, proactively manage revenues, and cost-effectively manage ongoing operating costs.
- **Staffing Philosophy** – The City has worked towards establishing a balance between City employees and contract staff to ensure the most efficient City operations.

In addition, the City Council has adopted policy parameters for the City's fiscal management. Following is a summary of those policies.

## **Fiscal Policies**

### ***Financial Activity Reporting***

The City's financial activity will be reported in a variety of funds, which are the basic accounting and reporting entities in governmental accounting. The City's accounting structure will make it possible:

- To present fairly and with full disclosure the financial position and results of financial operations of the funds of the City in conformity with generally accepted accounting principles, and
- To determine and demonstrate compliance with finance-related legal and contractual provisions.

### ***Management Responsibility***

The City Manager shall provide the City Council with a mid-year review of financial activities in February of each year. The review will compare annual budget projections with actual results.

**Reserves**

The following reserves and special funds have been established:

**General Fund Reserve** - The purpose of this reserve is to stabilize the City's fiscal base for anticipated fluctuations in revenues and expenditures; fund facility renovation and/or replacement; and (if there is a revenue shortfall of 10% of budgeted revenues) cover the shortfall. This reserve balance is projected to be \$4.7 million at the beginning of the 2019-20 fiscal year.

**Replacement Funds** – The purpose of this fund is to provide funds for the anticipated replacement of capital equipment.

**Annual Budget and Financial Plan**

The City Manager will present an annual budget, financial plan, and periodic financial information to the City Council, setting forth the following information:

- Actual revenues, expenditures, reserve balances, and fund balances for the prior fiscal year;
- Estimated revenues, expenditures, reserve balances, and fund balances for the current fiscal year;
- Projected revenues, expenditures, reserve balances, and fund balances for the next fiscal year;
- Articulated priorities and service levels to be achieved by the organization over the next year;
- Long-range financial plan, which will include projected revenues, expenditures, and reserve balances for the next ten years;
- Capital Improvement Program for the next five years.

**Appropriation Control**

Appropriation of fiscal resources is the responsibility of the City Council and the City Manager.

**Appropriations requiring Council action are:**

- Appropriation of reserves, except replacement reserves;
- Transfers between funds;
- Appropriations of any unassigned revenues (unassigned revenues are those revenues that are not associated with a particular business or service unit); and
- Inter-fund loans.

**Appropriations requiring City Manager action are:**

- Transfers within a fund;
- Appropriation of unbudgeted assigned revenues (assigned revenues support a specific business or service unit and allow expansion or contraction of that unit in response to demand as manifested by receipt of assigned revenues); and
- Appropriation of replacement reserves.

**Debt Management**

The City Council will annually review the City's Debt Management Policy. This policy will address inter-funding borrowing, short-term borrowing, long-term borrowing, and debt issuance. The policy will provide guidance for ensuring that financial resources are adequate to meet short-term and long-term service objectives and that financing undertaken by the City satisfies certain clear objectives which allow the City to protect its financial resources in order to meet its long-term capital needs.

***Investments***

The City Council will annually review the City's Investment Policy in conformance with California Government Code. The policy will address the objectives of safety, liquidity, and yield with respect to the City's financial assets.

***Fees and Charges***

The City Council will annually adopt a schedule of fees and charges. The fees and charges will be set to provide adequate resources for the cost of the program or service provided.

***Purchasing***

The City will maintain a purchasing policy designed to support and enhance the delivery of governmental services while seeking to obtain the maximum value for each dollar expended.

***Performance Measures***

The City Manager will annually develop performance measures and assess how efficiently and effectively the functions, programs, and activities in each department are provided, and for determining whether program goals are being met.

***Funds of the City of Citrus Heights***

Governmental accounting systems are organized and operated on a fund basis. A fund is a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances. Funds are used to segregate the City's financial activities in categories that attain certain objectives in accordance with special regulations, restrictions, or limitations.

***Basis of Accounting and Budgeting***

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary funds financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements are met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government.

**Ten-Year Financial Model**

The Ten-Year Financial Model has served as the primary budget guidance tool since the City's incorporation. The model is adjusted annually to project future operating revenue and expenditures.

Modest increases in General Fund expenditures have been projected for the next ten years. Several factors directly affect the City's General Fund revenue. Because the City receives almost half of its General Fund revenue from sales tax, it is especially susceptible to economic downturns. Also, the City is approximately 98% built out which results in fewer opportunities for revenue generating growth.

A summary of the Ten-Year Financial Model is located at the end of this section.





A large, stylized teal silhouette of a tree with a thick trunk and a full, rounded canopy of leaves. The tree is centered on the page. A horizontal grey band crosses the middle of the tree, containing text. A black rectangular box is positioned on the left side of this band.

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SUMMARY OF TEN-YEAR FINANCIAL  
MODEL

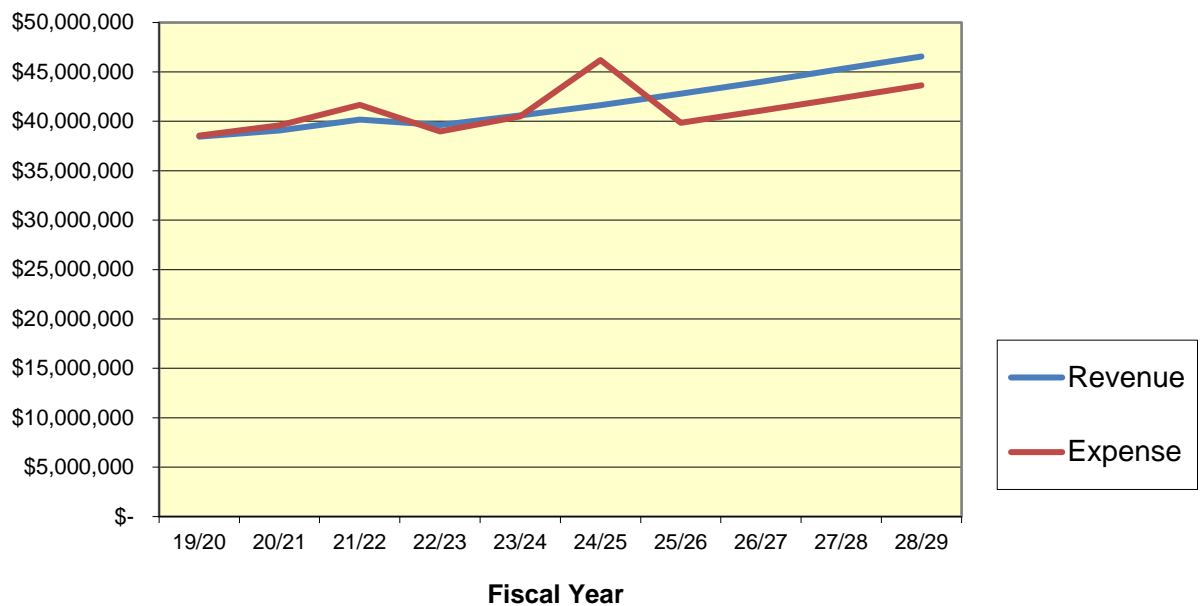
General Fund Ten Year Financial Forecast										
	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
<b>REVENUE</b>										
<u>Taxes and Franchises</u>										
Property Tax	5,783,133	5,977,848	6,216,962	6,465,640	6,724,266	6,993,237	7,272,966	7,563,885	7,866,440	8,181,098
Sales & Use Tax	12,344,618	12,517,267	12,549,728	12,712,908	12,877,629	13,135,182	13,397,885	13,665,843	13,939,160	14,217,943
Utility Users Tax	3,117,707	3,211,238	3,291,519	3,373,807	3,458,152	3,544,606	3,633,221	3,724,052	3,817,153	3,912,582
Franchise Fees	810,000	812,000	832,300	853,108	874,435	896,296	918,703	941,671	965,213	989,343
Solid Waste Franchise Fees	480,000	480,000	492,000	504,300	516,908	529,830	543,076	556,653	570,569	584,833
Real Property Transfer Tax	375,000	375,000	384,375	393,984	403,834	413,930	424,278	434,885	445,757	456,901
Transient Occupancy Tax	16,000	16,000	16,400	16,810	17,230	17,661	18,103	18,555	19,019	19,494
<b>Total Taxes and Franchises</b>	<b>22,926,458</b>	<b>23,389,353</b>	<b>23,783,284</b>	<b>24,320,557</b>	<b>24,872,454</b>	<b>25,530,741</b>	<b>26,208,232</b>	<b>26,905,543</b>	<b>27,623,311</b>	<b>28,362,194</b>
<u>Licenses and Permits</u>										
Business License Tax	311,840	311,840	319,636	327,627	335,818	344,213	352,818	361,639	370,680	379,947
Building Plan Check	206,000	212,180	217,485	222,922	228,495	234,207	240,062	246,064	252,215	258,521
Engineering Plan Check	30,900	31,827	32,623	33,438	34,274	35,131	36,009	36,910	37,832	38,778
Zone Check	7,210	7,426	7,612	7,802	7,997	8,197	8,402	8,612	8,827	9,048
Building Permit Fees	683,611	704,105	721,708	739,750	758,244	777,200	796,630	816,546	836,960	857,884
Engineering Fees Utilities	125,000	128,750	131,969	135,268	138,650	142,116	145,669	149,311	153,043	156,869
Tree Permit	2,800	2,900	2,973	3,047	3,123	3,201	3,281	3,363	3,447	3,533
Transportation & Misc. Permits	14,000	14,420	14,781	15,150	15,529	15,917	16,315	16,723	17,141	17,569
Animal License	55,000	55,000	56,375	57,784	59,229	60,710	62,227	63,783	65,378	67,012
<b>Total Licenses and Permits</b>	<b>1,436,361</b>	<b>1,468,448</b>	<b>1,505,159</b>	<b>1,542,788</b>	<b>1,581,358</b>	<b>1,620,892</b>	<b>1,661,414</b>	<b>1,702,949</b>	<b>1,745,523</b>	<b>1,789,161</b>
<u>Fines and Forfeitures</u>	<b>950,100</b>	<b>950,100</b>	<b>973,853</b>	<b>998,199</b>	<b>1,023,154</b>	<b>1,048,733</b>	<b>1,074,951</b>	<b>1,101,825</b>	<b>1,129,370</b>	<b>1,157,605</b>
<u>Intergovernmental (inc. Motor Vehicle License Fees)</u>	<b>8,819,840</b>	<b>9,121,427</b>	<b>9,349,463</b>	<b>9,583,199</b>	<b>9,822,779</b>	<b>10,068,349</b>	<b>10,320,057</b>	<b>10,578,059</b>	<b>10,842,510</b>	<b>11,113,573</b>
<u>Use of Money</u>	<b>36,000</b>	<b>36,500</b>	<b>45,000</b>	<b>48,750</b>	<b>52,500</b>	<b>-</b>	<b>37,500</b>	<b>112,500</b>	<b>200,000</b>	<b>320,000</b>
<u>Charges for Services</u>	<b>911,150</b>	<b>924,150</b>	<b>947,254</b>	<b>970,935</b>	<b>995,208</b>	<b>1,020,089</b>	<b>1,045,591</b>	<b>1,071,731</b>	<b>1,098,524</b>	<b>1,125,987</b>
<u>Lease Revenue</u>	<b>133,267</b>	<b>173,357</b>	<b>210,944</b>	<b>252,975</b>	<b>296,057</b>	<b>340,215</b>	<b>385,477</b>	<b>431,872</b>	<b>479,425</b>	<b>479,425</b>
<u>Other Revenues</u>	<b>1,938,636</b>	<b>1,817,757</b>	<b>1,863,201</b>	<b>1,909,781</b>	<b>1,957,525</b>	<b>2,006,464</b>	<b>2,056,625</b>	<b>2,108,041</b>	<b>2,160,742</b>	<b>2,214,760</b>
<u>Line of Credit Draw</u>	<b>1,300,000</b>	<b>1,200,000</b>	<b>1,500,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL REVENUE</b>	<b>\$38,451,812</b>	<b>\$39,081,092</b>	<b>\$40,178,157</b>	<b>\$39,627,184</b>	<b>\$40,601,036</b>	<b>\$41,635,482</b>	<b>\$42,789,848</b>	<b>\$44,012,520</b>	<b>\$45,279,406</b>	<b>\$46,562,706</b>
<b>EXPENDITURES / TRANSFERS</b>										
<u>Operating Expenses</u>										
Salaries - Misc	8,181,272	8,718,596	8,980,154	9,249,558	9,527,045	9,812,856	10,107,242	10,410,459	10,722,773	11,044,456
Salaries - Safety	10,093,643	10,046,037	10,347,418	10,657,841	10,977,576	11,306,903	11,646,110	11,995,494	12,355,359	12,726,019
Benefits (excluding Retirement)	4,149,358	4,233,050	4,360,042	4,490,843	4,625,568	4,764,335	4,907,265	5,054,483	5,206,118	5,362,301
PERS- Misc	1,141,352	1,194,899	1,312,070	1,414,785	1,480,257	1,549,005	1,610,345	1,677,295	1,744,874	1,808,100
PERS- Safety	1,841,204	1,904,796	2,053,270	2,186,018	2,282,079	2,377,491	2,474,296	2,576,535	2,680,251	2,785,489
Services & Supplies	6,946,458	6,931,054	7,138,986	7,353,155	7,573,750	7,800,962	8,034,991	8,276,041	8,524,322	8,780,052
Capital Expenditures	6,875	6,875	7,081	7,294	7,512	7,738	7,970	8,209	8,455	8,709
Line of Credit Interest	146,900	323,150	654,750	654,750	532,950	64,508	-	-	-	-
Line of Credit Principal	-	-	-	2,000,000	2,500,000	7,500,000	-	-	-	-
<b>Total Operating Expenses</b>	<b>32,507,062</b>	<b>33,358,457</b>	<b>34,853,771</b>	<b>38,014,244</b>	<b>39,506,738</b>	<b>45,183,799</b>	<b>38,788,220</b>	<b>39,998,517</b>	<b>41,242,152</b>	<b>42,515,127</b>
Transfer to Replacement Fund	-	-	-	350,000	360,500	371,315	382,454	393,928	405,746	417,918
Transfer to Other Funds	265,800	269,843	277,938	286,276	294,865	303,711	312,822	322,207	331,873	341,829
Transfer to OPEB Trust	-	-	315,000	324,000	334,000	345,000	355,000	366,000	377,000	377,000
Revenue Neutrality Payment	5,783,133	5,977,848	6,216,962	-	-	-	-	-	-	-
<b>Total Transfers Out</b>	<b>6,048,933</b>	<b>6,247,691</b>	<b>6,809,900</b>	<b>960,276</b>	<b>989,365</b>	<b>1,020,026</b>	<b>1,050,276</b>	<b>1,082,135</b>	<b>1,114,619</b>	<b>1,136,747</b>
<b>TOTAL EXPENDITURES / TRANSFERS</b>	<b>\$38,555,995</b>	<b>\$39,606,148</b>	<b>\$41,663,671</b>	<b>\$38,974,520</b>	<b>\$40,496,102</b>	<b>\$46,203,825</b>	<b>\$39,838,496</b>	<b>\$41,080,651</b>	<b>\$42,356,771</b>	<b>\$43,651,874</b>
<b>Net Position</b>	<b>\$ (104,183)</b>	<b>\$ (525,056)</b>	<b>\$ (1,485,515)</b>	<b>\$ 652,664</b>	<b>\$ 104,933</b>	<b>\$ (4,568,343)</b>	<b>\$ 2,951,352</b>	<b>\$ 2,931,868</b>	<b>\$ 2,922,635</b>	<b>\$ 2,910,832</b>
Beginning Reserve Balance (Unassigned/Committed)	\$ 4,767,586	\$ 4,663,403	\$ 4,138,347	\$ 2,652,832	\$ 3,305,497	\$ 3,410,430	\$ (1,157,913)	\$ 1,793,438	\$ 4,725,307	\$ 7,647,942
Ending Reserve Balance	\$ 4,663,403	\$ 4,138,347	\$ 2,652,832	\$ 3,305,497	\$ 3,410,430	\$ (1,157,913)	\$ 1,793,438	\$ 4,725,307	\$ 7,647,942	\$ 10,558,773



### Adjustment Assumptions for Financial Forecast

	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29
<b>Revenue Inflation Rates:</b>								
Property Tax	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Sales and Use Tax	1.30%	1.30%	1.30%	2.00%	2.00%	2.00%	2.00%	2.00%
Utility Users Tax	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Other Taxes and Franchises	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
License and Permits	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Fines and Forfeitures	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Intergovernmental (incl Motor Vehicle License Fee)	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Charges for Service	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Other Revenues	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Investment Earnings Rate	3.00%	3.25%	3.50%	3.50%	3.75%	3.75%	4.00%	4.00%
<b>Expenditure Inflation Rates:</b>								
Salaries	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Benefits	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Retirement - Miscellaneous /Safety	3.0% plus projected unfunded liability payment							
Services and Supplies	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Transfers Out to Other Funds	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Capital Expenditures	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Transfers	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
<i>Assumptions are based upon historical trends and current economic conditions</i>								

### GENERAL FUND REVENUE AND EXPENSES



# City of Citrus Heights

## Appropriation Limit Calculation

### Fiscal Year 2019-20

*The Appropriation Limit Calculation is required by Article XIII B of the California State Constitution. It consists of the classification of appropriated revenues into proceeds and non-proceeds of taxes for the 2019-20 fiscal-year. The most favorable population and cost-of-living factors are then applied to the appropriation limit calculation from the previous fiscal year.*

#### Appropriations Subject to the Limit

Fiscal Year 2019-20 General Fund Revenues	37,151,812
Less: Nonproceeds of Taxes	5,062,580
Plus: User Fees in excess of costs	30,070
<b>Total Appropriations Subject to the Limit</b>	<b>\$ 32,119,303</b>

#### Fiscal Year 2018-19 Appropriation Limit

**\$ 53,350,692**

A. Cost of Living Adjustment - CPI*	1.0385
B. Population Adjustment **	1.0029
Change Factor (A x B)	1.0415117

Increase in the appropriation limit 2,214,675

**Fiscal Year 2019-20 Appropriation Limit \$ 55,565,367**

**Remaining appropriation capacity \$ 23,446,065**

Available capacity as a percent of the appropriation limit 42.20%

\* Based on percentage change in California per capita personal income.

\*\* Based on annual population change for the County of Sacramento.

**RESOLUTION NO. 2019 - 046**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS  
HEIGHTS, CALIFORNIA, ESTABLISHING AN APPROPRIATION  
LIMIT FOR THE FISCAL YEAR 2019-20**

**WHEREAS**, Article XIII B of the California Constitution provides that the total annual appropriations subject to limitation of each governmental entity, including this City, shall not exceed the appropriation limit of such entity of government for the prior year adjusted for changes in population and inflation mandated by Proposition 4 passed in November 1979 and Proposition 111 passed in June 1990 except as otherwise provided for in said Article XIII B and implementing State statutes;

**WHEREAS**, pursuant to said Article XIII B of said California Constitution, and Section 7900 et seq. of the California Government Code, the City is required to set its appropriation limit for each fiscal year. In setting said limit, the City is required to select the following factors: 1) California Per Capita Income, multiplied by 2) the greater of city or county population growth;

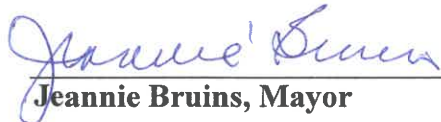
**WHEREAS**, the City of Citrus Heights reserves the right to change or revise any growth factors associated with the calculation of the Proposition 111 limit, if such changes or revisions would result in a more advantageous appropriation limit; and

**WHEREAS**, pursuant to Section 7910 of said California Government Code, the City Manager has made available to the public the documentation used in the determination of said appropriation limit.

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Citrus Heights that the factors used in determining the 2019-20 appropriation limit will be the California Per Capita Income change and the percentage change in population for the County of Sacramento. The appropriation limit for Fiscal Year 2019-20 is \$55,565,367.

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California, this 13<sup>th</sup> day of June 2019, by the following vote, to wit:

<b>AYES:</b>	<b>Council Members:</b>	<b>Daniels, Middleton, Miller, Slowey, Bruins</b>
<b>NOES:</b>	<b>Council Members:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>Council Members:</b>	<b>None</b>
<b>ABSENT:</b>	<b>Council Members:</b>	

  
Jeannie Bruins, Mayor

**ATTEST:**

  
Amy Van, City Clerk

**RESOLUTION NO. 2019 -048**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS  
APPROVING THE TWO YEAR BUDGET FOR FISCAL YEARS 2019-20 AND 2020-21  
AND THE FISCAL YEARS 2019-20 THROUGH 2023-24 CAPITAL IMPROVEMENT  
PROGRAM**

**WHEREAS**, the City of Citrus Heights has a long tradition of self-reliance and taking charge of its own future through strong fiscal stewardship, transparency and accountability;

**WHEREAS**, the City of Citrus Heights is committed to providing essential quality of life services, maintaining public safety, improving City streets and roads, and growing the local economy;

**WHEREAS**, in approving the Two Year Budget for Fiscal Years 2019-20 and 2020-21, the City Council is providing policy direction and implementing budget strategies to maintain financial stability and service levels;

**WHEREAS**, pursuant to statute, the City's Five Year Capital Improvement Program has been updated to reflect the City's public infrastructure, facility and project priorities during the next five years; and

**WHEREAS**, on April 24, 2019, the Citrus Heights Planning Commission found that the Five Year Capital Improvement Program is consistent with the City's General Plan.

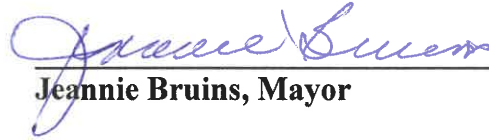
**NOW THEREFORE BE IT RESOLVED AND ORDERED** that the City of Citrus Heights City Council declares as follows:

- A) The budget for Fiscal Years 2019-2020 and 2020-21 is approved. The total appropriated expenses (all funds) are \$62,214,883 for Fiscal Year 2019-20 and \$59,959,846 for Fiscal Year 2020-21; and
- B) The General Fund Reserves designated as Committed for Insurance Reserves shall be set at \$300,000; and
- C) The Five Year Capital Improvement for Fiscal Years 2019-20 through 2023-24 is approved.

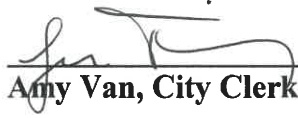
The City Clerk shall certify the passage and adoption of this Resolution and enter it into the book of original resolutions.

**PASSED AND ADOPTED** by the City Council of the City of Citrus Heights, California this 13th day of June 2019 by the following vote, to wit:

<b>AYES:</b>	<b>Council Members:</b>	<b>Daniels, Middleton, Miller, Slowey, Bruins</b>
<b>NOES:</b>	<b>Council Members:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>Council Members:</b>	<b>None</b>
<b>ABSENT:</b>	<b>Council Members:</b>	<b>None</b>

  
Jeannie Bruins, Mayor

**ATTEST:**

  
Amy Van, City Clerk





CITY OF  
CITRUS  
HEIGHTS

GOALS FOR FY 2019-20 AND 2020-21

## Goals for FY 2019-20 & FY 2020-21



### City Manager

#### ***City Manager***

- Explore innovative economic development tools and resources with a focus on: Auburn Boulevard and Sunrise Mall.
- Present methods by which the Council can sustain cohesive governance given that future Council members will be elected by district, rather than citywide.
- Continue to identify ways to engage in improving education in partnership with San Juan Unified School District.

#### ***City Attorney***

- Continue to minimize risk of litigation.
- Proactively monitor and advise on quality of life issues for the City, including code enforcement and further developments in state marijuana laws and regulations, new land use requirements, and similar matters.
- Continue to assist with all City matters, as requested and appropriate.

#### ***City Clerk***

- Update the City's Record Retention Policy.
- Continue to oversee and maintain the Records Retention Program, the City's Municipal Code, and Council Procedures Manual.
- Work with the Information Technology Division to implement a new Electronic Document Management System.

#### ***Economic Development***

- Explore tools and resources to improvement the Sunrise Mall area land use and economic impact.
- Award new Façade Improvement Grants on Auburn Boulevard.
- Continue the City's Business Visitation program.



## **Administrative Services Department**

### ***Information Technology***

- RFP to replace SIRE, the City's current Electronic Document Management System.
- Enhance the City's Geographic Information System.
- Replace servers that support the City's 9-1-1 dispatch, traffic lights, and other essential systems.
- Continue to replace personnel computers and scanners.

### ***Finance***

- Utilize the City's electronic financial system to balance and maintain the FY 2019-20 and 2020-21 budgets.
- Implement detailed month-end and year-end closing procedures.
- Prepare for adoption of the City's first 2-year budget.
- Implement Automated Clearing House payments for Accounts Payable invoices.
- Prepare quarterly and mid-cycle budget updates to City Council.
- Administer secured short-term financing to bridge gap prior to receiving property tax in FY 2022-23.

### ***Human Resources***

- Coordinate City-wide mandated training.
- Created Employee Handbook.
- Implement City-wide Coaching & Performance Program.
- Identify supervisor training program or academy for new supervisor and refresher for current supervisors.
- Identify and establish City Succession Plan.
- Release Request for Proposal for benefits administrator.

### ***Risk Management***

- Review and update City Personnel Rules & Regulations.
- Review and update City Administrative policies.
- Provide video training as a tool for mandated training.
- Continue to monitor legislation affecting the City.

## **Community Development Department**

### ***Building and Safety Division***

- Promote and expand public access to Citizen Access Portal.
- Expand electronic processing (office and field).
- Complete implementation of Assembly Bill 3002.
- Efficiently process applications, issue permits, and conduct inspections for increasing number of development projects.
- Promote the use of Prequalified Architectural Submittal System for streamlined permit processing.
- Provide training for code updates and legislative changes.
- Track and resolve outstanding building violations.

### ***Housing and Grants Division***

- Develop the city's 2020-2024 Consolidated Plan for the Community Development Block Grant (CDBG) Program.
- Analysis of Impediments study, as required by the U.S. Department of Housing and Urban Development.
- Facilitate completion of Sunrise Pointe project.
- Sayonara housing project.
- Issue 10-14 housing repair loans/accessibility grants to eligible low-income households.
- Collaborate with Sacramento Steps Forward/partners to improve the performance and outcomes of region's homeless response system.

### ***Planning Division***

- Sylvan Corners Site.
- Sunrise Mall.
- Approve the Electric Greenway MND.
- Update the Zoning Code in response to housing legislation.
- Housing Element.
- Continued outreach for 2020 Census.
- Continued promotion of Urban Forest.
- Consider the Fair Oaks Senior Housing Project and Summerhills Plaza Apartments.
- Increase online business licenses.

## **General Services Department**

### ***Citywide Operations and Maintenance***

- Award Citywide Tree Maintenance Services (new contract).
- Award Citywide Street Maintenance Services. (new contract).
- Organize and lead 6-8 community volunteer clean up (landscape, trees, vegetation) events.
- Continue to provide creek and vegetation maintenance services citywide.
- Continue landscape and hardscape median enhancements along the Sunrise corridor, with efforts focused throughout the PBID.
- Develop alternative financial and ongoing maintenance plan for underfunded landscape maintenance assessment districts.

### ***Community Services***

- Provide education and outreach to local businesses regarding organics recycling, edible food recovery opportunities, and commercial recycling compliance.
- Conduct residential recycling and organics compliance assessments.
- Develop Plan for Senate Bill 1383 (mandatory organics collection for residential customers and related requirements).
- Provide citywide grant application and implementation support.
- Seek funding to provide mobility training and wait spaces (e.g. SmarT Stops) for SmarT Ride as well as public transit.

### ***Engineering***

- Multi Modal Transportation Safety Program civic engagement process.
- Carriage Drive/Lauppe Lane Safe Routes to School civic engagement process.
- Complete construction on the 2019 and 2020 Accessibility and Drainage Improvement Project.
- Implement updated permitting procedures for Encroachments, Street Use, Transportation and Development permits.
- Update the City's Pavement Maintenance System and use tool in 2020.
- Complete construction on the Highland – Rinconada Drainage Improvements.
- Complete construction on the Mariposa Ave Safe Routes to School Phase 3.

### ***Facility & Fleet Services***

- Increase volunteer base at the community center to enhance center services and programs.
- Implement regional marketing plan for Community Center to increase revenue/bookings.
- Replace the Community Center's outdated, aging AV system.
- Perform in-house security infrastructure maintenance.
- Provide preventive maintenance, administration, fuel services, and safety checks for all city-owned fleet including replacement planning for alternative vehicles.

## **Police Department**

### ***Office of the Chief***

- Coordinate with Administrative Services Department to develop new coaching/mentoring evaluation model to replace current annual employee evaluations.
- Succession planning and enhanced accountability through development and implementation of a leadership program targeting informal and newly assigned leaders throughout the Department.
- Develop, implement and complete a 2019-20 comprehensive Police Department Strategic Plan.

### ***Patrol Services***

- Continue focus on Traffic Safety; specifically, impaired driver enforcement by coordinating an average of one DUI focused operation per month (i.e., DUI Checkpoints, Saturation Patrol, public outreach campaigns).
- Enhance public safety by augmenting the SUAS Team capabilities by adding at least one additional SUAS and training at least five more certified pilots.
- Enhance public safety by analyzing the feasibility of placing AEDs in Patrol Vehicles to aid during cardiac arrest incidents.
- Continue to enhance employee wellness by researching avenues to expand mental wellness resources specific to the needs of First Responders and Public Safety personnel.

### ***Investigative Services***

- Enhance cell phone forensic capabilities and investigator expertise in the Investigations Division.
- Continue to focus on the regional approach to homeless reduction including joining with allied agencies for collaboration days.
- Enhance recruitment efforts for youth-related programs to generate a pipeline to law enforcement positions within the Citrus Heights Police Department.
- Complete installation of Department training room including force options simulator equipment.
- Implement the new Rental Housing Inspection Unit to include on-site inspections, education and voluntary compliance.
- Continue to provide low cost, effective and efficient animal control services to the community.

### ***Support Services***

- Update technology resources to improve efficiency through the use of user friendly advanced technologic software.
- Incorporate newest video enhancement software programs to ensure our investigations keep up with emerging video evidence technology.
- Evaluate records retention schedule and audit files for destruction and retention compliance.
- Conduct property and evidence audit.





CITY OF  
CITRUS  
HEIGHTS

## GLOSSARY

# Glossary of Budget Terminology

**Appropriation:** An authorization by City Council to make expenditures and incur obligations for a specific purpose within a specific timeframe.

**Assessed Valuation:** A dollar value placed on real estate or other property by Sacramento County as a basis for levying property taxes.

**Assessment District:** Defines area of land that is benefited by the acquisition, construction, or maintenance of a public improvement. An assessment is levied and collected in the regular property tax bill to fund the improvements.

**Audit:** Scrutiny of the City's accounts by an independent auditing firm that determines whether the City's financial statements are fairly presented in conformity with generally accepted accounting principles. An independent audit is performed annually.

**Beginning Balance:** Unencumbered resources available in a fund from the prior fiscal year after payment of prior fiscal year expenditures.

**Bond:** Capital raised by issuing a written promise to pay a specified sum of money, called the face value or principal amount, with interest at predetermined intervals.

**Budget:** A fiscal plan of financial operation, listing an estimate of proposed applications or expenditures and the proposed means of financing them.

**Capital Improvement Program (CIP):** The five-year financial plan for improving assets and integrating debt service and capital assets maintenance, adopted in a separate budget document and updated annually.

**Community Development Block Grant (CDBG):** a program designed by the U.S. Department of Housing and Urban Development to revitalize low-and moderate-income areas within a city.

**Deficit:** An excess of expenditures over revenues (resources).

**Department:** An organizational unit comprised of divisions of functions. It is the basic unit of service responsibility encompassing a broad mandate or related activities.

**Expenditure:** The actual payment for goods and services.

**Fiscal Year (FY):** The period designated by the City for the beginning and ending of financial transactions. The City of Citrus Heights fiscal year begins July 1<sup>st</sup> and ends June 30<sup>th</sup> of each year.

**Gas Tax:** Administered by the State Board of Equalization, this is an 18 cents per gallon tax on fuel used to propel a motor vehicle or aircraft. Use of the revenue is for research, planning construction, improvement, maintenance, and operation of public streets and highways, or public mass transit.

**General Fund:** The fund used to account for all financial resources except those required to be accounted for in another fund.

**General Plan:** California State law requires each city to adopt a General Plan that describes the direction the city will take concerning its future development.

**Healthy Cities Grant:** A State grant received by the City to help in its efforts to enhance neighborhood livability in Citrus Heights by the involvement of residents and businesses in clean-up and beautification programs and efforts.

**Infrastructure:** Facilities on which the continuance and growth of the community depend on, such as roads, water lines, sewers, public buildings, etc.

**Measure A:** This funding source was approved by Sacramento County voters in the form of a ½ cent sales tax in the late 1980s to fund specific transportation projects. When Citrus Heights incorporated, Measure A funds programmed for County transportation projects within Citrus Heights became available to the City as a funding source for those projects previously under County jurisdiction.

**Motor Vehicle-in-Lieu:** A State vehicle fee imposed on motorists for the privilege of operating a motor vehicle on the public highways. It is imposed “in-lieu” of a local property tax.

**Property Tax:** Property tax is imposed on real property (land and permanently attached improvements such as a building) and tangible personal property located within the City. The tax compromises one percent of the assessed value of the property.

**Residents’ Empowerment Association of Citrus Heights (REACH):** A coalition of Citrus Heights Neighbors working together.

**Redevelopment Property Tax Trust Fund:** As of February 1, 2012 the Community Redevelopment Agency of the City of Citrus Heights has been dissolved. The City of Citrus Heights as Successor Agency and its Oversight Board are responsible for the wind down of the agency. Property tax revenue remitted from the County into the Redevelopment Property Tax Trust Fund will be used to pay off obligations and complete projects that have enforceable obligations and are listed on the Recognized Obligation Payment Schedule.

**Reserved Fund Balance:** Accounts used to record a portion of the fund balance legally segregated for a specific use and not available for appropriation.

**Resolution:** A special order of the City Council which has a lower legal standing than an ordinance.

**Revenue:** Annual income received by the City.

**Revenue Neutrality:** The Cortese-Knox local Government Reorganization Act (“The Cortese-Knox Act”), which establishes procedures for changes in local government organizations, including city incorporation, was amended by the State Legislature in 1992.

The 1992 Amendment was the “revenue neutrality” statute (Government Code 56845). Revenue neutrality addresses the process and outcome of how revenues and expenditures will be allocated to the

newly incorporated agency (the new city) and the larger agency that the incorporated area came from (the county). For more information on revenue neutrality, refer to Government Code Section 56842.

***Request for Proposal for Services (RFP):*** A document that solicits proposal, often made through a bidding process by an agency or company interested in procurement of a commodity, service, or valuable asset, to potential suppliers to submit business proposals.

***Risk Management:*** The process for conserving the earning power and assets of the City by minimizing the financial effect of accidental losses.

***Salaries and Benefits:*** A budget category which generally accounts for full-time and temporary employees, overtime, and all employee benefits, such as medical, dental, and retirement.

***Sacramento Regional County Solid Waste Authority (SWA):*** SWA is a joint powers authority that oversees commercial waste management in the City of Sacramento and the unincorporated areas of Sacramento County.

***Taxes:*** Compulsory charges levied by a government for the purpose of financing service performed for the common benefit.

***Transient Occupancy Tax (TOT):*** A tax imposed on travelers who stay in temporary lodging facilities within the City. Also referred to as a Hotel/Motel Tax.





CITY OF  
CITRUS  
HEIGHTS

## FIVE YEAR CAPITAL IMPROVEMENT PROGRAM

**City Council**

*Jeannie Bruins, Mayor*

*Jeff Slowey, Vice Mayor*

*Bret Daniels, Council Member*

*Porsche Middleton, Council Member*

*Steve Miller, Council Member*

**City Manager**

*Christopher W. Boyd*

**City Attorney**

*Jones & Mayer*

**Department Directors**

*Ron Lawrence, Chief of Police*

*Ronda Rivera, Assistant City Manager*

*Rhonda Sherman, Community Services Director*

**CIP Development Staff**

*Leslie Blomquist, Senior Civil/Traffic Engineer*

*Regina Cave, Operations Manager*

*Stuart Hodgkins, City Engineer*

*Dirk Medema, Associate Civil Engineer*

*Mary Poole, Operations Manager*

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## MESSAGE FROM THE CITY MANAGER

April 25, 2019

*The City of CITRUS HEIGHTS  
is committed to providing  
high quality, economical,  
responsive city services  
to our community.*

Honorable Mayor and Members of the City Council:

Attached hereto entails the City's 5-Year Capital Improvement Program (CIP) for FY's 2019/2020-2023/2024. In an effort to streamline the program and place more emphasis on capital improvements, the CIP now reflects only projects and programs that will result in capital construction/reconstruction projects or plan development. All other non-capital programs such as ongoing maintenance will remain in the City's overall budget; however, are not included in the CIP. The CIP also reflects the City's new two-year budget, which programs secured revenues for multi-year projects and programs. Although there are financial challenges to manage over the next number of years, strong financial policies and keen management have well-positioned us to explore possible solutions.

The CIP covers a five-year planning horizon, and is updated each year to reflect on-going changes. The document, prepared by City staff, is approved by the Planning Commission, and then submitted to the City Council for final adoption, along with the City's annual budget. The Five-Year Plan does not appropriate funds, but rather functions as a budgeting and planning tool, supporting the actual appropriations made through adoption of the budget.

With regard to the CIP's annual development, criteria used in prioritizing and including capital projects and programs include:

- Consistency with the City's General Plan;
- Reflective of Council's overall strategic goals;
- Programs and services directly benefitting residents;
- Direct benefit to neighborhoods;
- Support of economic development;
- Increases the City's capacity to provide services to residents;
- Program and project funding leveraged by external funding sources; and
- Consistency with the City's financial policies.

As previously mentioned, this year's CIP contains only capital projects and programs, such as Auburn Boulevard Complete Streets – Rusch Park to the North City Limits; Mariposa Avenue Safe Routes to School Phases III and IV; Old Auburn Complete Streets Plan; our Pavement Restoration and Rehabilitation Program; Bonita/Old Auburn Storm Drain Improvements; and Mariposa/Sylvan Valley Way Storm Drain Improvements. These projects reflect ongoing engagement and collaboration between staff, residents, businesses and schools with a goal to deliver quality projects and programs to help move our community forward.

This year's CIP update represents the City of Citrus Heights' commitment to seek grant-funding opportunities by leveraging local dollars to help in the continued effort of delivering much needed infrastructure investments citywide. I look forward to continue working with the City Council in identifying and implementing new goals for reinvesting in our commercial base as well as our neighborhoods, and helping to promote Citrus Heights as a community to establish roots, for families and businesses.

Respectfully Submitted,

A handwritten signature in dark ink, appearing to read "C. W. Boyd". The signature is fluid and cursive, with a large initial "C" and "W".

Christopher W. Boyd  
City Manager

## SUMMARIES

## 2019/2020-2023/2024 CIP SUMMARIES

### 5-Year Estimated Funding

PROJECTS	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	TOTALS
Advanced Traffic Management	50,000	50,000	50,000	50,000	50,000	250,000
Amsell Court Drainage Improvements	-	-	400,000	-	-	400,000
Annual Accessibility and Drainage Improvements	641,000	150,000	-	-	-	791,000
Auburn Boulevard Complete Streets	1,050,000	250,000	7,000,000	3,000,000	-	11,300,000
Bonita-Old Auburn Drainage Improvements	1,200,000	-	-	-	-	1,200,000
Carriage Drive-Lauppe Lane Safe Schools Corridor Plan	100,470	27,855	-	-	-	128,325
Chula Vista Storm Drain Improvements	-	1,000,000	-	-	-	1,000,000
Electric Greenway Trail Project	381,750	2,959,000	3,144,000	-	-	6,484,750
Mariposa Avenue Safe Routes to School Phase 3	1,335,437	-	-	-	-	1,335,437
Mariposa Avenue Safe Routes to School Phase 4	266,000	2,046,000	-	-	-	2,312,000
Mariposa-Sylvan Valley Storm Drain Improvements	400,000	-	-	-	-	400,000
Minnesota-Anderson-Canady Infiltration Basin and Storm Drain Improvements	-	-	900,000	900,000	-	1,800,000
Multi-Modal Transportation Safety Program	107,000	266,000	-	-	-	133,000
Neighborhood Creek Bank and Riparian Corridor Restoration Program	100,000	100,000	100,000	100,000	100,000	500,000
Neighborhood Areas Drainage Master Plans	100,000	150,000	100,000	150,000	1,250,000	1,750,000
Old Auburn Complete Streets Plan	64,000	-	-	-	-	64,000
Pavement Restoration	1,852,092	1,917,000	-	-	-	3,769,092
Storm Drain Pipe Rehabilitation Program	150,000	250,000	250,000	250,000	250,000	1,150,000
Traffic Control, Neighborhood Safety, Accessibility and Walkability	60,000	60,000	-	-	-	120,000
Various Signalized Intersection Safety Improvements	680,600	-	-	-	-	680,600
Wonder Street Storm Drain Improvements	-	-	-	400,000	-	400,000
	<b>8,538,349</b>	<b>8,985,855</b>	<b>11,944,000</b>	<b>4,850,000</b>	<b>1,650,000</b>	<b>35,968,204</b>



## 2019/2020-2023/2024 CIP SUMMARIES

### 2-Year Budget Summary by Funding Source

PROJECTS	2019/2020	2020/2021	Total
Active Transportation Program Grant (390-738)	329,750	2,507,000	2,836,750
Community Development Block Grant Funds (234)	457,000	-	457,000
Gas Tax Funds (205)	100,000	100,000	200,000
Highway Safety Improvement Program Grant (390-732)	439,740	-	439,740
Measure A Bicycle/Pedestrian Safety Funds (310)	121,000	437,000	558,000
Measure A Maintenance Funds (210)	300,000	300,000	600,000
Measure A Traffic Safety Funds (310)	148,569	80,000	228,569
Orangevale Park District (outside agency participation)	-	9,000	9,000
Park Impact Fees (265-674)	4,000	1,000	5,000
Redflex Funds (100-21-191)	30,000	30,000	60,000
Roadway Impact Funds (262-671)	105,000	50,000	155,000
SACOG Bicycle/Pedestrian Grant (390-736)	565,531	-	565,531
SACOG Grant (390-739)	212,000	1,651,000	1,863,000
SACOG Regional Local Grant (390-734)	950,000	200,000	1,150,000
SB1 Local Partnership Program Funds (206-350)	422,000	-	422,000
SB1 Road Maintenance Rehabilitation Account Funds (206)	1,452,092	1,517,000	2,969,092
Stormwater Utility Funds (209)	2,263,770	2,050,000	4,313,770
Sustainable Communities Grant (390-737)	64,000	-	64,000
Sustainable Communities Grant (390-740)	100,470	27,855	128,325
Sustainable Communities Grant (390-741)	107,000	26,000	133,000
Transit Impact Funds (266-675)	30,000	-	30,000
Transportation Development Act Funds (212)	332,927	-	332,927
Tree Impact Fund (264-273)	3,500	-	3,500
	<b>8,538,349</b>	<b>8,985,855</b>	<b>17,524,204</b>

## PROJECTS

## ADVANCED TRAFFIC MANAGEMENT SYSTEM (ATMS)

### PROJECT CATEGORY:

- ☒ Infrastructure Design/Construction/Reconstruction
- ☐ Program/Master Plan Development

### PROJECT LOCATION: *Citywide*

#### Project Description:

The ATMS was placed into operation in 2009 with a goal of overall transportation improvements for vehicles, pedestrians and bicycles along the Greenback and Sunrise corridors. Since then, the city has expanded the system to include segments of the Antelope and Auburn corridors. The desire is to achieve complete synchronization capability of the 58 city-maintained signalized intersections. This requires upgrading operations of traffic signals to include updated hardware (controllers, cabinets, fiber equipment) capable of operating on ATMS. Achieving synchronization will help increase safety for all users with a goal to have signal coordination with surrounding jurisdictions.



#### Project Justification:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Address legal mandate       | <input type="checkbox"/> Provide incentive for Economic Redevelopment           |
| <input checked="" type="checkbox"/> City Council Strategic Goal | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |
| <input checked="" type="checkbox"/> Preserve Existing Assets    | <input type="checkbox"/> Project identified in approved Master Plan             |
| <input checked="" type="checkbox"/> Enhance Public Safety       |   |

#### Project Status:

Ongoing program.

#### Project Funding:

This ongoing program is funded with Measure A Traffic Safety funds at \$50,000 per fiscal year.

## 2019/2020-2023/2024 CIP PROJECT WORKSHEET

### 5-Year Projected Revenue and Expenditure Plan

REVENUES	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Measure A – Traffic Safety (310)	50,000	50,000	50,000	50,000	50,000
EXPENDITURES	50,000	50,000	50,000	50,000	50,000

## AMSELL COURT STORM DRAIN IMPROVEMENTS

### PROJECT CATEGORY:

- ☒ Infrastructure Design/Construction/Reconstruction
- ☐ Program/Master Plan Development

### PROJECT LOCATION: *Amsell Court*

#### Project Description:

This project is identified as Problem Location No. 9 in the Neighborhood Areas 8, 9 and 10 Drainage Master Plan due to inadequate overland release. This project will consider options for capturing and conveying stormwater runoff via a detention basin and weir, or by replacing the existing 15-inch pipe with a 24-inch pipe.



#### Project Justification:

- |   |   |
|---|---|
| <input type="checkbox"/> Address legal mandate                  | <input type="checkbox"/> Provide incentive for Economic Redevelopment           |
| <input checked="" type="checkbox"/> City Council Strategic Goal | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |
| <input checked="" type="checkbox"/> Preserve Existing Assets    | <input checked="" type="checkbox"/> Project identified in approved Master Plan  |
| <input checked="" type="checkbox"/> Enhance Public Safety       |   |

#### Project Status:

Project scheduled to construct in 2021/2022.

#### Project Funding:

This project will be funded with Stormwater Utility Funds.

## 2019/2020-2023/2024 CIP PROJECT WORKSHEET

### 5-Year Projected Revenue and Expenditure Plan

REVENUES	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Stormwater Utility (209)			400,000		
EXPENDITURES			400,000		

## ANNUAL ADA ACCESSIBILITY AND DRAINAGE IMPROVEMENTS

### PROJECT CATEGORY:

- ☒ Infrastructure Design/Construction/Reconstruction
- ☐ Program/Master Plan Development

### PROJECT LOCATION: *Citywide*

#### Project Description:

Federal and State regulations, such as the Americans with Disabilities Act (ADA) and Title 24, establish a mandate that all facilities open to the public are equally accessible. Many public facilities used for access to residences and businesses throughout the City were constructed prior to implementation of ADA and Title 24 requirements. In addition to addressing specific ADA related requests, the City actively makes investments that will improve overall walkability in neighborhoods throughout the City. This annual program focuses on reconstructing deficient curb access ramps and relocates storm drain inlets in conflict with ramp locations.



#### Project Justification:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Address legal mandate       | <input type="checkbox"/> Provide incentive for Economic Redevelopment           |
| <input checked="" type="checkbox"/> City Council Strategic Goal | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |
| <input type="checkbox"/> Preserve Existing Assets               | <input checked="" type="checkbox"/> Project identified in approved Master Plan  |
| <input checked="" type="checkbox"/> Enhance Public Safety       |   |

#### Project Status:

Project expected to advertise for construction Summer 2019 with construction scheduled for Fall 2019.

#### Project Funding:

This project is supported by Community Development Block Grant (CDBG) funds and Stormwater Utility funds. In addition, the City has an earmark of \$123,000 in SB1 Local Partnership Program funds for 2019/2020. These funds are allocated on an annual basis; level of funding for 2020/2021 has not yet been determined. Total budgeted for 2019/2020 is \$641,000; total for 2020/2021 is \$518,000.

## 2019/2020-2023/2024 CIP PROJECT WORKSHEET

### 5-Year Projected Revenue and Expenditure Plan

REVENUES	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
CDBG (234)	368,000	TBD	TBD	TBD	TBD
Stormwater (209)	150,000	150,000	TBD	TBD	TBD
SB1 LPP (206-350)	123,000	TBD	TBD	TBD	TBD
EXPENDITURES	641,000	150,000			



**AUBURN BOULEVARD COMPLETE STREETS REVITALIZATION**

**PROJECT CATEGORY:**

- ☒ Infrastructure Design/Construction/Reconstruction
- ☐ Plan/Master Plan Development

**PROJECT LOCATION: *Auburn Boulevard – Rusch Park to North City Limits***

**Project Description:**

An important commercial corridor requiring priority attention from the City is the two-mile-long Auburn Boulevard corridor located in the north-central portion of the City. This project will continue the City’s Boulevard Plan by increasing accessibility, and walkability, improving the overall aesthetics to help increase overall economic value and investment for the businesses and community. The City is preparing for final design and has secured partial funding for construction. Final design will provide options for phasing.



**Project Justification:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Address legal mandate       | <input checked="" type="checkbox"/> Provide incentive for Economic Redevelopment |
| <input checked="" type="checkbox"/> City Council Strategic Goal | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding  |
| <input checked="" type="checkbox"/> Preserve Existing Assets    | <input checked="" type="checkbox"/> Project identified in approved Master Plan   |
| <input checked="" type="checkbox"/> Enhance Public Safety       |  |

**Project Status:**

Final design efforts are in progress for 2019/2020; construction expected to commence in 2021/2022.

**Project Funding:**

Final design will be funded through an existing SACOG Regional/Local Program Grant, with local match from the Roadway Impact Fee fund and Stormwater Utility funds. Partial construction funds have been secured through SACOG, with local matching dollars expected to come from Stormwater Utility funds, the City’s Line of Credit, Measure A Bike/Ped Safety and Traffic Safety funds, and SMUD participation, pending final estimates and phasing of construction. The overall project funding needed for construction is approximately \$21m.

## 2019/2020-2023/2024 CIP PROJECT WORKSHEET

### 5-Year Projected Revenue and Expenditure Plan

REVENUES	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Roadway Impact (262-671)	70,000	50,000			
Stormwater (209)	30,000		TBD	TBD	
SACOG Grant (390-734)	950,000	200,000			
SACOG Grant*			2,000,000	2,000,000	
SACOG Grant ATP**			1,500,000		
SMUD Participation			TBD	TBD	
Line of Credit			3,500,000	1,000,000	
Measure A – Bike/Ped Safety (310)			TBD	TBD	
Measure A – Traffic Safety (310)			TBD	TBD	
<b>EXPENDITURES</b>	<b>1,050,000</b>	<b>250,000</b>	<b>7,000,000***</b>	<b>3,000,000***</b>	

\*SACOG Grant from Regional Local Program. Fund number TBD.

\*\*SACOG Grant from Local ATP Program. Fund number TBD.

\*\*\*Based on secured funding only.

**BONITA-OLD AUBURN STORM DRAIN IMPROVEMENTS**

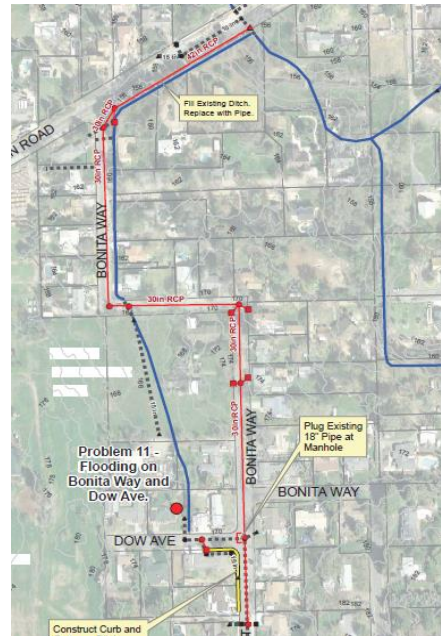
**PROJECT CATEGORY:**

- ☒ Infrastructure Design/Construction/Reconstruction
- ☐ Program/Master Plan Development

**PROJECT LOCATION: *Bonita Way and Old Auburn Road***

**Project Description:**

This project is identified as Problem Location No. 11 in the Neighborhood Areas 8, 9 and 10 Drainage Master Plan. This project will install new storm pipe along Old Auburn and Bonita to provide proper conveyance of stormwater runoff and help reduce localized street flooding.



**Project Justification:**

- |   |   |
|---|---|
| <input type="checkbox"/> Address legal mandate                  | <input type="checkbox"/> Provide incentive for Economic Redevelopment           |
| <input checked="" type="checkbox"/> City Council Strategic Goal | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |
| <input checked="" type="checkbox"/> Preserve Existing Assets    | <input checked="" type="checkbox"/> Project identified in approved Master Plan  |
| <input checked="" type="checkbox"/> Enhance Public Safety       |   |

**Project Status:**

Project scheduled to construct in 2019/2020.

**Project Funding:**

This project will be funded with Stormwater Utility Funds.

## 2019/2020-2023/2024 CIP PROJECT WORKSHEET

### 5-Year Projected Revenue and Expenditure Plan

REVENUES	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Stormwater Utility (209)	1,200,000				
EXPENDITURES	1,200,000				

**CARRIAGE DRIVE-LAUPPE LANE SAFE SCHOOLS CORRIDOR PLAN**

**PROJECT CATEGORY:**

- ☐ Infrastructure Design/Construction/Reconstruction
- ☒ Program/Master Plan Development

**PROJECT LOCATION: *Carriage Drive, Lauppe Lane, and effected intersections***

**Project Description:**

The City of Citrus Heights and San Juan Unified School District routinely receive concerns regarding safety along Lauppe Lane and Carriage Drive – a residential corridor connecting Antelope Road and Auburn Boulevard. This corridor, which provides access to three local schools, proves challenging during peak hours for student drop off and pick up times. The Plan will help to address the school-related transportation conditions, such as high peak vehicular, pedestrian, bicycle and parking demands, excessive speeds, midblock and uncontrolled pedestrian crossings, and ingress/egress issues. The Plan will also evaluate the intersections of Antelope and Lauppe; Auburn and Carriage; and portions of Auburn between Carriage and Sylvan Corners.



**Project Justification:**

- |   |   |
|---|---|
| <input type="checkbox"/> Address legal mandate            | <input type="checkbox"/> Provide incentive for Economic Redevelopment           |
| <input type="checkbox"/> City Council Strategic Goal      | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |
| <input type="checkbox"/> Preserve Existing Assets         | <input type="checkbox"/> Project identified in approved Master Plan             |
| <input checked="" type="checkbox"/> Enhance Public Safety |   |

**Project Status:**

Project will continue public engagement and plan development through FY 2019/2020.

**Project Funding:**

The Carriage Drive and Lauppe Lane Safe Schools Corridor Plan will be funded with a Sustainable Communities grant from the California Department of Transportation. Matching dollars will be funded through staff time in-lieu.

## 2019/2020-2023/2024 CIP PROJECT WORKSHEET

### 5-Year Projected Revenue and Expenditure Plan

REVENUES	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Sustainable Communities Grant (390-740)	100,470	27,855			
EXPENDITURES	100,470	27,855			

## CHULA VISTA STORM DRAIN IMPROVEMENTS

### PROJECT CATEGORY:

- ☒ Infrastructure Design/Construction/Reconstruction
- ☐ Program/Master Plan Development

### PROJECT LOCATION: *Chula Vista Drive*

#### Project Description:

This project is identified as Problem Location No. 5 in the Neighborhood Areas 8, 9 and 10 Drainage Master Plan. This project proposes to replace an existing 15-inch outfall pipe with a 24-inch pipe to increase capacity and adequately convey stormwater to San Juan Creek.



#### Project Justification:

- |  |   |
|--|---|
| <input type="checkbox"/> Address legal mandate               | <input type="checkbox"/> Provide incentive for Economic Redevelopment           |
| <input type="checkbox"/> City Council Strategic Goal         | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |
| <input checked="" type="checkbox"/> Preserve Existing Assets | <input checked="" type="checkbox"/> Project identified in approved Master Plan  |
| <input checked="" type="checkbox"/> Enhance Public Safety    |   |

#### Project Status:

Project scheduled for construct in 2020/2021.

#### Project Funding:

This project will be funded with Stormwater Utility Funds.

## 2019/2020-2023/2024 CIP PROJECT WORKSHEET

### 5-Year Projected Revenue and Expenditure Plan

REVENUES	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Stormwater Utility (209)		1,000,000			
EXPENDITURES		1,000,000			



**ELECTRIC GREEWAY TRAIL PROJECT**

**PROJECT CATEGORY:**

- ☒ Infrastructure Design/Construction/Reconstruction
- ☐ Program/Master Plan Development

**PROJECT LOCATION: *Areas 8, 9 and 10***

**Project Description:**

In 2014, Council adopted the Creek Corridor Trail Project and directed staff to update the General Plan, Pedestrian Master Plan, and Bikeway Master Plan to incorporate Priority 1 (Highest Priority) projects into these documents. In 2016, staff applied for and received Regional ATP funding for the Preliminary Design and Environmental documentation of the project. In 2017, the city applied for and received ATP SB1 Augmentation funding for the Final Design and Construction of the project. The Electric Greenway is a 2.9 mile multi-use trail between Sunrise Blvd and Wachtel Way following an existing SMUD corridor, connecting seven parks, several schools, and the Sunrise Marketplace. This project will also address drainage issues identified in the Area 8, 9 and 10 Drainage Master Plan specific to Blayden Court, which backs up to the proposed trail.



**Project Justification:**

- |   |   |
|---|---|
| <input type="checkbox"/> Address legal mandate                  | <input type="checkbox"/> Provide incentive for Economic Redevelopment           |
| <input checked="" type="checkbox"/> City Council Strategic Goal | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |
| <input type="checkbox"/> Preserve Existing Assets               | <input checked="" type="checkbox"/> Project identified in approved Master Plan  |
| <input type="checkbox"/> Enhance Public Safety                  |   |

**Project Status:**

Project will continue public engagement and design efforts through 2019/2020. Construction is scheduled to commence in 2020/2021.

## 2019/2020-2023/2024 CIP PROJECT WORKSHEET

### Project Funding:

This project is funded by an Active Transportation Program grant, utilizing federal and state grant funds. Matching funds are derived from Measure A Bike/Ped Safety, Stormwater Utility funds, City Staff time in-lieu and contributions by Sunrise Recreation and Park District (SRPD) and Orangevale Recreation and Park District (ORP).

### 5-Year Projected Revenue and Expenditure Plan

REVENUES	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
ATP Grant – Regional (390-738)	56,750				
ATP Grant – State/Federal SB1 (TBD)	273,000	2,507,000	3,086,000		
Measure A – Bike/Ped Safety (310)	41,000	42,000	47,000		
Orangevale Park District		9,000	11,000		
Park Impact Fees (265-674)	4,000	1,000			
Stormwater fund (209)	3,500	400,000			
Tree Mitigation (264-673)	3,500				
<b>EXPENDITURES</b>	<b>381,750</b>	<b>2,959,000</b>	<b>3,144,000</b>		

## MARIPOSA AVENUE SAFE ROUTES TO SCHOOL PHASE 3

### PROJECT CATEGORY:

- ☒ Infrastructure Design/Construction/Reconstruction
- ☐ Program/Master Plan Development

### PROJECT LOCATION: *Mariposa Avenue – Northridge to Eastgate*

#### Project Description:

Mariposa Avenue between Greenback Lane and Madison Avenue is identified as a priority Safe Routes to School project. The Phase 3 project will continue the larger vision by completing the pedestrian/bicycle infrastructure between Skycrest Elementary and San Juan High schools and along Farmgate Avenue linking the schools to each other and to the neighborhoods to the east. Improvements will include enhanced drainage facilities, new sidewalk, curb/gutter, and ADA ramps, safety lighting, street resurfacing, and pavement striping.



#### Project Justification:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Address legal mandate       | <input type="checkbox"/> Provide incentive for Economic Redevelopment           |
| <input checked="" type="checkbox"/> City Council Strategic Goal | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |
| <input checked="" type="checkbox"/> Preserve Existing Assets    | <input checked="" type="checkbox"/> Project identified in approved Master Plan  |
| <input checked="" type="checkbox"/> Enhance Public Safety       |   |

#### Project Status:

Construction efforts will continue into FY 2019/2020, with expected completion by Fall 2019.

#### Project Funding:

This project received a SACOG Bike & Pedestrian Grant. Additional funding derived from TDA Bike/Ped funds, Measure A Bike/Ped Safety and Traffic Safety programs, Stormwater Utility funds, Roadway Impact Fee funds, and SB1 Local Partnership Program (LPP) funds. Total project cost is \$2,054,437; total anticipated costs for 2019/2020 are \$1,335,437.

## 2019/2020-2023/2024 CIP PROJECT WORKSHEET

### 5-Year Projected Revenue and Expenditure Plan

REVENUES	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Measure A – Bike/Ped Safety (310)	-				
Measure A – Traffic Safety (310)	19,709				
Roadway Impact (262-671))	35,000				
SACOG Bike/Ped Grant (390-736)	565,531				
SB1 LPP (206-350)	299,000				
Stormwater Utility (209)	130,270				
TDA Bike/Ped Funds (212)	285,927				
EXPENDITURES	1,335,437				

## MARIPOSA AVENUE SAFE ROUTES TO SCHOOL PHASE 4

### PROJECT CATEGORY:

- ☒ Infrastructure Design/Construction/Reconstruction
- ☐ Program/Master Plan Development

### PROJECT LOCATION: *Mariposa Avenue between Skycrest Elementary and Madison Avenue*

#### Project Description:

Mariposa Avenue between Greenback Lane and Madison Avenue is identified as a priority Safe Routes to School project. The Phase 4 project will continue the larger vision by completing the pedestrian/bicycle infrastructure on the east and west sides of Mariposa Avenue between Skycrest Elementary and Madison Avenue. Improvements include new sidewalk, curb/gutter, and ADA ramps, safety lighting, street resurfacing, and pavement striping including bike lanes.



#### Project Justification:

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Address legal mandate | <input type="checkbox"/> Provide incentive for Economic Redevelopment           |
| <input type="checkbox"/> City Council Strategic Goal      | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |
| <input type="checkbox"/> Preserve Existing Assets         | <input checked="" type="checkbox"/> Project identified in approved Master Plan  |
| <input checked="" type="checkbox"/> Enhance Public Safety |   |

#### Project Status:

Public outreach and design efforts, including right of way, will continue through 2019/2020. Constructed is planned for 2020/2021.

#### Project Funding:

This project is funded by an Active Transportation Program grant, utilizing state grant funds. Matching funds derived from Measure A – Bike/Ped Safety.

## 2019/2020-2023/2024 CIP PROJECT WORKSHEET

### 5-Year Projected Revenue and Expenditure Plan

REVENUES	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Measure A – Bike/Ped Safety (310)	54,000	395,000			
SACOG ATP Grant (390-739)	212,000	1,651,000			
EXPENDITURES	266,000	2,046,000			



**MARIPOSA-SYLVAN VALLEY STORM DRAIN IMPROVEMENTS**

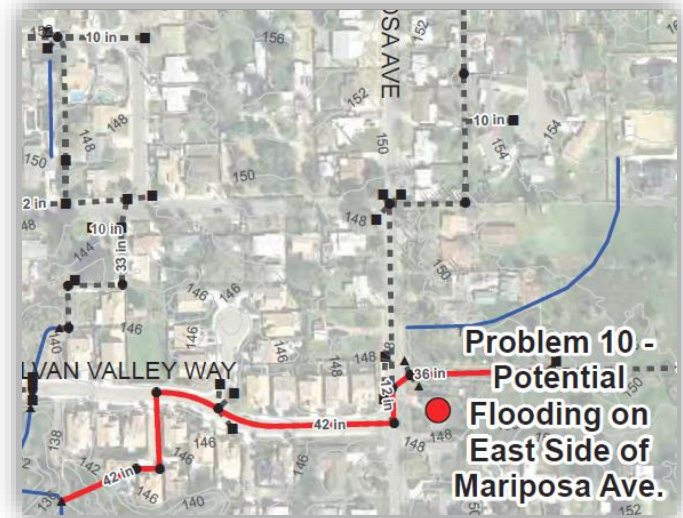
**PROJECT CATEGORY:**

- ☒ Infrastructure Design/Construction/Reconstruction
- ☐ Program/Master Plan Development

**PROJECT LOCATION: *Mariposa Avenue and Sylvan Valley Way***

**Project Description:**

This project is identified as Problem Location No. 10 in the Neighborhood Areas 8, 9 and 10 Drainage Master Plan. This project will install new storm pipe along Mariposa Avenue and Sylvan Valley Way to help capture stormwater runoff and reduce localized street flooding.



**Project Justification:**

- |   |   |
|---|---|
| <input type="checkbox"/> Address legal mandate                  | <input type="checkbox"/> Provide incentive for Economic Redevelopment           |
| <input checked="" type="checkbox"/> City Council Strategic Goal | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |
| <input checked="" type="checkbox"/> Preserve Existing Assets    | <input checked="" type="checkbox"/> Project identified in approved Master Plan  |
| <input checked="" type="checkbox"/> Enhance Public Safety       |   |

**Project Status:**

Project scheduled for construction 2021/2022-2022/2023.

**Project Funding:**

This project will be funded with Stormwater Utility Funds.

## 2019/2020-2023/2024 CIP PROJECT WORKSHEET

### 5-Year Projected Revenue and Expenditure Plan

REVENUES	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Stormwater Utility (209)	400,000				
EXPENDITURES	400,000				



**MINNESOTA, ANDERSON AND CANADY INFILTRATION BASINS AND STORM DRAIN IMPROVEMENTS**

**PROJECT CATEGORY:**

- ☒ Infrastructure Design/Construction/Reconstruction
- ☐ Program/Master Plan Development

**PROJECT LOCATION: *Minnesota Drive, Anderson Lane and Canady Lane***

**Project Description:**

This project is identified as Problem Location No. 12 in the Neighborhood Areas 8, 9 and 10 Drainage Master Plan. This project proposes to replace and upsize existing pipes for greater capacity and to help adequately convey 100-year peak flow. The project will also create new detention basins, overland release structures, and construct new curb and gutter and/or roadside ditches.



**Project Justification:**

- |   |   |
|---|---|
| <input type="checkbox"/> Address legal mandate                  | <input type="checkbox"/> Provide incentive for Economic Redevelopment           |
| <input checked="" type="checkbox"/> City Council Strategic Goal | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |
| <input checked="" type="checkbox"/> Preserve Existing Assets    | <input checked="" type="checkbox"/> Project identified in approved Master Plan  |
| <input checked="" type="checkbox"/> Enhance Public Safety       |   |

**Project Status:**

Project scheduled for construction 2021/2022-2022/2023.

**Project Funding:**

This project will be funded with Stormwater Utility Funds.

## 2019/2020-2023/2024 CIP PROJECT WORKSHEET

### 5-Year Projected Revenue and Expenditure Plan

REVENUES	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Stormwater Utility (209)			900,000	900,000	
EXPENDITURES			900,000	900,000	

## **MULTI-MODAL TRANSPORTATION SAFETY PROGRAM (MMTSP)**

### **PROJECT CATEGORY:**

- ☐ Infrastructure Design/Construction/Reconstruction
- ☒ Program/Master Plan Development

### **PROJECT LOCATION: *Citywide***

#### **Project Description:**

The General Services Department regularly receives requests for new signs, striping, crosswalks, speed humps, traffic calming and traffic enforcement. Most requests are in response to concerns of vehicle speeds and right-of-way violations on residential roadways. The city's 2001 Neighborhood Traffic Management Program (NTMP) is outdated and inadequate to effectively evaluate and prioritize the requests. The MMTSP will replace the NTMP, through a robust community engagement process to develop an updated program to address and prioritize neighborhood safety concerns using Complete Streets principles with Sustainable Communities Strategy guidelines shaping the final product.



#### **Project Justification:**

- |   |   |
|---|---|
| <input type="checkbox"/> Address legal mandate                  | <input type="checkbox"/> Provide incentive for Economic Redevelopment           |
| <input checked="" type="checkbox"/> City Council Strategic Goal | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |
| <input checked="" type="checkbox"/> Preserve Existing Assets    | <input type="checkbox"/> Project identified in approved Master Plan             |
| <input checked="" type="checkbox"/> Enhance Public Safety       |   |

#### **Project Status:**

Project will continue public outreach and plan development through 2020/2021.

#### **Project Funding:**

The MMTSP will be funded with a Sustainable Communities grant from the California Department of Transportation. Matching dollars will be provided through City Staff time in-lieu.

## 2019/2020-2023/2024 CIP PROJECT WORKSHEET

### 5-Year Projected Revenue and Expenditure Plan

REVENUES	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Sustainable Communities Grant (390-741)	107,000	26,000			
EXPENDITURES	107,000	26,000			

**NEIGHBORHOOD CREEK BANK AND RIPARIAN CORRIDOR  
RESTORATION**

**PROJECT CATEGORY:**

- ☐ Infrastructure Design/Construction/Reconstruction
- ☒ Program/Master Plan Development

**PROJECT LOCATION: *Citywide***

**Project Description:**

There are over 26 miles of creek corridors within the city of Citrus Heights. These creek corridors include natural creek channels, partially engineered channels and full-engineered channels. Throughout the city, the natural creek channels in particular have areas with eroded banks, invasive species, and endangered species habitats. Because each creek area has unique challenges, this program will focus on collaboration with other regulatory agencies and surrounding residents to sustainably manage the riparian corridor based on neighborhood priorities.



**Project Justification:**

- |  |   |
|--|---|
| <input type="checkbox"/> Address legal mandate               | <input type="checkbox"/> Provide incentive for Economic Redevelopment           |
| <input type="checkbox"/> City Council Strategic Goal         | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |
| <input checked="" type="checkbox"/> Preserve Existing Assets | <input type="checkbox"/> Project identified in approved Master Plan             |
| <input checked="" type="checkbox"/> Enhance Public Safety    |   |

**Project Status:**

This program is ongoing.

**Project Funding:**

This project will be funded with Stormwater Utility Funds.

## 2019/2020-2023/2024 CIP PROJECT WORKSHEET

### 5-Year Projected Revenue and Expenditure Plan

REVENUES	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Stormwater Utility (209)	100,000	100,000	100,000	100,000	100,000
EXPENDITURES	100,000	100,000	100,000	100,000	100,000

## NEIGHBORHOOD AREAS DRAINAGE MASTER PLANS

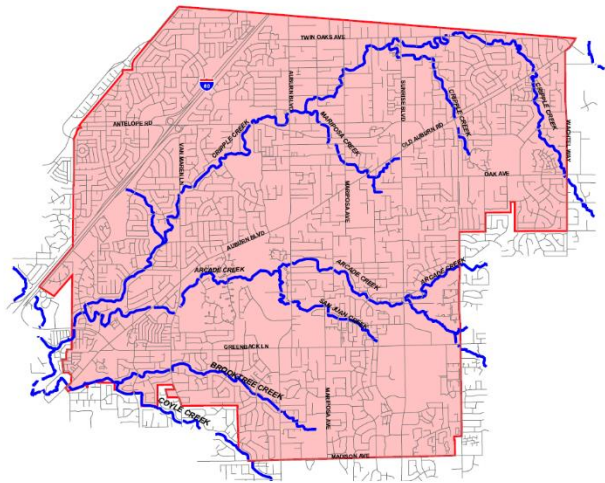
### PROJECT CATEGORY:

- ☐ Infrastructure Design/Construction/Reconstruction
- ☒ Program/Master Plan Development

### PROJECT LOCATION: *Neighborhood Areas 1 through 5 and 11*

#### Project Description:

The fundamental goal of the Neighborhood Areas Drainage Master Plans is to address current and future drainage needs within the City's 11 neighborhood areas and develop a capital improvement program to address the findings. The final product of the study will guide the City in effectively addressing drainage issues, and where cost-effective provide guidance on improving stormwater quality. These are the last six neighborhood areas to be studied, and will be divided into 2 groups; Areas 4, 5 & 11, and Areas 1, 2, & 3. Future CIP will include projects resulting from these last two Drainage Master Plans.



#### Project Justification:

- |  |   |
|--|---|
| <input type="checkbox"/> Address legal mandate               | <input type="checkbox"/> Provide incentive for Economic Redevelopment           |
| <input type="checkbox"/> City Council Strategic Goal         | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |
| <input checked="" type="checkbox"/> Preserve Existing Assets | <input type="checkbox"/> Project identified in approved Master Plan             |
| <input checked="" type="checkbox"/> Enhance Public Safety    |   |

#### Project Status:

Consultant services will be procured in late 19/20 to begin public outreach and field review in 20/21.

#### Project Funding:

This program will be funded with by Stormwater Utility Funds.

## 2019/2020-2023/2024 CIP PROJECT WORKSHEET

### 5-Year Projected Revenue and Expenditure Plan

REVENUES	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Stormwater Utility (209)	100,000	150,000	100,000	150,000	1,250,000*
EXPENDITURES	100,000	150,000	100,000	150,000	1,250,000*

\*Anticipated first-year plan implementation project(s) for areas 4, 5, and 11.



## OLD AUBURN COMPLETE STREETS PLAN

### PROJECT CATEGORY:

- ☐ Infrastructure Design/Construction/Reconstruction
- ☒ Program/Master Plan Development

### PROJECT LOCATION: *Old Auburn Road Corridor – Sylvan Corners to Garry Oak Drive*

#### Project Description:

The Old Auburn Road Complete Streets Plan will address challenging transportation conditions including excessive speeds, skewed intersections, inadequate bicycle, pedestrian and transit infrastructure, and a history of collisions along nearly 2-miles of Old Auburn Road. The Plan will evaluate existing conditions, identify collision trends and deficiencies and develop Complete Streets solutions to address the concerns and increase safety, convenience and efficiency for all users.



#### Project Justification:

- |   |   |
|---|---|
| <input type="checkbox"/> Address legal mandate            | <input type="checkbox"/> Provide incentive for Economic Redevelopment           |
| <input type="checkbox"/> City Council Strategic Goal      | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |
| <input type="checkbox"/> Preserve Existing Assets         | <input type="checkbox"/> Project identified in approved Master Plan             |
| <input checked="" type="checkbox"/> Enhance Public Safety |   |

#### Project Status:

Project will continue public engagement and plan development through 2019/2020.

#### Project Funding:

A Sustainable Communities Grant will fund the project. An 11.47% local match is required which will be met with city staff time for 2019/2020.

## 2019/2020-2023/2024 CIP PROJECT WORKSHEET

### 5-Year Projected Revenue and Expenditure Plan

REVENUES	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Sustainable Communities (737)	64,000	-			
EXPENDITURES	64,000	-			

## PAVEMENT RESTORATION PROGRAM

### PROJECT CATEGORY:

- ☒ Infrastructure Design/Construction/Reconstruction
- ☐ Program/Master Plan Development

### PROJECT LOCATION: *Citywide*

#### Project Description:

Under the City's Pavement Management System (PMS), streets are resurfaced to improve ride quality and avoid costly future reconstruction. The systematic approach takes the results of visual field evaluations of each street and, using specialized computer software, rates and categorizes the streets by an overall condition index. Use of the structured PMS approach in conjunction with staff inspection, permits the City to schedule resurfacing projects and ultimately extend the service life of a street's pavement.



#### Project Justification:

- |   |   |
|---|---|
| <input type="checkbox"/> Address legal mandate                  | <input type="checkbox"/> Provide incentive for Economic Redevelopment           |
| <input checked="" type="checkbox"/> City Council Strategic Goal | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |
| <input checked="" type="checkbox"/> Preserve Existing Assets    | <input type="checkbox"/> Project identified in approved Master Plan             |
| <input checked="" type="checkbox"/> Enhance Public Safety       |   |

#### Project Status:

Construction on the 2018/2019 Residential Resurfacing Project is expected for Summer 2019.

#### Project Funding:

The City's pavement restoration program will be funded with SB1 Road Maintenance Rehabilitation Account (RMRA) funds, as well as Measure A Maintenance and Gas Tax Funds.

## 2019/2020-2023/2024 CIP PROJECT WORKSHEET

### 5-Year Projected Revenue and Expenditure Plan

REVENUES	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Gas Tax (205)	100,000	100,000	TBD	TBD	TBD
Measure A					
Maintenance (210)	300,000	300,000	TBD	TBD	TBD
SB1 RMRA (206)	1,452,092	1,517,000*	TBD	TBD	TBD
EXPENDITURES	1,852,092	1,917,000			

\*Estimate only. Projections from the State are provided on annual basis.

**STORM DRAIN PIPE REHABILITATION PROGRAM**

**PROJECT CATEGORY:**

- ☒ Infrastructure Design/Construction/Reconstruction
- ☐ Program/Master Plan Development

**PROJECT LOCATION: *Citywide***

**Project Description:**

The majority of the existing storm drainpipe system was constructed prior to the City's incorporation. The system was constructed utilizing a series of pipe materials including concrete, plastic, and metal. Due to age and corrosivity of the soils, some of the storm drain pipes have degraded to a point where extensive maintenance or replacement is necessary. The purpose of this project is to identify degraded storm drainpipes throughout the City that have failed or are nearing the end of their useful life. The identified storm drainpipes will either be rehabilitated in their existing location or realigned to a location that is more cost effective.



**Project Justification:**

- |  |   |
|--|---|
| <input type="checkbox"/> Address legal mandate               | <input type="checkbox"/> Provide incentive for Economic Redevelopment           |
| <input type="checkbox"/> City Council Strategic Goal         | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |
| <input checked="" type="checkbox"/> Preserve Existing Assets | <input type="checkbox"/> Project identified in approved Master Plan             |
| <input checked="" type="checkbox"/> Enhance Public Safety    |   |

**Project Status:**

On-going. This program is an extension of the City's proactive stormwater maintenance program. As storm pipes tv'd (camera inspected), locations for repairs or replacements will be programmed.

**Project Funding:**

This program will be funded by Stormwater Utility Funds.

## 2019/2020-2023/2024 CIP PROJECT WORKSHEET

### 5-Year Projected Revenue and Expenditure Plan

REVENUES	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Stormwater Utility (209)	150,000	250,000	250,000	250,000	250,000
EXPENDITURES	150,000	250,000	250,000	250,000	250,000

**TRAFFIC CONTROL, NEIGHBORHOOD SAFETY, ACCESSIBILITY and WALKABILITY**

**PROJECT CATEGORY:**

- ☒ Infrastructure Design/Construction/Reconstruction
- ☐ Program/Master Plan Development

**PROJECT LOCATION: *Citywide***

**Project Description:**

Minor capital improvement projects to enhance corridor and neighborhood traffic safety, accessibility and walkability. This project is intended to address all users of the transportation system, not just vehicles. Improvements will include corridor safety studies, as well as corridor, roadway and traffic safety improvements. Striping, channelization, roadway geometrics, median installations and enhancements, and access management are all part of this program. Community education, engagement and traffic enforcement are incorporated in all aspects of this program. This program will continue to support improvements overall traffic safety, accessibility and walkability needs, as well as those to be addressed in other transportation and multi-modal plans.



**Project Justification:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Address legal mandate | <input type="checkbox"/> Provide incentive for Economic Redevelopment |
| <input type="checkbox"/> City Council Strategic Goal      | <input type="checkbox"/> Priority Improvement for Designated Funding  |
| <input type="checkbox"/> Preserve Existing Assets         | <input type="checkbox"/> Project identified in approved Master Plan   |
| <input checked="" type="checkbox"/> Enhance Public Safety |   |

**Project Status:**

Ongoing program to address citywide pedestrian, bicycle and traffic safety concerns.

**Project Funding:**

This program is funded by Measure A Traffic Safety funds and Redflex funds for 2019/2020 and 2020/2021.

## 2019/2020-2023/2024 CIP PROJECT WORKSHEET

### 5-Year Projected Revenue and Expenditure Plan

REVENUES	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Measure A - Traffic Safety (310)	30,000	30,000	TBD	TBD	TBD
Redflex Funds (100-21-191)	30,000	30,000	TBD	TBD	TBD
<b>EXPENDITURES</b>	60,000	60,000	TBD	TBD	TBD



**VARIOUS SIGNALIZED INTERSECTION SAFETY IMPROVEMENTS**

**PROJECT CATEGORY:**

- ☒ Infrastructure Design/Construction/Reconstruction
- ☐ Program/Master Plan Development

**PROJECT LOCATION:** *Signalized intersections citywide including  
Auburn/Greenback intersection for pedestrian fencing*

**Project Description:**

The City operates and maintains 61 signalized intersections, most of which were installed many years ago. Since taking over the operations and maintenance of the signal system, the city has been actively upgrading the signals to include countdown pedestrian indications and larger size vehicle indications as various capital improvement and maintenance projects permit. This project will upgrade all remaining locations. This project will also install pedestrian median fencing, within the existing raised medians, along three legs of the intersection of Greenback & Auburn, forcing pedestrians to utilizing the signalized crossings. Curb ramps and push button upgrades are also included at two intersections along Sunrise.



**Project Justification:**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Address legal mandate       | <input type="checkbox"/> Provide incentive for Economic Redevelopment           |
| <input checked="" type="checkbox"/> City Council Strategic Goal | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |
| <input type="checkbox"/> Preserve Existing Assets               | <input type="checkbox"/> Project identified in approved Master Plan             |
| <input checked="" type="checkbox"/> Enhance Public Safety       |   |

**Project Status:**

Project is expected to construct late Summer 2019.

**Project Funding:**

This project is funded by a Highway Safety Improvement Program (HSIP) grant. Additional funds for matching and augmentation will come from Measure A Capital Traffic Safety funds, and Community Development Block Grant (CDBG) Funds.

## 2019/2020-2023/2024 CIP PROJECT WORKSHEET

### 5-Year Projected Revenue and Expenditure Plan

REVENUES	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
CDBG (234)	89,000				
HSIP Grant (390-732)	439,740				
Measure A – (Bike/Ped Safety 310)	26,000				
Measure A – Traffic Safety 310)	48,860				
TDA (212)	47,000				
Transit Impact (266-675)	30,000				
EXPENDITURES	680,600				

## WONDER STREET STORM DRAIN IMPROVEMENTS

### PROJECT CATEGORY:

- ☒ Infrastructure Design/Construction/Reconstruction
- ☐ Program/Master Plan Development

### PROJECT LOCATION: *Wonder Street*

#### Project Description:

This project will install new storm pipe along Wonder Street to help capture stormwater runoff and reduce localized street flooding.



#### Project Justification:

- |   |   |
|---|---|
| <input type="checkbox"/> Address legal mandate                  | <input type="checkbox"/> Provide incentive for Economic Redevelopment           |
| <input checked="" type="checkbox"/> City Council Strategic Goal | <input checked="" type="checkbox"/> Priority Improvement for Designated Funding |
| <input checked="" type="checkbox"/> Preserve Existing Assets    | <input checked="" type="checkbox"/> Project identified in approved Master Plan  |
| <input checked="" type="checkbox"/> Enhance Public Safety       |   |

#### Project Status:

Project scheduled for construct in 2022/2023.

#### Project Funding:

This project will be funded with Stormwater Utility Funds.

## 2019/2020-2023/2024 CIP PROJECT WORKSHEET

### 5-Year Projected Revenue and Expenditure Plan

REVENUES	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024
Stormwater Utility (209)				400,000	
EXPENDITURES				400,000	

## DESCRIPTIONS OF FUNDING SOURCES

## **Descriptions of Funding Sources**

- **Active Transportation Program**

Created in 2013, the ATP consolidated pre-existing federal and state transportation programs, including the Transportation Alternatives Program (TAP), Bicycle Transportation Account (BTA), and State Safe Routes to School (SR2S), into a single program with a focus to make California a national leader in active transportation. The ATP is administered by the Division of Local Assistance, Office of Active Transportation and Special Programs.

- **Community Design Funding Program (SACOG)**

The Community Design Funding Program is intended to provide financial assistance to local government agencies that seek to implement physical development that is consistent with SACOG's Blueprint Principles. Approximately every two years, SACOG accepts applications for projects from cities, counties, transit districts and air districts from Sacramento, Sutter, Yolo and Yuba Counties.

- **Community Development Block Grant Funds (CDBG)**

These federal funds are distributed to the City on an annual basis. The City receives approximately \$670,000 per year. The funds are used to support capital projects such as park improvements and sidewalks. Other projects the City has used the funds for include: loans to modest income families for rehabilitation, Habitat for Humanity projects and public services such as senior nutrition.

- **Development Impact Fees**

Development Impact Fees, including Roadway, Transit and Park Facilities, Drainage, Low Income Housing, Fire Capital, and Tree Preservation Fees, are fees paid by a developer/development project to pay for the cost of providing the facilities necessary to accommodate growth. The costs of projects needed to support growth are financed with impact fees based on a measurement of a development's impact on future needs. The purpose of these fees is to fund the cost of roadway, transit and park facilities required due to the type(s) of development designated in the General Plan.

- **Gas Tax**

Administered by the State Board of Equalization, this is an 18 cent per gallon tax on fuel used to propel a motor vehicle or aircraft. Use of the revenue is for research, planning, improvement, maintenance, and operation of public streets and highways or public mass transit.

- **Highway Safety Improvement Program (HSIP)**

The Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), which was signed into law on August 10, 2005, established the Highway Safety Improvement Program (HSIP) as a core Federal-aid program. The overall purpose of this

program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads through the implementation of infrastructure-related highway safety improvements. The specific provisions pertaining to the HSIP are defined in Section 1401 of SAFETEA-LU which amended Section 148 of Title 23, United States Code (23 USC 148) to incorporate these provisions. These provisions are still in effect due to Continuing Resolutions passed by Congress during Federal Fiscal Year 2009/10.

- **Line of Credit**

City's line of credit.

- **Local Regional Funding (SACOG)**

Every two years, SACOG conducts a programming round to allocate funds to projects based on apportionments of regional Congestion Mitigation and Air Quality (CMAQ), Regional Surface Transportation Program (RSTP), and State Transportation Improvement Program (STIP) funds. These funds are programmed through the Air Quality, Bicycle & Pedestrian, Community Design, Transportation Demand Management (TDM) and Regional/Local funding programs.

- **Measure A**

This funding source is derived from a ½ cent sales tax imposed in the Sacramento County, administered by the Sacramento Transportation Authority and distributed to incorporated cities and unincorporated Sacramento County to fund specific transportation maintenance and projects. Measure A included three ongoing programs - ***Traffic Safety, Bicycle/Pedestrian Safety*** and ***Maintenance funds***. Additionally, there is a capital component to help fund large capital improvement projects identified in the Countywide Transportation Expenditure Plan.

- **Redflex Funds**

This funding source is derived from the city's red light camera program. These funds help to support pedestrian and traffic safety improvements throughout the city.

- **Road Maintenance Rehab Funds (SB1)**

Funds derived from the 2017 Gas Tax increase that will be collected, and distributed to agencies in conjunction with the SB1 Transportation Bill. These funds are flexible and can be used for maintenance, capital or a combination of both and can also be leveraged to secure additional federal and/or state grants.

- **SB1 Local Partnership Program (LPP)**

These funds are derived from SB1 and are set aside specifically for Self-Help agencies (agencies with a transportation tax). A portion of the set aside is distributed by formula, with the remaining set aside designated for competitive grants to eligible Self-Help agencies.

- **Storm Water Utility Funds**

Funds collected by Sacramento County as a per-parcel fee. These fees fund storm pipe maintenance, replacement, installation, creek maintenance and associated activities to convey and preserve storm water and creeks.

- **Sustainable Communities Grant – Cal Trans Planning Grant Program**

Funds to encourage local and regional planning that furthers state goals, including, but not limited to, the goals and best practices cited in the Regional Transportation Plan Guidelines adopted by the California Transportation Commission.

- **TBD**

Funding source to be determined.

- **Transportation Development Act (TDA)**

TDA is one of the major funding sources for public transit in California. The TDA provides two funding sources, the Local Transportation Fund (LTF) and the State Transit Assistance Fund (STA). The LTF is derived from a ¼ cent of the 7½% general statewide sales tax. This ¼ cent sales tax is returned to every county in the State from where the tax was collected. The STA is derived from sales tax on gasoline and diesel fuel. Fifty percent of the STA funds are allocated according to population, while the other fifty- percent is allocated according to the ratio of the total public transit revenues that were generated in each area during the prior fiscal year. TDA funds may be used for street and road projects provided all reasonable transit needs have been met.



# **FIVE YEAR CAPITAL IMPROVEMENT PROGRAM FISCAL YEARS 2019/2020-2023/2024**