

City of Citrus Heights

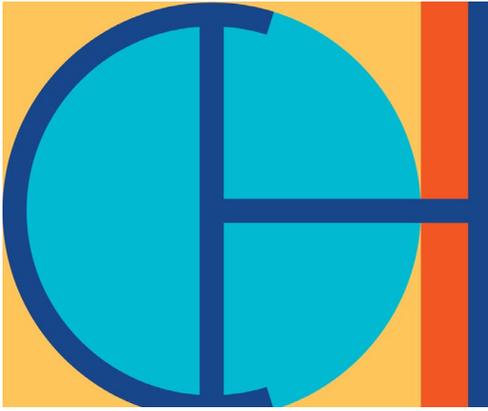
Adopted Budget

FISCAL YEARS 2023/2024 AND 2024/2025



**CITRUS
HEIGHTS**

Solid roots. New growth.



City of Citrus Heights

Fiscal Years 2023/24 and 2024/25

Adopted Budget

City Council

Tim Schaefer, Mayor
Bret Daniels, Vice Mayor
Porsche Middleton, Council Member
Jayna Karpinski-Costa, Council Member
MariJane Lopez-Taff, Council Member

City Manager

Ashley J. Feeney

Department Directors

Alex Turcotte, Police Chief
Susan Talwar, Administrative Services Director
Casey Kempenaar, Community Development Director
Regina Cave, General Services Director
Meghan Huber, Economic Development & Community Engagement Director

Budget Team

Susan Talwar, Administrative Services Director
Tammy Nossardi, Finance Manager
Alberto Preciado, Accounting Manager
Macy Dippert, Human Resources Manager
Mike Pettinato, Senior Database and Applications Specialist

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City Manager's Message

Dear Honorable Mayor and City Council Members,

I am pleased to present the Biennial Budget for Fiscal Years 2023-2025 (FY 23/24 & FY 24/25) and the Capital Improvement Plan for the City of Citrus Heights. City Council and staff share the belief that a budget should serve as a statement of community values and priorities. City staff collaborated on preparing a budget focused on providing high levels of service in an environment of rising costs while setting our organization up to make advancements on key City Council priorities. City Council unanimously approved this forward-looking budget on May 25, 2023.

This budget reflects Citrus Heights commitment to fiscal prudence. Despite continued increases in maintenance and operating costs, the City has continued its efforts to create cost-effective expenditures to offset rising costs. This balanced budget carefully examined historical expenditure trends, as well as current and foreseeable operating needs. Lean budget principles were utilized to create even more efficiencies to ensure dollars were maximized in areas of greatest need. Additionally, a healthy reserve balance is being built to ensure funds are available in times of economic uncertainty, address necessary operational needs, and to position the City to take advantage of strategic infrastructure grant opportunities that have matching requirements, thereby maximizing return on city funds.

In addition to the guiding principle of fiscal prudence, this budget is aligned with our strategic focus areas: community image, addressing blight and homelessness, economic development, community connection, and infrastructure improvements. This budget provides significant General Fund expenditures for street repairs for the first time in the City's history, starting with \$2,000,000 in FY 23/24 and increasing to \$4,000,000 in FY 24/25. These funds augment and enhance other funding sources that have been used for street repair and roadway resurfacing projects.

Biennial Budget for Fiscal Year (2023-2025)

Biennial Budget Year 1 – FY 23/24

The adopted budget for FY 23/24 includes \$69,564,525 in total revenues and \$66,119,001 in total expenditures. The General Fund portion of this budget totals \$43,137,271 in revenues and \$39,803,048 in expenditures. This budget anticipates revenues exceeding expenditures allowing for an increase in General Fund reserves of \$3,334,224.

Biennial Budget Year 2 – FY 24/25

The adopted budget for FY 24/25 includes \$83,790,489 in total revenues and \$81,508,066 in total expenditures. The General Fund portion of this budget totals \$44,609,022 in total revenues and \$41,299,430 in expenditures allowing an increase in General Fund reserves of \$3,309,592.

The FY 23/24 adopted General Fund expenditures are budgeted to increase by \$1,436,201 or 3.74% above the FY 22/23 adopted budget. The FY 24/25 General Fund expenditures are budgeted to increase by \$1,496,382 or 3.76% above the FY 23/24 adopted budget. These increase percentages are below the projected increase assumptions in the City's long-range forecasting model.

A comprehensive explanation of the revenues and expenditures sources is provided in this budget book. This budget also introduces a new addition to the collection of budget documents with the

City's first [*Budget in Brief \(BIB\)*](#) which serves as a summarized overview of the City's operating and capital budget. The BIB highlights the FY 23/24 budget and will be updated to reflect the FY 24/25 budget during the mid-cycle budget review in 2024.

Forecasted Budget Reserve

The approved FY 23/24 budget projects an ending General Fund reserve balance of \$19,784,450 and \$19,094,043 for FY 24/25. This balance is in excess of the targeted reserve goal of 25% of total General Fund expenditures. A larger General Fund reserve provides not only for the ability to navigate times of economic uncertainty but also provides greater ability to pursue City Council priorities, especially infrastructure projects that often have match or shovel-ready requirements. When specific projects, grants, and/or City operational needs are identified, reserves above the minimum target level provide an opportunity to allocate funds through the budget amendment process. The City Council has the ability to allocate additional General Fund reserve monies for identified projects that help advance road rehabilitation efforts and prepare shovel-ready projects for future years.

As outlined in the City Council adopted Focus Area Work Plan and the associated Strategic Objectives that have been executed over the course of the last year, City Council and staff are focused on improving the community in four key areas:

- **Community Image:** There have been significant investments and strategies deployed to address community image improvement through beautification efforts and combatting blight.
- **Community Connection:** The Citrus Heights community is reconnecting through city-sponsored events and community-facing grants and programs that bring residents together and facilitate greater connection.
- **Economic Development:** Increased business attraction and focused efforts to facilitate redevelopment.
- **Infrastructure:** Enhanced engineered pothole repair operations have been deployed, along with gearing up City policies and staff resources to address long-standing infrastructure needs.

This budget, including the reserve fund, provides the foundational building blocks for continued progress on some of our more challenging fronts. Employee retention and recruitment efforts continue to be problematic as the national workforce shrinks due to retirements with a lesser number of workers available to fill those positions. This is not unique to Citrus Heights and is a challenge across most employment sectors. We continuously assess our competitiveness as an employer of choice, as the organization needs strong talent and adequate staffing to ensure the advancement of our ambitious goals to improve the quality of life for residents and businesses.

The poor roadway conditions throughout the City creates another major challenge. It is estimated to cost more than \$90,000,000 to repair the City's roadways up to an industry average pavement standard if approached as a singular project with more than \$13,000,000 needed annually to maintain the standard thereafter. The City does not have a current revenue stream to fully address these pavement challenges. To ensure the maximization of available investments, policies have been put in place to prioritize major arterial roads in significant need of resurfacing while still allocating some funding toward residential streets. The existing funding sources and additional General Fund roadway allocations will help make meaningful progress in this area. Critical to project planning, the adopted budget also reallocates needed staffing to the General Services Department to build capacity for increased infrastructure investment and delivery of projects. As capacity grows, the City Council

may allocate additional General Fund reserve monies toward infrastructure improvements. Significant roadway projects in the pipeline will help make visible progress on this important issue in the next few years.

This Biennial Budget for Fiscal Year 2023-2025 builds on a foundation of aggressive strategic goals and continues the forward progress the City of Citrus Heights has made post-pandemic, highlights of which include:

- Fully funding and staffing the Citrus Heights Police Department after previous cutbacks
- Obtained over \$23,000,000 in grant funding awards in FY 22/23, a City record!
- Launched the Beautification Crew to combat blight and beautify our community
- Restarted and increased city-produced event offerings for community connection
- Investments in necessary Police Department fleet vehicle replacement and critical upgrades to the Communications Center
- Creation of a \$1,000,000 Business Attraction Incentive Program to attract new restaurants, breweries, and entertainment
- Advanced Sunrise Tomorrow Specific Plan efforts through the development of infrastructure studies and financing strategies, which were funded through competitive grants
- Began construction of the Arcade Cripple Creek Trail

Numerous other accomplishments are highlighted in this budget book. City staff continues to advance strategic objectives, consistent with the adopted City Council Three-Year Goals and the Focus Area Work Plan, that strive to improve the quality of life for our residents and businesses. Forward progress on the quality of life and community vibrancy is top of mind for our team as we serve the Citrus Heights community. Rooted in the dream and vision for a better future established by city founders more than 25 years ago, I am honored to serve with our team to focus on delivering on the promise of tomorrow as we forge an exciting next chapter for Citrus Heights.

I want to acknowledge our team whose dedication and care created these successes, and who worked extremely hard to create a pragmatic, community-facing budget that will achieve even more in the next two years.

In your service,



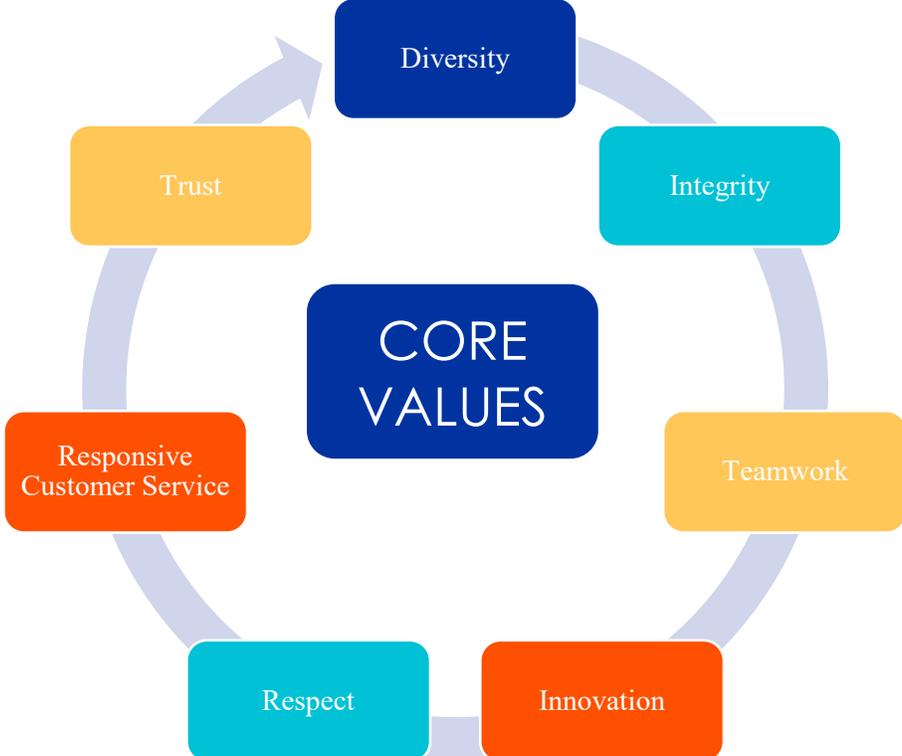
Ashley J. Feeney
Citrus Heights City Manager



General Information

Mission Statement

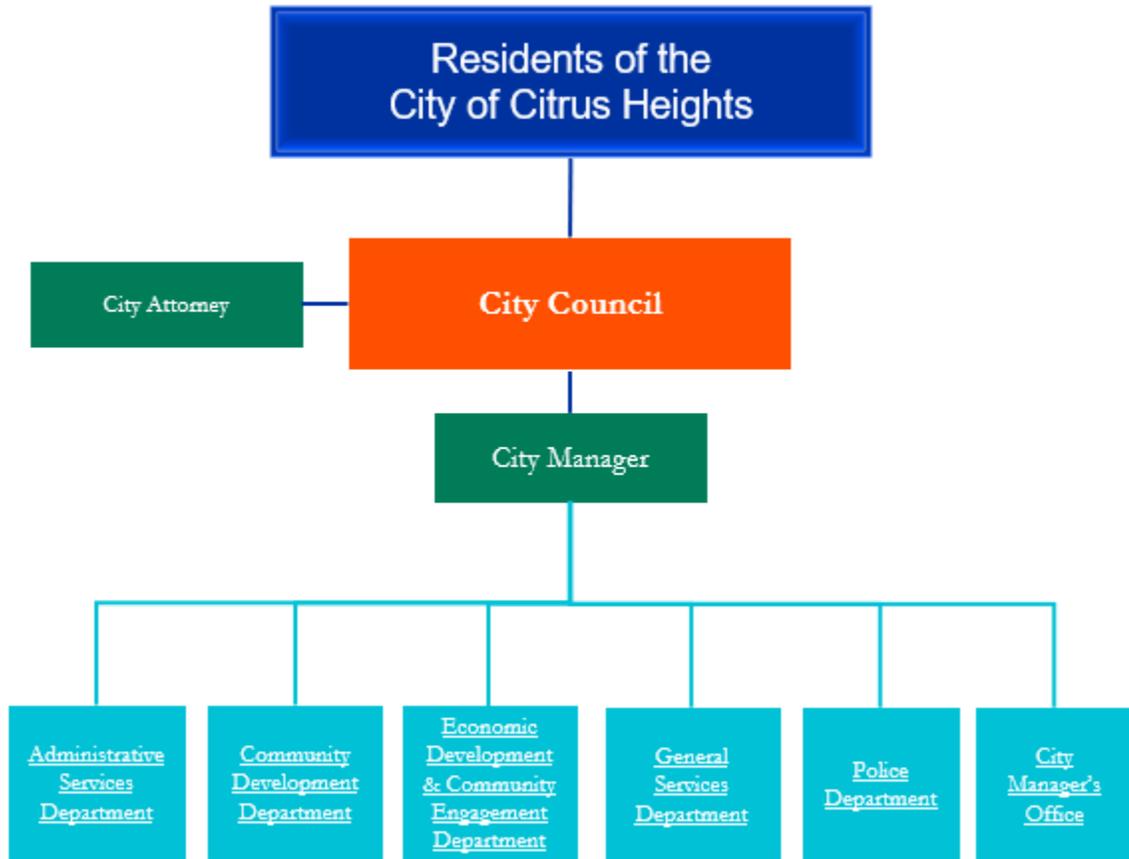
The City of Citrus Heights is committed to providing high quality, economical, responsive city services to our community.



Vision Statement

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

City of Citrus Heights Organization Chart



City Council

The Citrus Heights City Council (“Council”) consists of five members, elected by district to four-year overlapping terms. Council members must be a resident in the district in which he or she seeks election at the time nomination papers are issued. 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 City’s 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.

The graphic features a blue header with the text "City of Citrus Heights City Council". Below the header is a photograph of the City Hall building and a stone sign that reads "CITY OF CITRUS HEIGHTS CITY HALL". To the right of the photo are two circular portraits: Tim Schaefer, Mayor, and Bret Daniels, Vice Mayor. Below the photo are three more circular portraits: Jayna Karpinski-Costa, Council Member; MariJane Lopez-Taff, Council Member; and Porsche Middleton, Council Member. In the bottom right corner is the Citrus Heights California logo with the tagline "Solid roots. New growth."

City of Citrus Heights

Regional Setting

Citrus Heights is located 15 miles northeast of California's capital, where the plains of the Sacramento Valley begin their gradual rolling ascent to the Sierra Nevada foothills. For 19th-century pioneers, the sight of the gently folded landscape meant they had arrived at the promised land. The Transcontinental Railroad and the Lincoln Highway later brought new waves of travelers through our area. Today, Interstate 80, the main transcontinental highway connecting New York and San Francisco, serves businesses and the over 87,000 residents who call Citrus Heights home.

Quick Facts



Median Age – 38.2
Millennials – 20,758
Retiring Soon – 26,651



Total Housing Units 35,496
Average Home Price \$494,077

Early History

Early pioneer settlers in the Central Township established their ranches in the late 1850s along Old Auburn Road. As a rule, each pioneer family settled on a quarter section (160 acres) of land, built a house and a barn, dug a well, and set about clearing the land for farming. Because the land had to be cleared of native oak trees, many of the early settlers earned their income selling cords of firewood to nearby Sacramento. Early farmers sold their wheat crops to flouring mills, while hay and barley were grown mostly for use as food for their livestock.

Around the 1860s and 1870s a gentleman named Cornelius Donahue settled in the area. Donahue established a ranch near Citrus Heights in 1863 and expanded in 1872 to include the land that now houses both the Sunrise Mall and the Birdcage shopping centers. Peter Van Maren, an early settler who was a leading agriculturalist in the region, maintained a vast estate of nearly 1,000 acres by 1875. In 1910, the quiet pastoral life of the rural Sylvan district underwent a marked change when the real estate firm Trainor & Desmond bought up large tracts of idle land and subdivided them into ten acre lots. As a promotional ploy to attract buyers, the firm replaced the name Sylvan with the more euphonious sounding name of Citrus Heights, and it has remained so.



Remaining predominantly rural through the 1960s, Citrus Heights began its emergence as a regionally important retail destination in the 1970s with the opening of the Sunrise Mall and Birdcage Walk shopping centers. The seismic stability of Citrus Heights which distinguishes it from much of coastal California, undoubtedly contributed to

its growth and maturation. After existence as an unincorporated area of northeastern Sacramento County for nearly 100 years, Citrus Heights became an independent city offering local municipal services in January 1997. Unchanged, however, is our traditional Citrus Heights hospitality.

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, preschools, and before and after-school programs.

Doing Business in Citrus Heights

Citrus Heights is home to industries that provide products and services to our community. The City's top five highest growth industries in the next five years are:

1. Healthcare and Social Assistance
2. Construction
3. Administration and Support
4. Utilities
5. Manufacturing

Planning for the future

Throughout budget development great emphasis was placed by the team towards:

- Major infrastructure investments with organizational restructuring with additional staffing in General Services
- Increasing General Fund reserves to allow for being nimble on grants
- The City's first General Fund allocation towards street repairs of \$2 million and \$4 million in respective budget years
- Buildup of reserve funds for facility and fleet replacement
- Coming out of the pandemic the City will be increasing a focus on the community with many new programs and events
- Placing a focus on economic development such as the Business Attraction Incentive Program preserving and enhancing public safety

Budget Development and Objectives

Budget Process

The City's fiscal year is July 1 through June 30. This year's budget process began in January with a kick-off meeting for departmental budget teams and the preparation of a presentation to Council in May requesting direction regarding the overall budget process and what Council desires to see as it relates to the budget request. In consideration of the financial forecast, staff requested and Council agreed to receive the budget and the related costs to provide the services. While efforts are made to control costs, costs for the existing personnel, supplies and services increase over time. This results in incremental increases based on both labor agreements and market conditions that impact prices.

To establish the budget, the Finance Division prepared a budget submittal document that provides departments with the information of previous fiscal years' budget and actual amounts, including the mid-year status of FY22/23, as well as the template for the department and fund descriptions. An examination of budget expenditures prior to the pandemic were also examined. The Finance Division also updated the labor costs and provided that information for the budget development.

The City's biennial budget process includes the Capital Improvement Plan and the Operating Budget, which are developed and submitted for Council approval in alternating years. This provides for additional work capacity for departments to focus on the development of their budgets. Departments prepare budgets for the funds and divisions within their departments. This budget updates the costs of maintaining service and staffing levels into the new biennial budget. The budget also includes the updated estimates of revenues and other financing sources.

After thorough vetting amongst department directors and the City Manager, proposed budgets are prepared and transmitted to the Finance Committee, Mayor, and City Council and posted publicly prior to the budget presentation. The Finance Committee comprised of two City Council members reviews the budget and makes recommendations to the entire City Council on the budget. The Mayor and Council then review the proposed operating budget in public meetings. The budget is formally adopted by a vote of City Council on or before June 30 of each year. Any changes to the proposed budget, as considered and approved by the City Council during budget hearings, are included in the Adopted Budget document.

Subsequent budget amendments throughout the fiscal year are submitted to Council for approval by resolution. The City Council approves appropriations at the fund level which limits the fund may not spend more than was appropriated in aggregate for the entire fund.

Basis of Budgeting

The City of Citrus Heights uses a modified accrual basis of accounting in preparing the budget for governmental funds. This is consistent with the basis of accounting used for the Annual Comprehensive Financial Report (ACFR).

Under the modified accrual basis, revenues are recognized when measurable and available. The City considers all revenues reported in the governmental funds to be available if the revenues are collected within 60 days after fiscal year-end. Licenses, property taxes, and taxpayer-assessed tax revenues (e.g., franchise taxes, sales taxes, motor vehicle fees, etc.), net of estimated refunds and uncollectible amounts, and interest associated with the current fiscal period are all considered

susceptible to accrual and so have been recognized as revenues of the current fiscal period. Revenue from grants, entitlements, and donations are recognized in the fiscal year in which all eligibility requirements have been satisfied.

Expenditures are recorded when the related fund liability is incurred, except for claims and judgments, and compensated absences (which are recognized as expenditures to the extent they have matured), and principal and interest on general long-term debt.

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 year. Expenditures are generally 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 year are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal year. All other revenue items are considered to be measurable and available only when cash is received by the City.

Budgetary Controls

The City maintains strict budgetary controls, with the objective of ensuring compliance with legal provisions contained in the annual appropriated budgets approved by the City Council. The level of budgetary control (that is, the level at which expenditures cannot legally exceed the appropriated amount) is established at the department/function level within each fund. Budgetary controls from the Adopted Budget Resolution are formally adopted by the City Council at budget adoption, that includes controls such as Department Directors authorized to move appropriations from one object to another, within each budgetary program/division and within the same fund, provided that the total approved appropriations for a budget program and within the same fund are not exceeded.

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 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.

Transparency and 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 toward establishing a balance between City employees and contract staff to ensure the most efficient City operations maximizing output at the lowest cost possible.

Management Responsibility

The City Manager shall provide the City Council with a mid-year review of financial activities in February of each year and a mid-cycle review at the start of the second fiscal year of the biennial budget. The review will compare annual budget projections with actual results. In addition, the City Council has adopted policy parameters for the City’s fiscal management.

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 makes 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
- To determine and demonstrate compliance with finance-related legal and contractual provisions

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 fund 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)
- Inter-fund loans

Appropriations requiring City Manager action are:

- Transfers within funds
- 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)
- Appropriation of replacement fund reserves

Debt Management

The City Council has adopted a Debt Management Policy. This policy addresses short-term borrowing, long-term borrowing, and debt issuance. The policy provides 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 annually reviews the City's Investment Policy in conformance with California Government Code. The Investment Policy addresses the objectives of safety, liquidity, and yield with respect to the City's financial assets.

Fees and Charges

The City Council periodically adopts a schedule of fees and charges. The City's fees and charges are set to provide adequate resources for the cost of the program or service provided.

Purchasing

The City maintains a Purchasing Policy designed to support and enhance the delivery of governmental services while seeking to obtain the maximum value for each dollar expended.

Financial Forecast

The Ten-Year Financial Forecast has served as a primary budget guidance tool since the City's incorporation. The forecast is updated at least on an annual basis to project future revenue, and operating and capital expenditures.

Modest increases in General Fund revenues and expenditures have been projected for the next ten years. Several factors directly affect the City's General Fund revenue. Because the largest single source of General Fund revenue comes from sales tax, the City is especially susceptible to economic downturns. Also, the major changes in revenue-generating growth are not expected to impact the General Fund forecast because 98% of the City has been developed.

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.

The City maintains a General Fund reserve level policy of 17% of annual expenditures for general operating needs and the City Manager has a goal of maintaining an additional 8% for a total of 25% to help buffer against economic uncertainties, allow for the City to be opportunistic on pursuing grants through having matching funds available, to address an unforeseen need and to provide the opportunity to have reserve funds beyond the minimum policy set aside if there was a particular community priority the Council wished to address that required additional investment. The reserve may dip below the City Manager's recommended goal of 25% to address a particular situation as described above with the intent of bringing the reserve back to 25% in future years. This budget sustains and exceeds these reserve levels, based upon the revenue and expenditures projected. Healthy reserve balance funding is a core pillar of fiscally prudent policies to ensure service delivery

is continued in both good and bad economic cycles, and to allow a city to be opportunistic when appropriate.

Summary of All City Funds

The City's accounts are organized and operated on a fund basis. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts recording assets, liabilities, fund balances, revenues, and expenditures.

The City has the following fund type categories:

Governmental Fund Types

The governmental funds include the General, Capital Projects, Debt Service, and Special Revenue Funds. Governmental Funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. The majority of funding for City operations is derived from the General Fund. The following reserves and funds have been established:

- *General Fund Reserve* - The purpose of this reserve is to (a) stabilize the City's fiscal base for anticipated fluctuations in revenues/expenditures, (b) fund facility renovation/replacement through the Replacement Fund, and (c) to cover if there is a revenue shortfall of 17% or greater of budgeted revenues
- *Capital Improvement Fund* - The budget for capital funds is reviewed by the City Council as part of the five-year Capital Improvement Program (CIP). Capital improvement projects for FY23/24 and FY24/25 are included in this budget
- *Special Revenue Fund* - The purpose of this fund is to account for proceeds of specific revenue sources that are restricted to expenditures for specified purposes

Proprietary Fund Types

The proprietary funds, which include the Enterprise and Internal Service Funds, are used to account for the City's business-type activities. Proprietary funds are reported using the economic resources measurement focus and the full accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place.

- *Enterprise Funds* - used to account for operations (a) that are financed and operated in a manner similar to private business enterprises - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenue earned, expenses incurred, and/or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The City has one enterprise fund.

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

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

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, and expenditures, operating transfers in, and operating transfers out.



**All City Funds Financial
Summary**

Summary of All City Funds Fiscal Year 2023/24

	<i>General Fund</i>	<i>Enterprise Fund</i>	<i>Special Revenue Funds</i>	<i>Capital Funds</i>	<i>All City Funds Total</i>
Revenues					
Property Tax	7,404,484	-	-	-	7,404,484
Sales Tax	14,451,807	-	-	-	14,451,807
Utility User Tax	2,600,000	-	-	-	2,600,000
Other Tax/Assessment Revenue	450,000	784,392	-	-	1,234,392
Franchise Fees	1,380,000	-	-	-	1,380,000
Business License	299,520	-	-	-	299,520
Licenses and Permits	1,507,032	-	4,465,175	-	5,972,207
Motor Vehicle In Lieu	11,026,823	-	-	-	11,026,823
Gas and Road Tax	-	-	7,041,128	-	7,041,128
Use of Money	125,000	164,800	-	-	289,800
Fines and Forfeitures	769,453	-	-	-	769,453
Charges for Service	1,114,868	145,696	2,060	-	1,262,624
Other Revenues	2,008,284	60,206	3,425,817	1,895,159	7,389,466
Transfers In	-	-	96,321	8,346,500	8,442,821
Total Revenues	\$ 43,137,271	\$ 1,155,094	\$ 15,030,501	\$ 10,241,659	\$ 69,564,525
Expenditures					
Legislative	160,165	-	-	-	160,165
City Manager's Office	1,106,673	-	-	-	1,106,673
Economic Development & Community Engagement	1,030,580	260,710	1,297,129	-	2,588,419
Administrative Services	8,856,866	-	-	-	8,856,866
Police	22,638,821	-	948,727	-	23,587,548
General Services	3,275,173	1,187,660	11,154,284	8,992,500	24,609,617
Community Development	1,624,770	-	1,608,944	-	3,233,714
Revenue Neutrality	-	-	-	-	-
Transfers Out	1,110,000	-	866,000	-	1,976,000
Total Expenditures	\$ 39,803,048	\$ 1,448,370	\$ 15,875,083	\$ 8,992,500	\$ 66,119,001

Summary of All City Funds Fiscal Year 2024/25

	<i>General Fund</i>	<i>Enterprise Fund</i>	<i>Special Revenue Funds</i>	<i>Capital Funds</i>	<i>All City Funds Total</i>
Revenues					
Property Tax	7,732,501	-	-	-	7,732,501
Sales Tax	14,763,725	-	-	-	14,763,725
Utility User Tax	2,650,000	-	-	-	2,650,000
Other Tax/Assessment Revenue	468,000	807,924	-	-	1,275,924
Franchise Fees	1,430,000	-	-	-	1,430,000
Business License	300,293	-	-	-	300,293
Licenses and Permits	1,551,940	-	4,234,427	-	5,786,367
Motor Vehicle In Lieu	11,515,311	-	-	-	11,515,311
Gas and Road Tax	-	-	7,246,419	-	7,246,419
Use of Money	130,000	169,744	2,500	-	302,244
Fines and Forfeitures	824,387	-	-	-	824,387
Charges for Service	1,175,824	150,066	2,122	-	1,328,012
Other Revenues	2,067,041	62,012	3,368,185	777,827	6,275,065
Transfers In	-	-	6,511	22,353,730	22,360,241
Total Revenues	\$ 44,609,022	\$ 1,189,746	\$ 14,860,164	\$ 23,131,557	\$ 83,790,489
Expenditures					
City Council	161,780	-	-	-	161,780
City Manager's Office	1,172,226	-	-	-	1,172,226
Economic Development & Community Engagement	1,034,126	268,531	1,336,045	-	2,638,702
Administrative Services	9,320,084	-	-	-	9,320,084
Police	23,457,902	-	974,708	-	24,432,610
General Services	3,388,519	1,303,100	12,061,955	21,973,730	38,727,304
Community Development	1,654,793	-	1,478,387	-	3,133,180
Transfers Out	1,110,000	-	812,180	-	1,922,180
Total Expenditures	\$ 41,299,430	\$ 1,571,631	\$ 16,663,275	\$ 21,973,730	\$ 81,508,066

Overview – General Fund

The Fiscal Year 2023/24 General Fund budget anticipates revenue of \$43,137,271 to fund expenditures of \$39,803,048 with the remaining \$3,334,223 funding the General Fund reserve.

For Fiscal Year 2024-25, General Fund revenue is projected to be \$44,609,022. General Fund expenditures for Fiscal Year 2024/25 are projected to be \$41,299,430. It is anticipated that General Fund reserves will increase by \$3,309,592. All revenue and expenditure projections for Fiscal Year 2024/25 will be updated and presented at the mid-cycle review in 2024.

Fiscal Year 2023/24 General Fund Overview

	Amended Budget FY22/23	Adopted Budget FY23/24	Change from FY22/23 Amended Budget	% Change
Revenue	\$43,719,157	\$43,137,271	\$(581,886)	(1.33) %
Expenditures	\$38,366,847	\$39,803,048	\$1,436,201	3.74%
Net Surplus/(Loss)	\$4,824,477	\$3,334,223		

Fiscal Year 2024/25 General Fund Overview

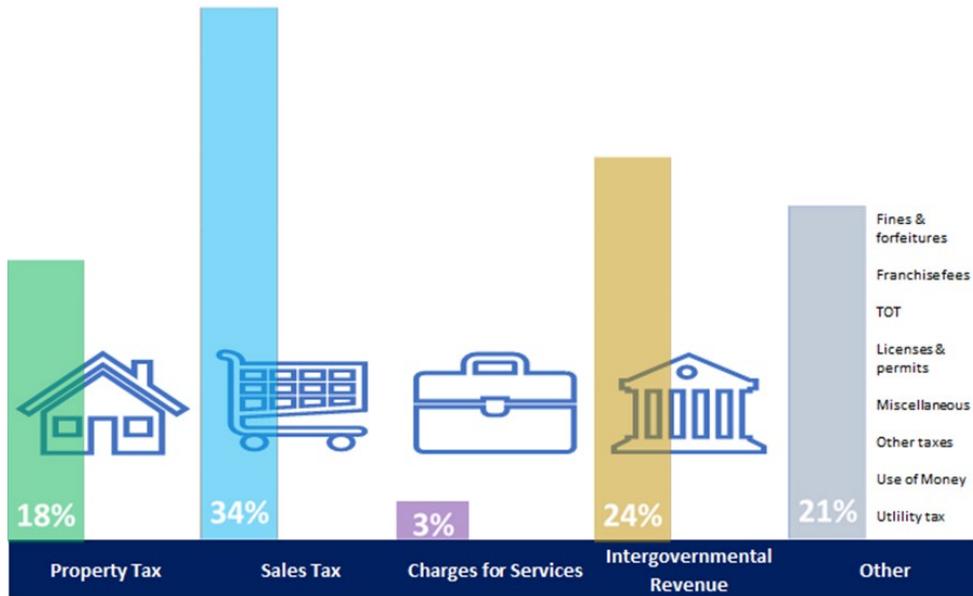
	Adopted Budget FY23/24	Adopted Budget FY24/25	Change from FY23/24 Budget	% Change
Revenue	\$43,137,271	\$44,609,022	\$1,471,751	3.41%
Expenditures	\$39,803,048	\$41,299,430	\$1,496,382	3.76%
Net Surplus/(Loss)	\$3,334,223	\$3,309,592		

GENERAL FUND SUMMARY

	FY 2022/23	FY 2023/24	FY 2024/25
	Amended Budget	Adopted Budget	Adopted Budget
Revenues			
Property Tax	\$ 6,445,000	\$ 7,404,484	\$ 7,732,501
Sales Tax	13,800,000	14,451,807	14,763,725
Utility User Tax	2,850,000	2,600,000	2,650,000
Franchise Fees	1,245,000	1,380,000	1,430,000
Other Tax Revenue	388,000	450,000	468,000
Business License	300,950	299,520	300,293
Licenses and Permits	1,532,950	1,507,032	1,551,940
Motor Vehicle In Lieu	9,623,877	11,026,823	11,515,311
Use of Money	50,000	125,000	130,000
Fines & Forfeitures	1,002,602	769,453	824,387
Charges for Service	1,132,459	1,114,868	1,175,824
Line of Credit Draw		-	
Other Revenues	4,820,486	2,008,284	2,067,041
Total Revenues	\$ 43,191,324	\$ 43,137,271	\$ 44,609,022
Expenditures			
<u>Legislative</u>			
City Council	\$ 144,118	\$ 160,165	\$ 161,780
<u>City Manager's Office</u>			
City Manager	708,008	520,335	516,799
City Attorney	318,270	327,800	337,700
City Clerk	293,564	258,538	263,627
Elections	51,000	-	54,100
Total	1,370,842	1,106,673	1,172,226
<u>Economic Development & History & Arts</u>			
Economic Development	559,463	1,010,580	1,014,126
History & Arts	20,000	20,000	20,000
Total	579,463	1,030,580	1,034,126
<u>Administrative Services</u>			
Human Resources	716,670	729,712	743,807
Information Technology	1,097,371	1,602,947	1,704,137
Risk Management	2,460,950	2,640,797	2,736,167
Finance	973,239	957,510	985,723
Non-Departmental	2,766,908	2,925,900	3,150,250
Total	8,015,138	8,856,866	9,320,084
<u>Police</u>			
Police Operations	22,182,196	21,971,140	22,778,654
Animal Control	771,165	667,681	679,248
Total Police	\$ 22,953,361	\$ 22,638,821	\$ 23,457,902
<u>General Services</u>			
Engineering	488,912	637,363	637,287
Facility Management	741,149	836,894	846,106
Fleet Management	174,458	736,655	739,709
Community Events	239,031	330,108	417,629
Community Center - Operations	685,427	696,193	709,678
Sylvan Community Center	23,152	20,430	20,580
Sayonara Community Center	19,656	17,530	17,530
Total General Services	\$ 2,371,785	\$ 3,275,173	\$ 3,388,519
<u>Community Development</u>			
Housing	86,420	100,333	83,626
Planning	651,869	517,158	536,042
Building Inspection	979,664	994,579	1,022,425
Planning Commission	17,186	12,700	12,700
Total Community Development	\$ 1,735,139	\$ 1,624,770	\$ 1,654,793
Transfers Out	\$ 1,197,000	\$ 1,110,000	\$ 1,110,000
Total Expenditures	\$ 38,366,846	\$ 39,803,048	\$ 41,299,430
Operating Surplus/(Shortfall)	\$ 4,824,478	\$ 3,334,223	\$ 3,309,592

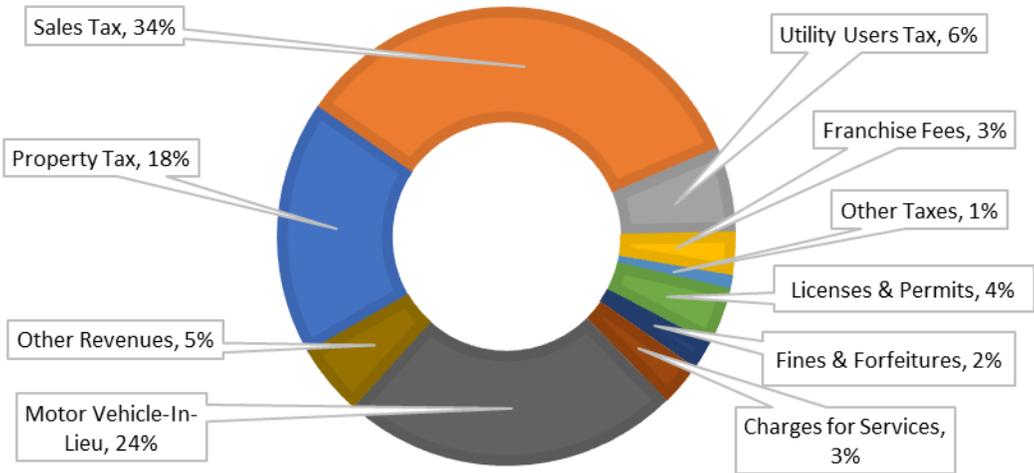
General Fund Revenue

The City’s staff develops revenue estimates with input from outside expert opinion from a variety of sources that include the City’s sales tax and property tax consultants HdL Coren & Cone (HdL), and Sacramento County. The baseline assumptions incorporate these various information sources and analytical methods and take into account national, state, and local economic conditions as well as legislative and development factors.

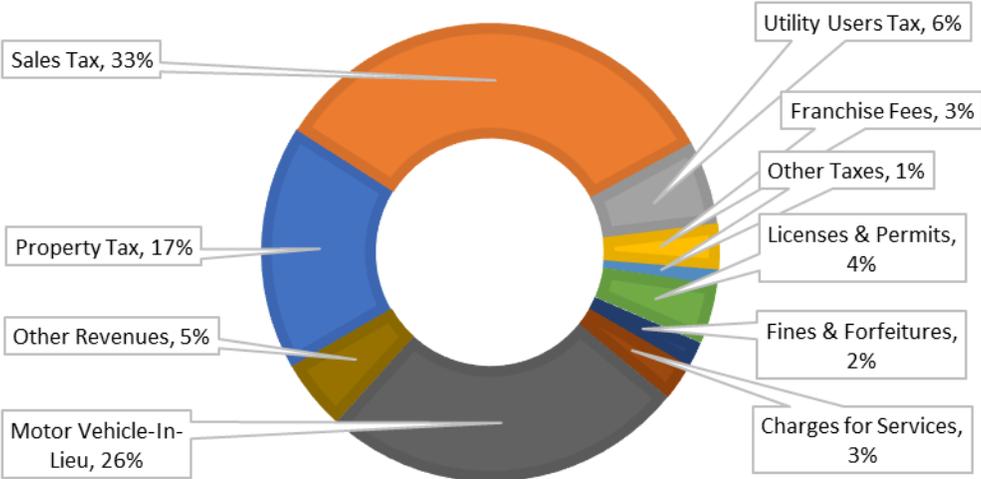


The General Fund has several revenue sources, including five (5) major categories: Sales Tax, Property Tax, Utility User Tax, Intergovernmental Revenue (Motor Vehicle-in-lieu) and Licenses and Permits. Together, these five (5) categories amount to over 82% of total General Fund Revenues. In total, General Fund revenues are expected to be \$43.1 million in FY23/24 and \$44.6 million in FY24/25. A Master Fee Schedule update was prepared in FY22/23. The fee schedule update will allow the City to continue its practice of recovering costs at the Council-approved levels. The table on the following page shows the various revenue sources for the General Fund and their relative percentage of total revenue.

FY 23/24 General Fund Revenue by Category



FY 24/25 General Fund Revenue by Category

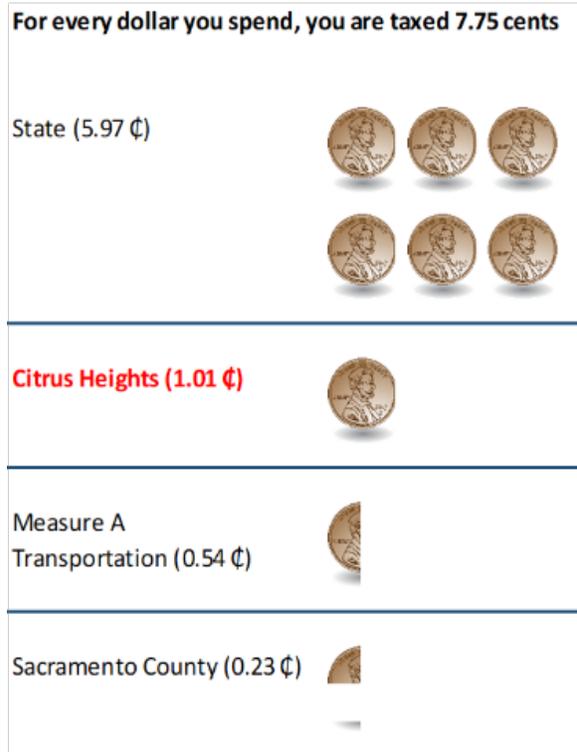


Taxes and Franchises

Sales tax accounts for approximately 34% of the General Fund's annual operating revenues, making it the largest source of revenue. Based upon local economic trends and forecasts, it is projected that sales tax revenue will total \$14.4 million, which is \$154,057 less than the amended FY23/24 and an additional \$311,918 in FY24/25.

Intergovernmental

Intergovernmental predominately includes 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 come in same as in FY23/24 with an additional \$488,488 in FY24/25.



Property Tax



The City is a “no/low property tax” jurisdiction, receiving only 8.4 cents from every property tax dollar paid. The City began receiving property tax in 2023. Most of the property tax paid by the City's residents goes to the County of Sacramento, San Juan Unified School District, the Sacramento Metropolitan Fire District (Sac Metro Fire), and community college districts. Property tax is the third largest

General Fund revenue source, representing about 17% of General Fund revenues. This category is projected to experience a net taxable value increase of \$85,136 for the FY23/24 and an additional \$328,017 in FY24/25.

Licenses and Permits

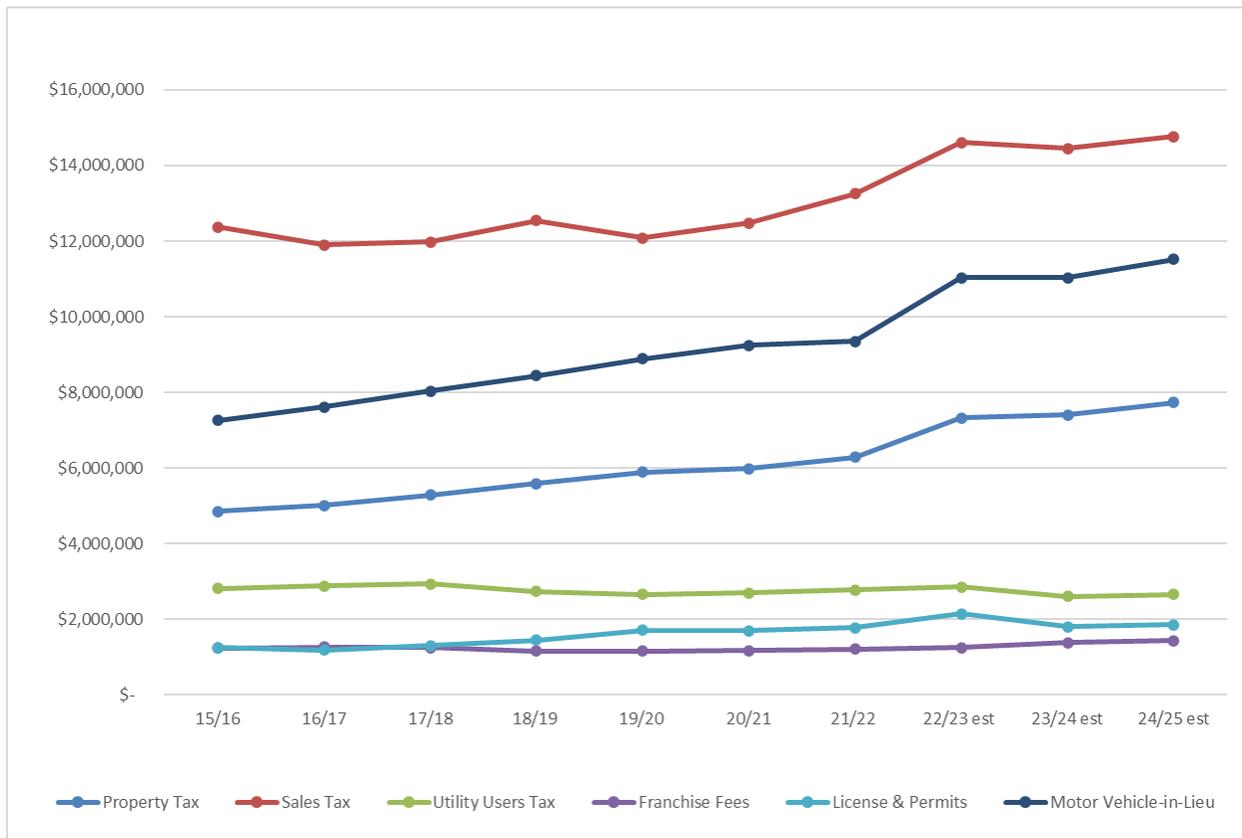
Licenses and Permits include building permits, zoning permits, plan checks, and other home improvement permits. The City issues these licenses to ensure that activities being carried out within the City to comply with local laws, regulations, and safety standards. Revenue from licenses and permits is projected at \$1.5 million in FY23/24 and an additional \$44,908 in FY24/25.

Other Revenues

Other revenues account for approximately 5% of the General Fund income and consist of various sources, including Fines and Forfeitures, Use of Money, Revenues from Other Agencies, Fees for Services, State Grants, Cost Reimbursements, and Interest Income. The category is anticipated to decrease by \$2,812,202 in FY23/24 compared to FY22/23 amended budget and decrease by \$58,757 in FY24/25 compared to FY23/24. The decreases are primarily due to one-time revenues in FY22/23, such as adopted allocation of ARPA funds to restore Police Department staffing to pre-pandemic levels. The projections for FY23/24 and FY24/25 align more with the actual revenues of the previous fiscal years, excluding the one-time revenues in FY22/23.

The table below provides an overview of each major revenue category, with a comparison of prior year actuals to the adopted FY23/24 budget and the adopted FY24/25 budget.

Revenue Trends



General Fund Expenditures

Based on the City’s strategic priorities and guiding principles established, the FY23/24 & FY24/25 Biennial Budget was developed using thoughtful and fiscally prudent balancing measures to provide exceptional services to our community and increase contributions for infrastructure improvements.

The General Fund has an operating budget of \$39,803,048 for FY23/24 and \$41,299,430 for FY24/25. This amount includes \$38,693,048 in ongoing expenditures and \$1,110,000 from transfers out for FY23/24 and \$40,189,430 in ongoing expenditures and \$1,110,000 from transfers out for FY24/25. This amount funds the daily, ongoing operations of the City, including Public Safety, Community Development, Economic Development and Community Engagement, Public Works maintenance, animal care/control, debt service, as well as various City services and functions that contribute to the day-to-day operations of the City. The transfers out category includes operating transfers to the Replacement Fund for building maintenance, equipment and fleet replacement and technology replacement.

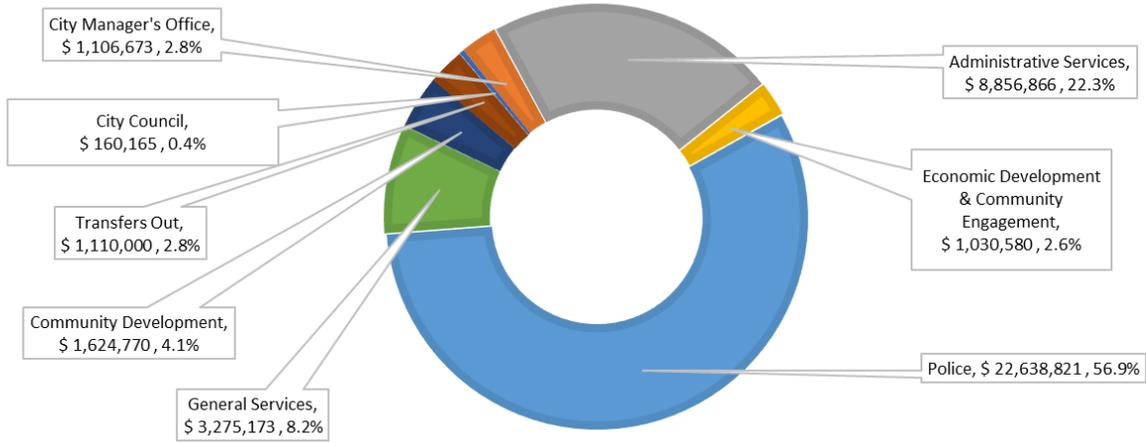
The FY23/24 General Fund planned expenditures will increase by \$1,436,201 or 3.74% in FY23/24 compared to the FY22/23 Adopted Budget, and \$1,496,382 or 3.76% in FY24/25 compared to FY23/24 budget for the General Fund. The increases take into account the normal cost of living adjustment, merit increases, and operational increases for the FY23/24 & FY24/25 biennial budget. As a best practice, the Financial Forecast takes into account a 4.5% inflationary factor when projecting future trends. Staff maintained nominal increases below what is forecasted in the long-range planning forecast model.

The summary of General Fund Expenditures is included below:

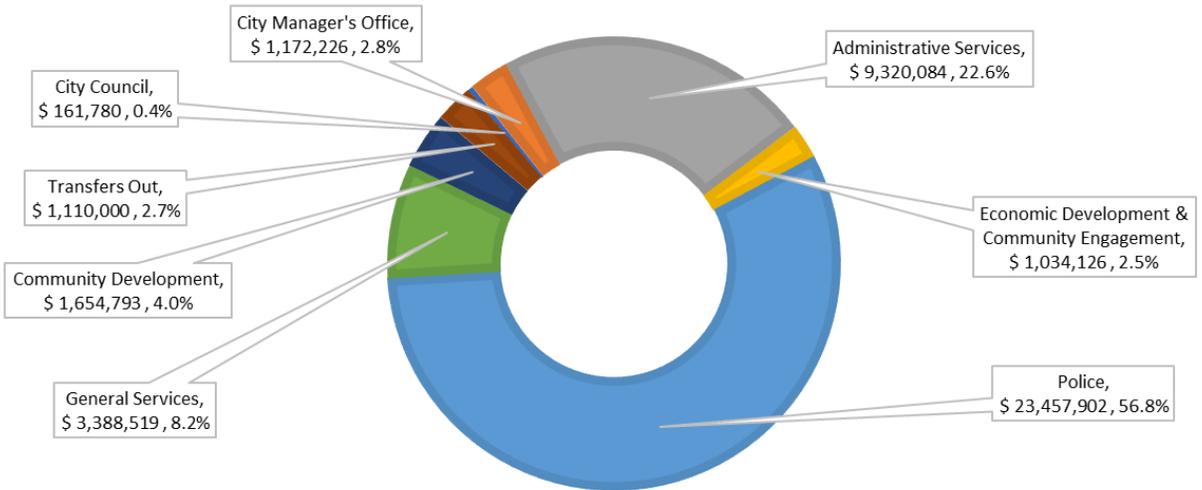
General Fund Expenditures Summary

GENERAL FUND EXPENDITURES	FY23/24	FY24/25
Salaries and Benefits	\$27,385,943	\$28,444,095
Maintenance and Operations	\$11,307,105	\$11,745,335
Transfers Out	\$1,110,000	\$1,110,000
TOTAL GENERAL FUND EXPENDITURES	\$39,803,048	\$41,299,430

FY 23/24 General Fund Expenditures by Department



FY 24/25 General Fund Expenditures by Department



Despite continued increases in maintenance and operating costs, the City has ensured the most cost-effective expenditures to offset rising costs. The following highlights summarize the City’s spending plan for the General Fund for FY23/24 & FY24/25.

Position Changes

The total cost of the net half (.5) General Fund additional positions identified below is approximately \$35,000 in FY23-24 and an additional \$2,500 in FY24/25. The City had 210.25 authorized, full-time equivalent (FTE) positions approved for FY22/23. The Staffing Changes by Department table shows the number of authorized positions by department for the Amended FY22/23 and for FY23/24 & FY24/25 as shown, a total of half (.5) full-time position addition. The changes are to enable the City to achieve optimal service levels in areas that reflect the community’s current and foreseeable needs and priorities.

The team came together to holistically assess operational needs at the City-wide level and determined there was a greater need within General Services to achieve City infrastructure goals. The following position reorganization and the resulting fiscal impact have been included in the budget.

Dept	Position	Change	FTE
CDD	Planning Manager	Reallocate to new GSD position	-1.0
CDD	Assistant Planner	Reallocate to new GSD position	-1.0
PD	Code Enforcement Officer	Reclass to Dispatcher I/II	NA
PD	Police Officer (temp grant funded)	Reclass half Community Services Officer to Full Time	-0.5
GSD	Facilities and Grounds Manager	Reallocated to New GSD position	-1.0
GSD	Operations Manager	Reallocated to New GSD position	-1.0
GSD	Program Assistant	Reallocated to New GSD position	-1.0
GSD	Principal Civil Engineer	New	1.0
GSD	Associate Civil Engineer	New	1.0
GSD	Facilities and Fleet Supervisor	New	1.0
GSD	Event and Community Center Supervisor	New	1.0
GSD	Program Technician (2)	New	2.0
		Total Impact to FTE positions	0.5

Staffing Changes by Department

Department	FY 2022/23 Amended	Additions	Deletions	FY 23/24 & FY 24/25
City Manager’s Office	5.00	0.00	0.00	5.00
Administrative Services	17.00	0.00	0.00	17.00
Community Development	15.00	0.00	-2.00	13.00
General Services	22.75	4.00	0.00	26.75
Economic Development and Community Engagement	3.00	0.00	0.00	3.00
Police Department	147.50	0.50	-2.00	146.00
TOTAL	210.25	4.50	-4.00	210.75

More detail, shown on the Adopted Position by Department Detail tables starting on page 38, lists each position by classification and by department and compares prior years with the FY23/24 & FY24/25 adopted Budget. In addition, each department has an organizational chart showing where the various positions are allocated by functional area.

CalPERS Pension Contributions

CalPERS pension costs continue to rise. However, CalPERS updated their return on investments projection which led to favorable results for the City. CalPERS reported a preliminary 21.3% Investment Returns for FY20/21, which exceeded the adopted investment return of 7.00% for an excess return of 14.3%. The stronger return resulted in the CalPERS Funding Risk Mitigation policy to reduce the expected volatility of future investment returns which corresponds to a reduction in the discount rate of 0.20%, from 7.00% to 6.8% for FY23/24. Due to these factors, the General Fund will experience a smaller increase of \$200,000 in FY23/24 and FY24/25.

The *Classic* CalPERS designated employee segment continues to shrink over time which results in a higher ratio of lower cost *PEPRA* designated employees. As a newly incorporated city, Citrus Heights is in a more favorable position compared to other municipalities. This shift will reduce long term pension liability, continuing to improve the City's fiscal position.

Other Post-Employment Benefits (OPEB)

OPEB are the benefits, other than pension distributions, that employees may begin to receive from their employer once they retire. Other post-employment benefits at the City include health insurance contributions. In FY22/23, the City budgeted to contribute \$245,000 to the OPEB Section 115 trust. According to the actuarial reports the projected amounts to be funded are \$250,000 for FY23/24 and FY24/25.

Information Technology

In previous budgets, software and communications expenditures were charged to respective departments. In an effort to streamline and provide optimal services, communications and software expenses have been combined into one budget within the Information Technology division. While the division shows an increase, it is important to note this is a reallocation of funds with moderate fiscal impact of annual projected maintenance increases. Consolidating software also allows for greater management controls.

Community Engagement

As a relatively new department, expenditures included reallocation of community grants previously from non-departmental division and new marketing and promotion initiatives to include, two new city-wide mailers and neighborhood association promotions.

American Rescue Plan Act

The funding provided under American Rescue Plan Act (ARPA) provided an opportunity for state and local governments to make strategic pandemic recovery investments, enhance financial stability, and cover temporary operating shortfalls until economic conditions and operations normalize. The City of Citrus Heights was allocated \$15,676,972 in American Rescue Plan Act (ARPA) funding. The City

received the first ARPA payment of \$7,838,486 from the U.S. Treasury in May 2021. The final ARPA payment of \$7,838,486 was received on June 6, 2022. To date, the City Council has appropriated \$13,037,121 and there is currently \$2,639,851 of ARPA funding available for the City Council's consideration. The table below highlights the appropriated funds and FY23/24 request for two programs to Rehire Public Safety to pre-pandemic levels and fleet replacement allocation.

ARPA Approved Committed Funds			
	Total Award	\$	15,676,972
	Committed	Actual thru	Running
		4/30/23	Balance
6/24/2021 Rehire Public Safety staff to pre-pandemic levels FY 21/22	\$	2,541,434	\$ 14,106,868
6/24/2021 Rehire Public Safety staff to pre-pandemic levels FY 22/23	\$	2,811,775	\$ 11,295,093
1/13/2022 Small Business COVID Recovery Grant	\$	320,000	\$ 11,013,982
6/23/2022 Beautification Crew Pilot Program +	\$	875,000	\$ 10,138,982
6/23/2022 Police Fleet Vehicles & Equipment	\$	1,400,000	\$ 8,738,982
6/23/2022 Public Safety Communications Center Critical Needs	\$	600,000	\$ 8,138,982
6/23/2022 Block Party Trailer - Economic Development+	\$	50,000	\$ 8,088,982
9/22/2022 Community Projects Grant Program**+	\$	50,000	\$ 8,038,982
10/27/2022 I.T. Critical, Major Projects; Execute Contract Tyler Technologies+	\$	1,198,350	\$ 6,840,632
12/8/2022 Infrastructure Financing Strategies for Sunrise Tomorrow+	\$	40,000	\$ 6,800,632
1/26/2023 Patriotic Event+	\$	80,000	\$ 6,720,632
2/23/2023 Cares Community Pride and Cleanliness Campaign+	\$	47,000	\$ 6,673,632
3/23/2023 Business Attraction Incentive Program**+	\$	1,000,000	\$ 5,673,632
4/27/2023 Sound Wall Beautification+	\$	155,000	\$ 5,518,632
5/11/2023 Proposed Grant Strategy+	\$	60,000	\$ 5,458,632
5/25/2023 FY23/24 Rehire Public Safety staff to pre-pandemic levels	\$	2,396,381	\$ 3,062,251
5/25/2023 FY23/24 Fleet Replacement	\$	400,000	\$ 2,662,251
6/8/2023 Community Project Grant Round 2 **+	\$	22,400	\$ 2,639,851
	Spent	\$ 4,050,025	
	Remaining Committed	\$ 8,987,096	
	Current Balance	\$ 2,639,851	
+ City Council Strategic Objective			
* dependent on successful award of grant			
** dependent on program subscription			

Other Changes

Increase in professional services of \$60,000 for annexation consultant contract in FY23/24 and \$80,000 in funding for Stars and Stripes event in FY24/25.

Transfers Out

Annual transfers to replacement fund in the amount of \$1,110,000 for FY23/24 and FY24/25 are:

- Building Maintenance improvements - \$210,000
- Equipment Replacement program - \$350,000
- Information Technology – equipment/software replacement - \$150,000
- Fleet Replacement of \$400,000

Financial Forecast

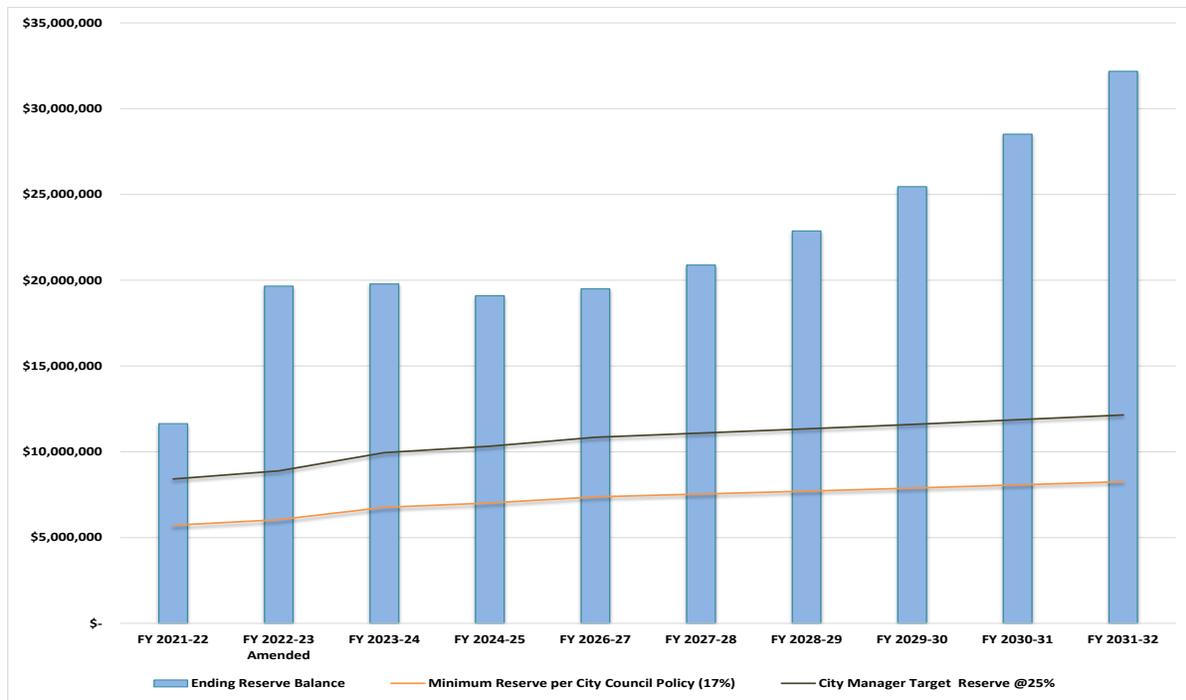
Below is the updated financial forecast chart identifying unassigned fund balance changes based upon the budget and projections going forward based on historical trends. Council and staff have worked diligently to ensure that the City’s long-term fiscal health is our focus. It is important that we, as a city, continue to look at the long-term impacts of short-term decisions.

General Fund Financial Forecast

	FY 2021-22 Actual	FY 2022-23 Budget	Budget FY 2022-23 Jan Forecast	FY 2023-24 Proposed	FY 2024-25 Proposed	FY 2025-26 Projected	FY 2026-27 Projected	FY 2027-28 Projected	FY 2028-29 Projected	FY 2029-30 Projected	FY 2030-31 Projected	FY 2031-32 Projected
Beginning Reserve Balance (Unassigned/Committed)	8,419,923	11,643,475	11,643,475	19,653,846	19,784,450	19,094,043	18,929,343	19,496,723	20,881,611	22,869,954	25,450,476	28,509,944
TOTAL REVENUE	36,889,329	42,135,122	43,565,443	43,137,271	44,609,022	46,268,391	47,954,367	49,748,385	51,351,510	52,967,074	54,533,691	56,264,071
TOTAL OPERATING EXPENDITURES	33,665,777	35,355,072	35,555,072	39,803,048	41,299,430	42,433,091	43,386,987	44,363,497	45,363,167	46,386,552	47,474,223	48,596,765
Net Operating Position	3,223,552	6,780,050	8,010,371	3,334,223	3,309,592	3,835,300	4,567,381	5,384,888	5,988,343	6,580,522	7,059,468	7,667,306
ARPA				2,796,381								
STREET REPAIRS				2,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000	4,000,000
Auburn Blvd - Phase 2 Match				4,000,000								
Ending Reserve Balance	\$ 11,643,475	\$ 18,423,525	\$ 19,653,846	\$ 19,784,450	\$ 19,094,043	\$ 18,929,343	\$ 19,496,723	\$ 20,881,611	\$ 22,869,954	\$ 25,450,476	\$ 28,509,944	\$ 32,177,250
Minimum Reserve per City Council Policy (17%)	\$ 5,723,182	\$ 6,010,362	\$ 6,044,362	\$ 6,766,518	\$ 7,020,903	\$ 7,213,625	\$ 7,375,788	\$ 7,541,795	\$ 7,711,738	\$ 7,885,714	\$ 8,070,618	\$ 8,261,450
Over(under) Reserve Target	5,920,293	12,413,163	13,609,484	13,017,932	12,073,140	11,715,717	12,120,936	13,339,817	15,158,216	17,564,763	20,439,326	23,915,800
City Manager Target Reserve @25%	8,416,444	8,838,768	8,888,768	9,950,762	10,324,857	10,608,273	10,846,747	11,090,874	11,340,792	11,596,638	11,868,556	12,149,191
Over(under) Reserve Target	3,227,031	9,584,757	10,765,078	9,833,689	8,769,185	8,321,070	8,649,977	9,790,737	11,529,163	13,853,838	16,641,388	20,028,059

As seen, the General Fund reserve balance is projected to exceed the required Council Policy of maintaining a reserve equal to 17% of General Fund expenditures. The General Fund reserve is also forecasted to meet or exceed the City Manager’s target of a 25% General Fund reserve balance.

Projected General Fund Reserve Balance



Fund Balance percentage is not the only important indicator of the City’s fiscal health, it is also important to keep at the minimum reserve level that is manageable and address in future budget years as revenues and expenditures become more accurate.

Non-General Funds

Non-General Funds are used to account for the proceeds of specific revenue sources allocated to expenditures for specified purposes. The City uses two types of these funds: Special Revenue and Enterprise 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.

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 (STA).

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: This fund accounts 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 13 city lighting and landscape assessment districts. 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 (Multimodal, Affordable Housing, Park Facilities and Fire): These funds account for the revenues and expenses associated with new development of infrastructure, affordable housing, and parks.

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 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.

The following tables summarize the projected Non-General Fund revenue and expenditures requested for FY23/24 and FY24/25 by department. Non-General funds are often used to fund multi-year projects with a rolling balance as shown in the Fund Balance Projection Detail table. Most funds are projected to end with a positive balance with the exception of a few of the Assessment Districts. Due to the fact that the rates are not adjustable, those few assessment districts are subsidized by the General Fund.

Non-General Fund Revenue and Expenditures

General Services Department			
Non-General Funds	FY22/23 Budget	FY23/24 Adopted	FY24/25 Adopted
Revenues			
Gas Tax	2,312,574	2,521,494	2,597,140
RMRA-SB1	1,773,444	1,826,647	1,881,447
Stormwater	3,850,000	3,965,879	3,965,879
Measure A Road Maintenance	2,361,064	2,692,987	2,767,832
Transit	287,092	372,696	383,877
Transportation Development Act	76,385	101,275	101,275
Other Grants Special Revenue	37,132	62,000	104,500
Development Fees Special Revenue	353,496	499,296	208,548
Assessment District Special Revenue	651,671	761,164	770,147
Solid Waste		1,155,094	1,189,746
Capital Funds		10,241,659	23,131,557
Total Revenues	\$11,702,858	\$24,200,191	\$37,101,948
Expenditures			
Gas Tax	2,041,445	2,398,973	2,458,557
RMRA-SB1	2,100,000	1,800,000	1,800,000
Stormwater	4,665,709	4,455,215	4,946,497
Measure A Road Maintenance	1,808,681	3,060,627	3,349,045
Transit	303,673	348,326	514,135
Transportation Development Act	16,195	208,000	-
Other Grants Special Revenue	-	167,374	342,000
Development Fees Special Revenue	318,222	351,007	181,275
Assessment District Special Revenue	776,813	803,215	829,045
Solid Waste		1,448,370	1,571,631
Capital Funds		8,992,500	21,973,730
Total Expenditures	\$12,030,738	\$24,033,608	\$37,965,915

Non- General Fund Revenue and Expenditures - continued

Community Development			
Non-General Funds	FY22/23 Budget	FY23/24 Adopted	FY24/25 Adopted
Revenues			
Other Grants Special Revenue	-	10,500	
Housing Grants	\$ 106	\$ 500,000	\$ 500,000
CDBG Entitlement	900,000	660,000	600,000
Total Revenues	\$ 900,106	\$ 1,170,500	\$ 1,100,000
Expenditures			
Other Grants Special Revenue		10,500	
Housing Grants	\$ 78,621	\$ 500,000	\$ 500,000
CDBG Entitlement	1,348,266	660,000	600,000
Total Expenditures	\$ 1,426,887	\$ 1,170,500	\$ 1,100,000

Police Department			
Non-General Funds	FY22/23 Budget	FY23/24 Adopted	FY24/25 Adopted
Revenues			
Code Enforcement	\$ 791,377	\$ 699,520	\$ 699,644
Police Special Revenue	84,295	31,000	31,000
Police Grants	243,642	192,650	115,482
SLES Funds	133,000	133,393	133,393
Total Revenues	\$ 1,252,314	\$ 1,056,563	\$ 979,519
Expenditures			
Code Enforcement	\$ 829,643	\$ 834,050	\$ 859,073
Police Special Revenue	130,322	95,729	97,760
Police Grants	230,912	158,377	161,486
SLES Funds	89,500	23,690	24,402
Total Expenditures	\$ 1,280,377	\$ 1,111,846	\$ 1,142,721

Fund Balance Projection Detail

Fund	FY22/23	FY23/24			FY24/25		
	Projected Ending Balance	Budgeted Revenue	Budgeted Expenditures	Projected Ending Fund Balance	Budgeted Revenue	Budgeted Expenditures	Projected Ending Fund Balance
100 - General Fund *	7,380,553	\$ 43,137,271	\$ 39,803,048	\$ 10,714,776	\$ 44,609,022	\$ 41,299,430	\$ 14,024,368
203 - Code Enforcement	769,909	699,520	834,050	635,379	699,644	859,073	475,950
205 - Gas Tax (HUTA)	1,240,663	2,521,494	2,398,973	1,363,184	2,597,140	2,458,557	1,501,768
206 - SB1 RMRA	1,379,077	1,826,647	1,800,000	1,405,724	1,881,447	1,800,000	1,487,171
209 - Stormwater	2,381,230	3,965,879	4,455,215	1,891,894	3,965,879	4,946,497	911,275
210 - Measure A Road Maintenance	3,709,718	2,692,987	3,060,627	3,342,077	2,767,832	3,349,045	2,760,864
211 - Transit	193,335	372,696	348,326	217,705	383,877	514,135	87,447
212 - Transportation Development Act	118,248	101,275	208,000	11,523	101,275	-	112,798
221 - Police Special Revenue	1,856,568	31,000	94,184	1,793,384	31,000	96,169	1,728,215
222 - Police Grants	32,429	192,650	158,377	66,702	115,482	161,486	20,698
223 - SLES Fund	102,994	133,393	23,690	212,697	133,393	24,402	321,688
224 - Police Donations	19,332	-	1,545	17,787	-	1,591	16,196
230 - PLHA Program Grant	0	500,000	500,000	-	500,000	500,000	-
231 - 03 CalHome 028	0	-	-	-	-	-	-
232 - 06 CalHome 0249	769,909	-	-	769,909	-	-	769,909
233 - 14 CalHome 9841	0	-	-	-	-	-	-
234 - CDBG	0	660,000	660,000	-	600,000	600,000	-
235 - CDBG PI & RL	119,649	-	-	119,649	-	-	119,649
236 - 99 EDI Grant	5,048	-	-	5,048	-	-	5,048
237 - 98 Home Grant	291,019	-	-	291,019	-	-	291,019
251 - Other Grants	126,374	32,000	121,374	37,000	12,000	15,000	34,000
256 - SB 1186 CASp	0	10,500	10,500	-	11,000	10,500	500
310 - Measure A Construction - Traffic	334,095	269,299	397,000	206,394	276,783	425,000	58,177
311 - Measure A Construction - Ped Safety	240,435	396,860	249,000	388,295	409,334	338,000	459,629
330 - Capital Projects Fund	226,968	89,000	-	315,968	91,710	-	407,678
331 - Replacement Fund	2,213,531	1,140,000	-	3,353,531	1,143,000	-	4,496,531
390 - Streets	0	8,346,500	8,346,500	-	21,210,730	21,210,730	-
510 - Solid Waste (Unrestricted)	1,733,308	1,155,094	1,448,370	1,440,032	1,189,746	1,571,631	1,058,147
757 - STA Fees	0	30,000	30,000	-	30,000	300,000	-
827 - Housing Agency Special Revenue Fund	86,993	-	-	86,993	-	-	86,993
Development Fees							
262 - Roadway - CLOSED	439,523	5,000	75,000	369,523	2,500	-	372,023
263 - Affordable Housing	381,692	17,483	54,636	344,539	18,002	54,636	307,905
264 - Tree Mitigation	52,835	38,246	21,371	69,710	39,393	22,003	87,100
265 - Park Facilities	181,651	117,420	75,000	224,071	120,943	54,636	290,378
266 - Transit Impact	183,989	-	-	183,989	-	-	183,989
267 - Fire Impact Fees	0	50,000	16,000	-	51,500	16,500	-
268 - Multimodal Impact Fees	23,328	271,147	125,000	169,475	27,710	50,000	147,185
Total Development Impact Fees	1,263,018	\$ 499,296	\$ 367,007	\$ 1,191,832	\$ 260,048	\$ 197,775	\$ 1,241,395
Assessment Districts							
280 - AD Zone 1	34,057	10,523	17,142	27,438	10,523	17,656	20,305
281 - AD Zone 2	69,445	12,785	14,849	67,381	13,169	15,293	65,257
282 - AD Zone 4	0	11,039	20,177	(9,138)	11,229	20,782	(18,691)
283 - AD 98-01	126,126	11,288	14,520	122,894	11,627	14,956	119,565
284 - AD 98-02	65,824	23,552	32,056	57,320	24,259	33,019	48,560
285 - AD 98-02 Zone 2	39,085	17,279	18,589	37,775	17,798	19,145	36,428
286 - AD 03-01 Zone 1	799,249	94,102	116,138	777,213	96,925	119,621	754,517
287 - AD 03-01 - Zone 2	22,413	21,318	28,477	15,254	21,957	30,685	6,526
288 - AD Zone 3	45	6,550	16,037	(9,442)	6,550	16,517	(19,409)
289 - Citrus Heights Lighting District	0	440,000	484,828	(44,828)	440,000	499,372	(104,200)
292 - AD 98-02 Zone 3	26,779	11,988	6,077	32,690	12,348	6,259	38,779
294 - AD Wyatt 1170	0	9,224	1,675	7,549	9,501	1,875	15,175
296 - AD Mitchell 1128	90,694	91,516	32,650	149,560	94,261	33,865	209,956
Total Assessment Districts	1,273,718	\$ 761,164	\$ 803,215	\$ 1,231,667	\$ 770,147	\$ 829,045	\$ 1,172,769
Total City		\$ 69,564,525	\$ 66,119,001		\$ 83,790,489	\$ 81,508,066	

Capital Improvement Plan

The City’s 5-Year Capital Improvement Program (CIP) is a tool used to help identify priorities and create a path by which to plan and program resources. The CIP reflects on-going community input, through ongoing requests for improvements, safety enhancements, and amenities to support the quality of life of our community. These projects are vetted through various means, such as constructability and delivery, necessity, sustainability, priority, and available funding. The CIP is an evolving document, and much like the City’s overall budget, is subject to actual conditions, revenues and changes in priorities.

State law requires the City prepare a Capital Improvement Program covering a 5-year plan. The CIP does not appropriate funds but functions as a budgeting and planning tool, supporting actual appropriations that are made through adoption of the budget.

Five Year Capital Improvement Plan

PROJECTS	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	TOTALS
Advanced Traffic Management (ATMS)	50,000	50,000	185,000	185,000	200,000	670,000
Amsell Court Storm Drain Improvements Project	-	-	150,000	350,000	-	500,000
Antelope Road-I/80 Safety Improvements Project	-	-	200,000	300,000	-	500,000
Arcade Creek – Creek Bank Repairs Project	50,000	530,000	300,000	-	-	880,000
Arcade-Cripple Creek Trail Project	5,770,210	25,000	-	-	-	5,795,210
Arcade-Cripple Creek Trail Project - Mariposa Extension	230,000	270,000	325,000	481,000	5,849,000	7,155,000
Auburn Boulevard Complete Street Revitalization Project Phase 2	2,027,000	17,759,000	12,421,000	40,000	-	32,247,000
Blayden Court Storm Drain Improvements Project	-	-	125,000	500,000	-	625,000
Bridge Maintenance Project	325,000	325,000	-	-	-	650,000
Chula Vista Storm Drain Improvements Project	75,000	425,000	325,000	-	-	825,000
Cripple Creek Repairs Project	150,000	500,000	350,000	-	-	1,000,000
Gateway Activation Project	400,000	300,000	-	-	-	700,000
Mariposa-Sylvan Valley Storm Drain Improvements Project	-	-	-	100,000	300,000	400,000
Minnesota, Anderson and Canady Infiltration Basins and Storm Drain Improvements Project	-	-	-	250,000	900,000	1,150,000
Multi-Modal Transportation Safety Improvements Project Implementation	105,000	105,000	105,000	105,000	105,000	525,000
Neighborhood Areas Drainage Master Plans	-	-	-	125,000	125,000	250,000
Old Auburn Complete Street Project Phase 1	328,000	1,635,000	407,000	-	-	2,370,000
Pavement Restoration Program	518,000	7,270,000	7,500,000	7,550,000	760,000	35,100,800
Roseville Road Butternut Drive Safety Improvements Project	240,000	1,629,730	-	-	-	1,869,730
San Juan Complete Streets Project Phase 1A	2,392,000	2,114,000	-	-	-	4,506,000
San Juan Complete Streets Project Phase 1B	-	1,526,000	1,546,000	-	-	3,072,000
Sunrise Blvd Complete Streets Project	-	500,000	-	500,000	500,000	1,500,000
Wonder Street Storm Drain Improvements Project	-	-	-	150,000	450,000	600,000
Totals:	\$17,322,210	\$34,963,730	\$23,939,000	\$10,636,000	\$16,029,000	\$102,890,740

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.

The CIP consists of a multitude of projects focused on improving the functionality and safety of the City's infrastructure. While many of the projects are a continuation of years of efforts, such as the Auburn Boulevard Complete Streets Project, there are various new projects that reflect the City's successful attainment of new grant funds. The CIP incorporates projects fully secured funding through construction, as well as projects funded through preliminary engineering with the expectation of leveraging local dollars in the future to secure state and/or federal funds for construction. The CIP also includes the pavement restoration program, a community and Council priority, incorporating General Fund dollars in addition to local transportation revenues to help bolster future street resurfacing efforts to address our increasing needs.

CIP Expenditures by Project Type

Project Type	FY23/24	FY24/25
Bridges	325,000	325,000
Complete Streets	4,747,000	23,534,000
Pavement Restoration	5,180,000	7,270,800
Storm Water	275,000	1,455,000
Traffic/Pedestrian Safety	395,000	1,784,730
Trails	6,400,210	595,000

Planned Capital Improvement Projects for FY 23/24 and FY 24/25

Fund Name	23/24	24/25	Total	Fund Name	23/24	24/25	Total
ATP Grant - Auburn Blvd	160,000	746,000	906,000	Redflex Funds	30,000	30,000	60,000
ATP Grant - Trail Project	750,000	-	750,000	Regional Transit Capital Contribution	-	155,000	155,000
ATP Grant - Trail Extension Project (new)	230,000	270,000	500,000	SACOG Grant, M&M Funds - San Juan (new)	489,000	2,133,000	2,622,000
CDBG	360,000	-	360,000	SACOG Grant, NHPP Funds - Auburn Blvd	450,000	4,625,000	5,075,000
CMAQ Grant - Auburn Blvd	-	1,400,000	1,400,000	SACOG Grant - State of Good Repair - San Juan	740,000	904,000	1,644,000
Gen Cap Funds	2,000,000	6,700,000	8,700,000	SACOG Grant - Transformative/Community Design - Auburn Blvd	994,000	4,650,000	5,644,000
Gas Tax	400,000	400,000	800,000	SACOG Reg. ATP Grant - Old Auburn	304,500	1,535,000	1,839,500
HSIP Grant Cycle 11 (new)	216,000	1,466,730	1,682,730	SB1 LPP Funds	259,000	-	259,000
Measure A Bike/Ped	524,000	238,000	762,000	SB1 RMRA	1,800,000	1,800,000	3,600,000
Measure A Capital Allocation (STA)	-	500,000	500,000	Solid Waste	6,210	-	6,210
Measure A Maintenance	975,000	1,175,000	2,150,000	STA Smart Growth Grant Match - Auburn Blvd	338,000	338,000	676,000
Measure A Traffic Safety	537,500	275,000	812,500	State Recreation Grant - Trail Project	2,750,000	-	2,750,000
Park Impact Fees	75,000	-	75,000	Stormwater Utility	2,060,000	2,480,000	4,540,000
Per Capita State Grant - Trail Project	225,000	-	225,000	TDA Bike/Ped	208,000	-	208,000
Placer Gateway SGGP Grant - Auburn Blvd	-	1,100,000	1,100,000	Utility Contributions	41,000	1,743,000	1,784,000
Priority Legislative Budget Project Grant - Gateway Activation Project (new)	400,000	300,000	700,000				
				2 Year Totals:	\$ 17,322,210.00	\$ 34,963,730.00	\$ 52,285,940.00

Adopted Positions, by Classification and Department

As the policy board, City Council approves all new allocated positions and reviews all staffing levels 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

The City has a history of retaining 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 FY23/24 and FY24/25, the City has an authorized staffing level of 210.75 regular Full-Time Equivalent (FTE) positions.

Adopted Positions by Department

Department	FY22-23 Amended	Additions	Deletions	Transfers	FY23-25 Proposed
City Manager's Office	5	0	0	0	5
Administrative Services	17	0	0	0	17
Community Development	15	0	-2	0	13
General Services	22.75	6	-3	1	26.75
Economic Development and Community Engagement	3	0	0	0	3
Police Department	147.5	1.5	-2	-1	146
TOTAL	210.25	7.5	-7	0	210.75

Adopted Positions by Department Detail

Department / Position	FY23/24 Authorized/ Amended FTE	Change FTE	FY 24/25 Authorized FTE
CITY MANAGER'S OFFICE			
City Manager	1.00		1.00
Executive Assistant	1.00		1.00
Office Assistant/Receptionist	1.00		1.00
City Clerk	1.00		1.00
Administrative Assistant	1.00		1.00
TOTAL	5.00	-	5.00
ECONOMIC DEVELOPMENT & COMMUNITY ENGAGEMENT			
Economic Development and Communications Director	1.00		1.00
Management Analyst I/II	1.00		1.00
Communications Officer	1.00		1.00
TOTAL	3.00	-	3.00
ADMINISTRATIVE SERVICES DEPARTMENT			
Administrative Services Director	1.00		1.00
Human Resources Manager	1.00		1.00
Senior Management Analyst	1.00		1.00
Management Analyst I/II	1.00		1.00
Human Resources Technician	2.00		2.00
Finance Manager	1.00		1.00
Accounting Manager	1.00		1.00
Payroll Technician	1.00		1.00
Customer Service Representative	1.00		1.00
Accountant	1.00		1.00
Accounting Technician	2.00		2.00
Information Technology Manager	1.00		1.00
Senior Database and Applications Analyst	1.00		1.00
Information Technology Analyst I/II	1.00		1.00
Information Technology Support Specialist	1.00		1.00
TOTAL	17.00	-	17.00

Adopted Positions by Department Detail - continued

Department / Position	FY23/24 Authorized/ Amended FTE	Change FTE	FY 24/25 Authorized FTE
COMMUNITY DEVELOPMENT DEPARTMENT			
Community Development Director	1.00		1.00
Chief Building Official	1.00		1.00
Senior Building Inspector	1.00		1.00
Building Inspector I/II	2.00		2.00
Development Services Technician I/II	2.00		2.00
Plans Examiner	1.00		1.00
Planning Manager	1.00	(1.00)	-
Senior Planner	1.00		1.00
Assistant Planner	1.00	(1.00)	-
Administrative Assistant	1.00		1.00
Associate Planner	1.00		1.00
Housing & Human Services Program Coordinator	1.00		1.00
Administrative Technician	1.00		1.00
TOTAL	15.00	(2.00)	13.00
GENERAL SERVICES DEPARTMENT			
General Services Director	1.00		1.00
Administrative Technician	1.00		1.00
Operations Manager	2.00	(1.00)	1.00
Program Assistant	2.00	(1.00)	1.00
City Engineer	1.00		1.00
Principal Civil Engineer	1.00	1.00	2.00
Senior Civil Engineer	2.00		2.00
Assistant Engineer	1.00		1.00
Engineering Technician I/II	1.00		1.00
Construction/Maintenance Inspector Supervisor	1.00		1.00
Construction/Maintenance Inspector I/II	2.00		2.00
Facilities and Grounds Manager	1.00	(1.00)	-
Facilities and Fleet Supervisor		1.00	1.00
Event & Community Ctr Supervisor		1.00	1.00
Associate Civil Engineer		1.00	1.00
Senior Maintenance Worker	1.00		1.00
Maintenance Worker I/II	1.00		1.00
Custodian	2.75		2.75
Program Technician		2.00	2.00
Fleet Technician		1.00	1.00
Event and Community Center Technician	2.00		2.00
TOTAL	22.75	4.00	26.75

Adopted Positions by Department Detail - continued

Department / Position	FY23/24 Authorized/ Amended FTE	Change FTE	FY 24/25 Authorized FTE
POLICE DEPARTMENT			
Chief of Police	1.00		1.00
Executive Assistant	1.00		1.00
Administrative Technician	1.00		1.00
Animal Services Officer (Senior)	1.00		1.00
Animal Services Officer I/II	2.00		2.00
Code Enforcement Officer (Senior)	1.00		1.00
Code Enforcement Officer I/II	4.00	(1.00)	3.00
Community Services Officer (Senior)	1.00		1.00
Community Services Officer I/II	6.50	0.50	7.00
Crime Analyst	1.00		1.00
Crime Scene/Property Evidence Specialist (Senior)	1.00		1.00
Crime Scene/Property Evidence Specialist I/II	2.00		2.00
Fleet Technician	1.00	(1.00)	-
Management Analyst (Senior)	1.00		1.00
Police Commander	2.00		2.00
Police Communications Supervisor	2.00		2.00
Police Dispatcher I/II	16.00	1.00	17.00
Police Lieutenant	6.00		6.00
Police Officer *	71.00	(1.00)	70.00
Police Records Assistant I/II (Senior)	1.00		1.00
Police Records Assistant I/II	5.00		5.00
Police Sergeant	11.00		11.00
Police Services Manager	2.00		2.00
Program Assistant	5.00		5.00
Police Services Supervisor	2.00		2.00
TOTAL	147.50	(1.50)	146.00
TOTAL AUTHORIZED FTE POSITIONS	210.25	0.50	210.75

*elimination of grant funded position

Authorized Positions	FY22/23		FY23/25
Authorized FTE	210.25	0.5	210.75
At-Will, Non-benefited Positions	as needed	as needed	as needed



Department Overview

Administrative Services Department

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

Human Resources (HR) & Risk Management Division implements the City’s mission, vision, and core values through policy development and implementation, maintaining a safe and fair environment for employees and the community, and to ensure that City assets are protected from loss, theft, and misuse. The HR division administers the City’s health benefits, leave and compensation programs, and ensures compliance with federal and state employment laws, provides services to assist City departments and the community with employment and volunteer opportunities. The HR Division also manages recruitments, on-boarding, developing, engaging and retaining a diverse, well-qualified, and professional workforce of 210.75 regular employees and 19 temporary/seasonal employees to deliver high-quality services to the City. The Risk Management 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 manages all liability claims, property claims, insurance for special events and contractual risk transfer for City contracts.

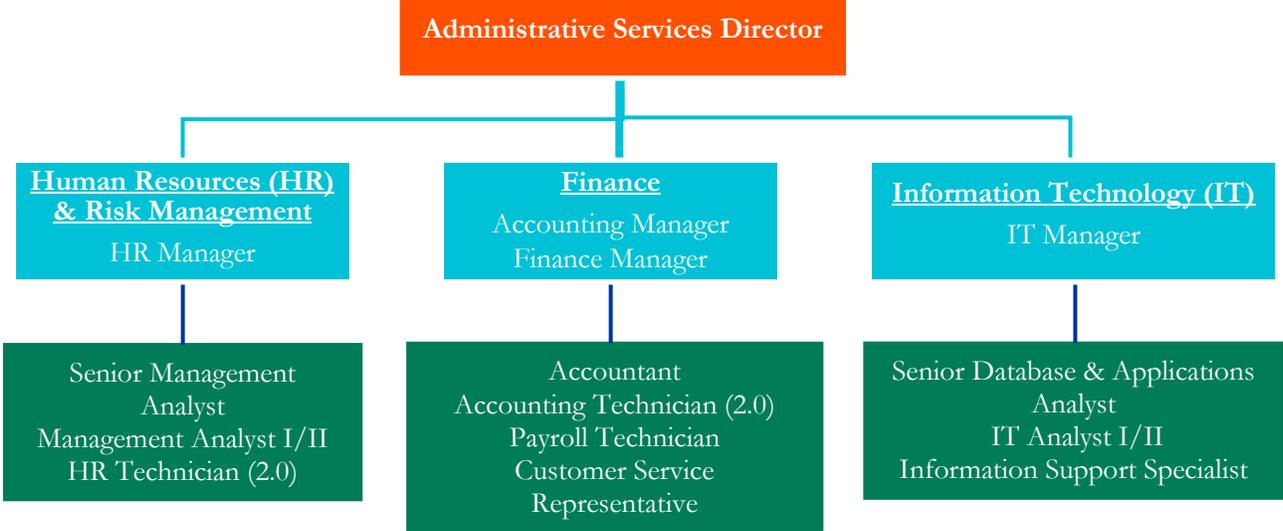
Information Technology Division provides services through the use of technology to serve both internal departments and the community. The department is responsible for administering and sustaining vital City services through innovative technology, business solutions and cybersecurity. The division plans for future technology needs and oversees the procurement of new equipment and software. It maintains the City’s network and infrastructure, and works with departments to address specific software needs. The division provides technical training to employees to ensure equipment and software are used efficiently and continues to focus heavily on cybersecurity awareness through education and regular cybersecurity training.

Finance Division provides services to other City departments and to other government agencies by providing financial information to aid in their decision-making process. The division is responsible for budget preparation and development, revenue and expenditure forecasting inclusive of updating and maintaining the City financial forecasting model, financial reporting, auditing, investment and cash management, debt management, accounts payable, revenue collection, payroll, and grant accounting.

Administrative Services Department Budget

Department	FY22/23 Adopted Budget	FY23/24 Budget	Change from FY22/23 Amended Budget	FY24/25 Adopted Budget	Change from FY23/24 Budget
Human Resources	716,670	729,712	13,042	743,807	14,095
Information Technology	1,097,371	1,602,947	505,576	1,704,137	101,191
Risk Management	2,460,950	2,640,797	179,847	2,736,167	95,370
Finance	973,239	957,510	(15,729)	985,723	28,212
Non Departmental (excludes trsf out)	2,766,908	2,925,900	158,992	3,150,250	224,350
Non Departmental - Transfers Out	1,197,000	1,110,000	(87,000)	1,110,000	-
Total	9,212,138	9,966,866	754,728	10,430,084	463,218

Administrative Services Department



Human Resources and Risk Management Division

Overview of Services

In support of the City's mission, vision, and values, it is Human Resources' mission to support leadership in meeting its goals through the most valuable resource, its workforce. In addition, to create and maintain a foundation which enables the City to promote the development, involvement, engagement, and retention of employees to ensure total customer satisfaction. Moreover, to provide professional leadership in the administration and execution of personnel policies and objectives formulated by City Council. In so, will offer the opportunity to provide and maintain an excellent quality of life for all residents.

Employment Services and Benefits

The team is responsible for recruitment, selection, pre-employment and onboarding process for regular and temporary employees, and retaining talented and qualified employees to help departments serve their customers. It is also the division's responsibility to plan, develop, oversee and implement the City's classification and compensation plans. 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.

Labor Relations/Performance Management/Employee Development

The team promotes organizational advancement and support through effective employee/labor relations activities pertaining to two recognized employee bargaining units and one unrepresented employee group, employee performance evaluations; coordinates, develops and conducts employee training; administers and tracks online instructions.

Risk Management

The team 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.

Accomplishments FY 21/22 & FY 22/23

Human Resources

- FY21/22 facilitated 24 recruitments resulting in approximately 31 new employees to full-time, part-time, and temporary positions
- FY22/23 facilitated 36 recruitments resulting in approximately 28 new employees to full-time, part-time, and temporary positions
- Showcased the City's open employment opportunities including our Police Explorer, Internship and Volunteer programs at the following career fairs:

Career Fair	Date
San Juan High School	September 7, 2022
Twin Rivers Unified School District	September 8, 2022
Assemblyman Ken Cooley	September 9, 2022
Citrus Heights Public Works Showcase	May 2022 and May 2023
Sierra College Veterans	November 10, 2022
Mesa Verde High School	April 28, 2023

- Conducted an agency-wide Total Compensation Classification Study
- Created and implemented Hybrid Teleworking Policy and Agreement
- Created and implemented a permanent COVID-19 Prevention Plan
- Implemented the new Police Officer Recruit classification along with application and internal testing process required under the California POST PELLET B exam and the physical agility testing
- Updated and implemented a more efficient Employee Performance Evaluation form
- Hosted Open Enrollment Fair to educate employees on benefit changes and streamlined the open enrollment process for employee benefits
- Created and implemented a monthly employee benefits newsletter
- Implemented applicant tracking system NEOGOV to reach more applicants and qualified candidates, creating create efficiencies for Human Resources staff and department staff, allowing the City to go paperless in the recruitment process and gain more robust reporting for managing recruitment workload

Risk Management

- Continued to monitor employee injuries in order to facilitate returning to work as soon as possible in a healthy and efficient manner
- Provided training for all staff including:
 - An overview of Workers' Compensation process
 - Cyber Security
 - Heat Illness and Prevention
 - Harassment and Prevention
 - Ethics for Managers is coming in the Summer 2023
 - Improving Building Inspections Simple but Needed
 - Supervisor/Manager trainings
 - Bloodborne Pathogen
- 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
- Work in conjunction with the Police Department to revamp the sworn peer support/wellness program
- Monitored legislative actions with impacts to labor, risk management, and benefits
- Piloting injured employees return to work Bridge Assignment Program
- Provided ergonomic tips and ergonomic assessments

Key Initiatives and Budget Highlights

Employee Benefit Evaluation

Conduct a full review of all benefits, medical, dental, and ancillary, for cost savings while continuing to provide excellent benefits. Implement a City-wide wellness program that includes first-responder specific areas of focus, physical and mental health for all employees. A new Employee Assistance Program will be implemented that includes more employee sessions and first responder therapists.

Employee Recognition Program

Review ways to increase retention and growth for City employees. Develop a recognition program for departments to promote recognition of great work to further build a culture of appreciation that ultimately will result in better service to the community.

Policy Review

Review and update citywide HR policies to current legal and "best practices" standards.

Labor Relations

The City has two employee-represented groups: Police Officers Association and Police Employees Association, both contracts will expire in the Fall 2023. The City will be negotiating new contracts with both associations. Human Resources strives to have good communications and relationships with both associations.

Workers' Compensation

The City will implement a Managed Provider Network which allows our injured employees access to more clinics and healthcare providers.

Risk Management

As part of the City's Injury & Illness Prevention Program and effective hazard communication mandated by OSHA, Risk Management maintains safety data sheets (SDS) binders. The City will be implementing an electronic Safety Data Sheet Management software program. The platform allows for immediate access to safety data sheets, and an easy way to manage and report on hazardous chemicals.

Information Technology Division

Overview of Services

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 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.

Client Services

Client Services is responsible for the maintenance, installation, support and replacement of all desktop hardware, software and related peripherals. They are the first line of defense in troubleshooting and resolving hardware and software problems for City staff.

Enterprise Services

Enterprise Services provides maintenance, installation, and support for the City's enterprise level applications (i.e., Tyler ERP, CityWorks, RIMS, etc.). In addition, Enterprise Services provides custom application development to enhance City systems; administration and maintenance of the City's geographical information system (GIS); and a variety of complex data and reporting needs as requested by City staff.

Technology Services

Technology Services is responsible for the administration, maintenance and support of the City's back-end infrastructure. This includes, but is not limited to:

Network related systems (switches, Wi-Fi, fiber, firewalls, VPNs, Internet, etc.);
City's phone system and related components;
Physical and vertical server system infrastructure;
Security and compliance with both state and federal guidelines, as well as industry best practices;
Backup and disaster recovery of the City's systems.

Accomplishments FY21/22 & FY22/23

- Traffic Camera Migration to Genetec
- Domain Infrastructure Upgrades
- Flock Access to Traffic Cameras
- Mandatory PRI T1 to SIP Truck Move
- City Fileserver Replacement
- Windows 10 to Windows 11 Upgrades
- Rolled out SeeClickFix for public service requests to GSD
- New GIS3 server for CityWorks maps, other map services to follow
- Set up regular RIMS data export to LensLock so they can index video files correctly
- Worked with Crossroads and Sun Ridge to implement integration between their systems for citations and collision reports

Key Initiatives and Budget Highlights

Office 365 Roll Out

Upgrade the City's existing Microsoft Office 2016 to Microsoft Office 365 and migrate our on-premise email and files to the Microsoft Government Cloud.

Tyler ERP Implementation

Convert from our existing Tyler Eden financial and PermitCity permitting software to Tyler ERP.

City Intranet Portal migration to SharePoint Online

Migrate our intranet portal from SharePoint 2013 to SharePoint Online (Part of the Office 365 Roll Out).

Upgrade iRIMS 6

Upgrade our existing iRIMS software to improve the information available to officers in the field.

Police Dispatch Technical Redesign

Technical redesign and system upgrades of both dispatch computers and associated servers to accommodate additional staff and increased system response time.

Police MDC Replacements

Replacing the existing 7+ year-old in-car mobile data computers.

Helpdesk Software Implementation

Implement a helpdesk system to track I.T. requests and improve customer service to our end users.

Replacement and Enhancements to the City's Backup & Recovery System

Replace existing backup equipment and add a tape backup solution to prevent ransomware attacks from impacting our data infrastructure.

Expand Electronic Document Management System (EDMS) Services

Expand the City's use of the Docuware document management system to support additional internal processes and procedures.

Upgrade and Enhancements to the City Geographical Information System (GIS)

Upgrade our current internal GIS system to the ESRI ArcGIS Enterprise 11 platform.

Complete Migration to Windows 11 Enterprise

Finish moving all City computers to Windows 11 from Windows 10 and earlier.

Replace Server & Networking Hardware

Replace existing Microsoft Hyper-V virtual infrastructure and network switches to increase performance and allow for future technical expansion.

Finance Division

Overview of Services

The Finance Division provides internal support to other City Departments and external support to other government agencies by providing financial information to facilitate 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 45 funds in accordance with Generally Accepted Accounting Principles (GAAP).

Budget

The team is responsible for the preparation, development, and publication of the Biennial adopted budget as well as Quarterly Financial Reports. The team also assists with budget amendments and works with all City departments to ensure that actual spending does not exceed City Council-approved budget appropriations.

Accounting

The team is responsible for developing, implementing, and maintaining effective financial accounting systems and controls. The division provides management control over the City's financial activity by ensuring the ability to present a fairly stable financial position of the City. Accounting is responsible for managing the revenue operations of the City and monitoring the City's debt and investment portfolio. The division is also responsible for the City's billed receivables, including the collection of city-wide delinquent accounts. In addition, this division is responsible for grants, special assessments, capital assets, and financial reporting.

Disbursements

The division is responsible for timely calculations and payment of payroll, payments to vendors, CalPERS administration and reporting, and retiree health administration and payment. The division is also responsible for all federal and state payroll and accounts payable reporting requirements.

Accomplishments FY21/22 & FY22/23

- Recognized by the Governmental Finance Officers Association (GFOA) with the Certificate of Achievement for Excellence in Financial Reporting award for FY2021/22 & FY2022/23 Annual Comprehensive Financial Report (ACFR) for each report which marks the twenty-second consecutive year to receive this award
- Recognized by GFOA with the Certificate of Achievement for Excellence in Popular Annual Finance Report (PAFR) for the first time
- Prepared and adopted a balanced biennial budget
- Implemented Accounts Payable Automated Clearing House (ACH) payment option for vendors
- Implemented Financial Forecasting Program GovInvest to analyze Pension, OPEB and Labor costs
- Received, maintained and routinely reported on the first and second tranche of American Rescue Plan Act (ARPA) funds in accordance with US Treasury Guidelines
- Worked with Departments to update and maintain City-wide Master Fee Schedule
- Presented mid-year and mid-cycle budget updates along with a 10-year financial model review to Council
- Successfully completed financial audits with no findings/unmodified "clean" opinion

- Established an investment portfolio by securing an Investment Advisor and Asset Management partner
- Updated the City Council-adopted Investment Policy to current legal standards and best practices

Key Initiatives and Budget Highlights

Budget

Utilize the City's electronic financial system to closely monitor FY23/24 & FY24/25 budgets and present mid-year, mid-cycle budget reviews and 10-year forecast model updates to City Council.

Major Projects

The budget includes ARPA approved and funded implementation of City-wide Tyler Enterprise ERP (Enterprise Resource Planning) system. The implementation process will span over approximately 2 years for all modules of the ERP system including the implementation of City-wide online payment options.

Financial Reporting

Maintain American Rescue Plan Act (ARPA) funds in accordance with US Treasury guidelines and obtain unmodified audit opinion on Annual Comprehensive Financial Report.

Operational Efficiencies

Staff will complete a full review and update of all Financial Policies to industry "Best Practices".

City Manager’s Office

The City Manager’s Office implements the policy direction of the Council and provides 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. Serving as the Chief Executive Officer, the City Manager coordinates and facilitates the activities of the five 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 the City Council. For budget purposes, the City Manager is segmented into the following divisions:

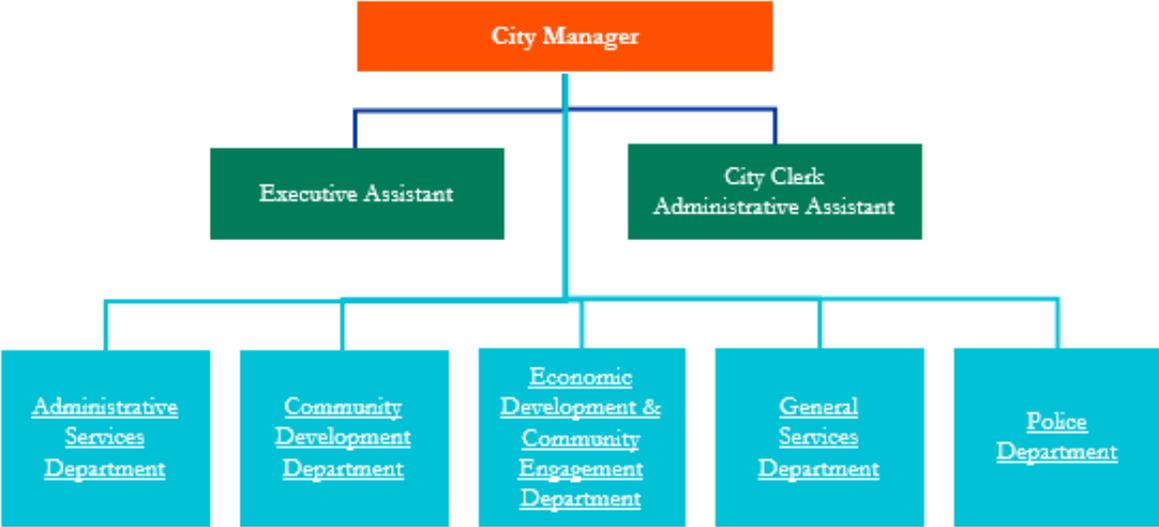
City Manager develops, advises on policies, programs, legislative issues, and various City business matters, and reports to the Council. The office consists of the City Manager, City Clerk, Executive Assistant, and an Administrative Assistant. The City Manager supervises executive staff and mentors pivotal 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 supervises multi-jurisdictional collaboration efforts between the City, special districts, the San Juan Unified School District, and Bi-Annual Strategic Planning Retreats (action plan serving as a planning guide for primary 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 Manager's Office Budget

Department	FY22/23 Adopted Budget	FY23/24 Budget	Change from FY22/23 Amended Budget	FY24/25 Adopted Budget	Change from FY23/24 Budget
City Council	144,118	160,165	16,047	161,780	1,615
City Manager	708,008	520,334	(187,674)	516,799	(3,535)
City Clerk	293,564	258,538	(35,026)	263,627	5,089
Elections	51,000	-	(51,000)	54,100	54,100
City Attorney	318,270	327,800	9,530	337,700	9,900
Total	1,514,960	1,266,837	(248,123)	1,334,006	67,169

City Manager's Office



City Manager

Overview of Services

As the organization's Chief Executive Officer, the City Manager drives strategic direction for the organization consistent with City Council priorities and oversees all aspects of the City's functions, including operations, finances and staff.

The City Manager's Office is responsible for planning, supervising, and coordinating the City's budget, policies, information technology, and general operations. The City Manager supervises executive staff and key managers from each department, including Community and Economic Development; Finance; Human Resources; General Services; and Police. In addition, the City Manager's Office supports the City Council and ad hoc committees; oversees the City's Capital Improvement Program (CIP); leads the City's legislative advocacy program; and coordinates regional collaboration. The department is also responsible for completing management studies, operational analyses, and special projects.

The City Manager implements policies and programs approved by Council, keeps Council informed of the City's financial condition and other economic trends and issues, and regularly advises and makes recommendations on programs, projects and policy decisions. The City Manager continues the City's tradition of fiscal prudence, defends local control, promotes public safety, and fosters the legacy of quality customer service.

Accomplishments FY21/22 & FY22/23

- Upon hiring, immediately immersed in the community through active listening, completing a comprehensive roadshow and thoroughly engaging in community affairs
- Led creation of unanimously adopted Focus Area Work Plan clarifying organizational focus and including 48 recommendations for programs and initiatives to create progress in community priority areas
- Guided creation of community facing, fiscally prudent budget resulting in unanimous approval by City Council
- Reopened City Hall post pandemic with an emphasis on customer service, efficiency and quality service provision
- Created a new department to enhance the focus on economic development and community engagement built to deliver on increased quality of life goals
- Strengthened connections with non-profits, service clubs, neighborhoods, community groups and local agencies

Key Initiatives and Budget Highlights

Continue forward progress through effective and measurable Strategic Planning

Advance strategic planning objectives to meet community goals in Community Image, Community Connection, Economic Development and Infrastructure.

Foster a culture of continuous improvement and results orientation

Place emphasis on metrics, regular reporting, and outcomes in all policy and project implementation.

Grow partner agency's relationships to advance quality of life goals

Lead collaboration with partner agencies to increase efficiencies, catalyze improvements, and create opportunities to achieve new levels of service to the community. Partner agencies include but are not limited to Sacramento County, San Juan Unified School District, Sunrise Parks and Recreation District, Sacramento Metro Fire, Sacramento Area Sewer District/Regional Sanitation, Citrus Heights Water District, Sacramento Library, and local and regional business associations.

Communicate consistently with the Community

Issue regular communications on city and local media channels to affirm transparent, open, and equitable access to City information and leadership.

Ensure competitive retention and recruitment practices

Negotiate the Police Officer Association and Police Employee Association labor agreements and complete a citywide compensation study, which was last completed in 2017.

City Clerk

Overview of Services

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 and provides public access to the Council meeting 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 also manages the election process for Council and coordinates activities and requirements with the county election staff, including notifying candidates, City staff, and other officials of financial and campaign disclosure statement filing requirements. The City Clerk oversees the records management system for the City and develops and implements a citywide records retention schedule.

The City Clerk is the City's Election Official, Records Manager, Filing Officer, and Official for Statements of Economic Interest. City Clerk responsibilities include records management, legislative administration, public notices, codification of city ordinances, claims management, and legislative duties. The legislative responsibilities involve council agenda, minutes, and business and action preparation. Additionally, the City Clerk prepares Public Hearing Notices and provides comprehensive information to the community and internal staff. The City Clerk supports the Risk Management Division by assisting with general liability claims and contract administration.

Accomplishments FY21/22 & FY22/23

Increasing Transparency and Efficiency

- Held an ethics training and mandated harassment training for City Council and Board/Commission Members
- Served as the filing official for all Fair Political Practice filings
- Updated the City's Records Retention Schedules
- Administered the November 2022 General Municipal Election
- Presented and implemented updates to the City Council Procedures Manual
- Successfully recruited applications for the City's Board and Commission
- Oversaw the redistricting process following the 2020 Census and provided redistricting and elections educational material

Key Initiatives and Budget Highlights

Document Management

Provide training for Electronic Document Management System for City personnel and continue to work to complete back scanning of all closed/permanent City contracts and service agreements.

State Filings and Elections

Serve as the filing official for all Fair Political Practice filings and administer the November 2024 General Municipal Election.

Legislative Responsibility

Oversee the recruitment process for new board and commission members.

Records Management

Continue to oversee and maintain the Records Retention Program, the City's Municipal Code, and the City Council Procedures Manual.

General Services Department

The General Services Department (Public Works) serves the general public as well as internal customers through the divisions of Community Services, Engineering, Facilities and Fleet, and Operations and Maintenance.

Community Services Division provides administrative support for the overall operations of the General Services Department, and is charged with outward customer service to the community, including implementation of the new SeeClickFix system to submit requests for service. This division oversees and implements citywide residential refuse services (solid waste, recycling and organics), and ensures compliance with state-imposed regulations around these programs. Community Services is also responsible for public transportation servicing the community of Citrus Heights, and actively administers the Smart Ride program for Citrus Heights through partnership with Sacramento Regional Transit (SacRT).

Engineering Division plans, designs and delivers capital improvement projects, provides development project review, and helps to ensure the City's public infrastructure supports all modes of transportation, including Americans with Disabilities Act (ADA) compliance. This division oversees traffic operations, including traffic engineering, signal operations, and modifications and enhancements to the City's traffic management system. Engineering is also responsible for the citywide stormwater management program, including projects, stormwater compliance, and floodplain management. Engineering also administers various state and federal grants to support advancements of the City's transportation network.

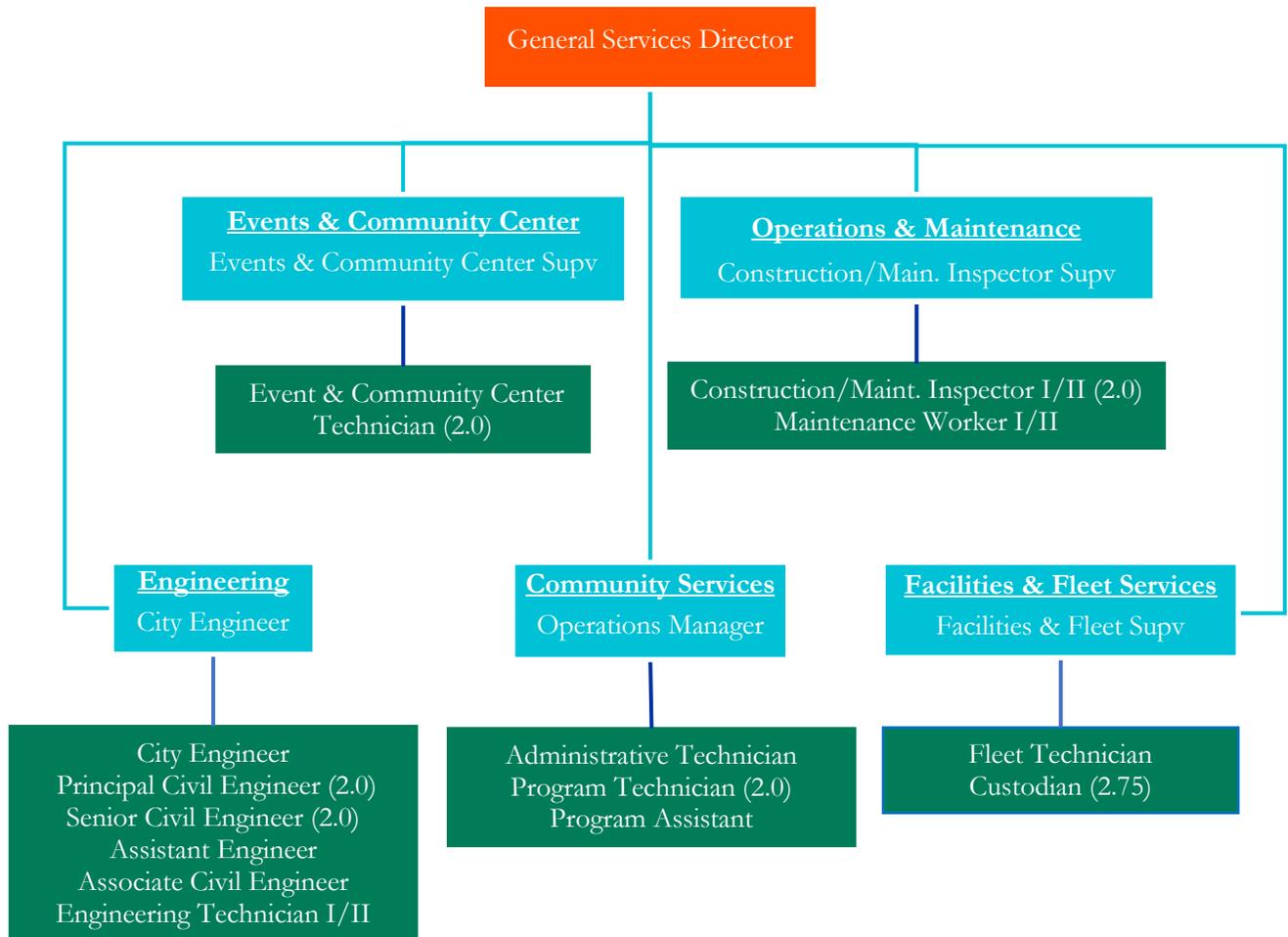
Facilities and Fleet Division is responsible for the maintenance and improvement of all city-owned buildings and grounds, which include City Hall and adjacent Utility Building, the Citrus Heights Community Center, the Sylvan Center, the Police Department, and the Sayonara Center. This division also supports staff housed in city buildings, such as office moves, reconfigurations, and furniture procurements. In addition to maintaining the Citrus Heights and Sylvan Community Centers, this division also manages the operations of these buildings, including scheduling and staffing to support private events, and promoting and advertising the spaces for rent. Facilities and Fleet are also responsible for the procurement and maintenance of all city-owned fleet to support various internal departments. Additionally, this division oversees the coordination and implementation of City Events, such as Sunday Funday, the Tree Lighting Ceremony, and the new Stars and Stripes Celebration.

Operations and Maintenance Division is charged with the management and maintenance of a variety of areas of transportation infrastructure, including routine pavement maintenance, sidewalk repairs, trail maintenance, and signage. This division also oversees citywide landscaping, including servicing 11 landscape assessments, general landscaping along our various corridors, and the citywide tree canopy. Operations and Maintenance also maintains the City's creek and channel system, and citywide storm drain system to ensure efficiency as well as reduce the risk of flood during inclement weather months. Operations and Maintenance also houses the new Beautification Team, which provides enhanced services to the community to help address general blight in the public right of way.

General Services Department Budget

Department	FY22/23 Adopted Budget	FY23/24 Budget	Change from FY22/23 Amended Budget	FY24/25 Adopted Budget	Change from FY23/24 Budget
Community Events <i>(was in Fund 201)</i>	239,031	330,108	91,077	417,629	87,520
Community Center Operations	685,427	696,193	10,766	709,678	13,484
Sylvan Community Center	23,152	20,430	(2,722)	20,580	150
Sayonara Community Center	19,656	17,530	(2,126)	17,530	-
Engineering	488,913	637,363	148,450	637,287	(75)
Facility Management	741,149	836,894	95,745	846,106	9,212
Fleet Management	174,458	736,655	562,197	739,709	3,055
Total	2,371,786	3,275,173	903,387	3,388,519	113,346

General Services Department



Community Services Division

Overview of Services

The focus of the Community Services Division is to provide support to the department to best service the community. This division oversees various contract services.

Customer Service

This area of focus is the cornerstone of the department, providing service request intake, documentation, records management, work order processing, asset management, and development and implementation of the new SeeClickFix program. Additionally, staff in the division perform intake of all transportation and encroachment permits, and provide routine support and accounting on all development projects reviewed by the Engineering division.

Solid Waste, Recycling and Organics

These services are provided under contract for residential services. Division staff are also charged with ensuring commercial businesses are in compliance with state regulations related to organics and diversion programs. Staff continue to educate the public on organics requirements, ensuring citywide compliance, and actively seek out grant funding to help further support these efforts.

Public Transportation

This area of service focuses on the partnership with Sacramento Regional Transit (SacRT) to provide public transportation through various scheduled routes as well the widely used Smart Ride service. This partnership also includes consideration for capital support on various city-sponsored transportation projects that implement enhancements to help promote transit use.

Street Sweeping Services

This service, provides through contract services, is managed and coordinated through the Community Services division in a strategic effort to align with the City's unique residential bulky pickup services, and to ensure compliance with the City's National Pollutant Discharge Elimination System permit.

Accomplishments FY21/22 & FY22/23

- Launched SeeClickFix program to improve community interaction and reporting capabilities
- Completed implementation of Mandatory Residential Organic Recycling Program (SB 1383)
- Completed implementation of Mandatory Commercial Organic Recycling Program (SB 1383)
- Performed intake on over 8,200 service requests
- Supported delivery of various capital improvement and operation programs and projects
- Process over 1,280 encroachment permits

Key Initiatives and Budget Highlights

SB 1383 Mandatory Organic Recycling

Continue education and outreach efforts related to SB 1383 Mandatory Organic Recycling for residential and commercial customers, and leverage regional collaboration to ensure City compliance with Edible Food Recovery requirements under SB 1383, such as developing and implementing a program to provide residents with access to free compost provided by Republic Services to further support the City's efforts in achieving compliance with SB 1383.

Sacramento Regional Transit (SacRT) Coordination

Continue coordination with SacRT to participate in CIP Projects, including San Juan Complete Streets and Auburn Boulevard Complete Streets Phase 2; advance transit service and amenity improvements citywide; and continue to coordinate with SacRT to support funding opportunities for Sunrise Tomorrow public improvements.

Engineering Division

Overview of Services

The Engineering Division carries out responsibilities on a full array of transportation and storm water related services to support all facets of the community. The mission of the division is to ensure safe, accessible streets, sidewalks, trails and appurtenances throughout the community, and help meet mandates for clean water, and reduce risk of flooding. This division is funded by various funding sources, including General Fund, Gas Tax, Storm Water Utility, Measure A, and capital project Grant Funds. The staff within the engineering division provide overlap services for the following key areas of service.

Development Review

The area of service provides engineering review for all development projects within Citrus Heights to ensure infrastructure built to serve the public is constructed to standards, meets all applicable regulations, and will not adversely impact the community. Development review includes large commercial improvements, new housing developments, and single-family lot improvements.

Traffic Engineering

The area of traffic engineering encompasses a variety of services, including traffic management, traffic signalization, traffic analysis for private development as well as public projects, and traffic calming for a variety of neighborhood safety improvements.

Transportation

Within the engineering division, the area of transportation focuses broadly on all modes of transportation and infrastructure throughout the community. Transportation projects and programs served through the Engineering Division include trail projects, Complete Streets improvements, street resurfacing projects, ADA enhancements, and transportation safety plan programs. Often these projects and programs are the central point for obtaining external grant funds to support extensive capital improvements to serve the community.

Storm Water

The stormwater program covers a broad area as it relates to public and private interests and conveyance of stormwater. Through various regional, state, and federal programs, this area of Engineering provides review, oversight, and enforcement of federal and state regulations and local municipal codes. Staff works to ensure proper floodplain management, and compliance with clean water regulations, and develop and deliver capital improvement projects to help reduce the risk of localized flooding.

Accomplishments FY21/22 & FY22/23

- Completed construction of the Greenback Lane Complete Streets Project – Sunrise Boulevard to Fair Oaks Boulevard
- Completed construction of the Mariposa Avenue Safe Routes to School Phase 4 Project
- Completed construction of the Bonita Way Drainage Improvement Project
- Completed construction of the Various Signalized Intersection Safety Improvements and Pedestrian Fence Project
- Completed the 2021 Residential Resurfacing Project
- Initiated and substantially completed the 2022 Residential Resurfacing Project

- Began construction of the Arcade Cripple Creek Trail Project
- Awarded 2022 APWA Project of the Year for Mariposa Avenue Safe Routes to School (Greenback Lane to Madison Ave)
- Awarded Cycle 11 Highway Safety Improvement Program Grant for Roseville Road/Butternut Drive Intersection Improvements & Systemic Signalized Intersection Improvements
- Awarded Regional Active Transportation Program Grant for Cripple Creek Trail Extension Project
- Awarded additional SACOG Grant funds (Community Design, Regional Local and STA Smart Growth Incentive Program) for the Auburn Boulevard Complete Street Revitalization Phase 2 Project
- Completed design, and right of way acquisitions for Auburn Boulevard Complete Streets Revitalization Phase 2 Project; preparing to advance construction
- Completed 10 Multi-Modal Transportation Safety Program (MMTSP) neighborhood transportation safety improvement projects
- Completed Local Roadway Safety Plan
- Completed Streetlight LED Retrofit Project, converting over 550 streetlights
- Conducted engineering review on 578 building permits and 41 development projects, including parcel maps, mergers and lot line adjustments
- Provided all offsite inspections for various development projects, including Jamboree, Auburn Heights, Sunrise Village Phases 1 and 2, Mitchell Village, and Calvary Cemetery

Key Initiatives and Budget Highlights

Auburn Blvd Complete Streets

Initiate construction of the much-anticipated Auburn Boulevard Complete Streets Revitalization Phase 2 Project, as well as connectivity and safety improvements of the San Juan Avenue corridor.

Public Infrastructure Improvements

Additional investments in public infrastructure will include strategic pavement resurfacing projects, focusing on high traffic areas as well as improving ADA, pedestrian and bicycle facilities. Other planned projects will focus on drainage improvements, bridge and creek enhancements, and citywide traffic safety upgrades and modifications.

Facilities and Fleet Division

Overview of Services

This division's focus is on customer service, both internal and external, ensuring the facilities and instruments provided for staff to conduct business are safe and suitable for employees and the general public. In addition, to facilitate opportunities and spaces for the public to gather and engage, and support the needs of staff. This division is primarily funded by General Funds. The staff within the Facilities and Fleet division provide overlap services for the following key areas of service.

Facilities Operations and Maintenance

The area of service supports the upkeep and operations of the various city owned buildings, including City Hall and adjacent Utility Building, the Police Department, and the City's three community centers (Citrus Heights Community Center, Sylvan Community Center, and Sayonara Center). In addition to maintenance and operations, staff also plan for renovations, capital improvements, and upgrades to support improvements and expansion of services.

Fleet Operations and Maintenance

This area of service supports maintenance, replacement and outfitting of city-owned fleet to support various departments including Police, General Services, Building, and pool vehicles.

Community Center Operations

The Community Center Operations staff focus on maintaining the Citrus Heights Community Center in excellent working condition and appearance to offer the public a quality venue for special and every day events. Staff support event bookings, arranging rooms for events, conduct preferred caterer screenings, and service events in progress.

City Events Coordination and Implementation

The primary function of this division is to coordinate and carry out City trademark events, such as Sunday Funday, the Tree Lighting Ceremony, and the new Stars and Stripes Celebration. Staff collaborate with external partners, such as the Sunrise Recreation and Park District, local business vendors and contractors to provide various services, equipment and expertise to ensure successful delivery of community engaging experiences.

Accomplishments FY21/22 & FY22/23

- Procured and outfitted new Beautification Crew truck and supplies
- Procured and outfitted new Block Party Trailer with supplies and equipment
- Successful delivery of the 2021 and 2022 Tree Lighting Ceremony events
- Prosperous return of the annual Sunday Funday event, promoted as the City's 25-year celebration series
- Supported over 290 events in FY21/22 and over 372 events in FY22/23 at the Citrus Heights Community Center
- Supported over 60 events in FY21/22 and over 78 events in FY22/23 at the Sylvan Community Center
- Increased facility attendant staffing levels to support Community Center operations
- Completed LED lighting retrofit in the Police Department
- Completed LED lighting retrofit in the Sylvan Community Center
- Completed conversion of utility yard powered security gate

Key Initiatives and Budget Highlights

Community Center Building Refresh

Minor stucco repairs and complete exterior repaint of the Community Center building.

Event Center Marketing

Develop and execute a marketing initiative to highlight the Community Center as desirable events destination.

Community Events

Launch New Annual Event - Establish new patriotic event in place of historical Red, White and Blue Parade. Explore opportunities for volunteer group participation, and leveraging community partnerships for sponsorship opportunities.

Mini-Series Events

Evaluate community interest in mini events, such as movies in the park, senior-focused events, and opportunities to connect the community with local civic representatives and staff.

City Hall

Facilities Replacement and Depreciation Analysis - Conduct thorough inventory of all building equipment and assets, and develop an in-depth depreciation and replacement schedule to ensure appropriate levels of replacement funding for future needs.

Solar Connections

Explore benefits, costs and programs to support adding solar carports to select City Hall parking areas.

Police Department Building

Interior and Exterior Improvements - Establish cost estimates for repainting of interior lobby, rear access staff gate, and options for constructing accessible path for north facing egress door.

Sayonara Center

Supports general maintenance 2,200 sf after-school program facility.

Sylvan Center

Interior Improvements - Repaint interior and establish cost estimates for floor repair and replacement.

Fleet Management

Energy Efficiency Exploration - Evaluate options and cost benefits for replacing non-PD fleet with electric vehicles where appropriate, and explore programs and incentives for increasing on-site charging stations.

Fleet Maintenance Tracking Software

Utilizing existing tools and resources, develop a module to serve as a central point for all fleet activity, including maintenance records, fuel use, replacement schedule and equipment needs.

Operations and Maintenance Division

Overview of Services

The mission of the Operations and Maintenance Division is to ensure all public infrastructure and amenities are in safe, clean and accessible condition for our residents and businesses. This division is responsible for responding to public requests and concerns related to blight within or visible from the public right of way in addition to creek and vegetation management; landscape management; trees; encroachments; signage; potholes; and various public works related activities. This division is partially funded by General Funds, in addition to Gas Tax, Measure A, Solid Waste, and Storm Water. The following are general areas of focus for this division.

Citywide Blight Abatement

This area of focus addresses weeds, debris, illegal dumping, abandoned encampments, graffiti, collaboration with external partners (Cal Trans and Sacramento County) on shared facilities, illegal signs, and general blight.

Creek, Open Space and Storm Water Maintenance

This area of service largely encompasses routine maintenance of storm water facilities to help reduce risk of localized flooding, as well as environmental management efforts.

Landscape and Tree Maintenance

The City has 11 landscape assessment districts, in addition to general landscape along various arterials and collectors through the community. This division oversees the general management and enhancement of city-maintained landscape, as well as management of the City's extensive tree canopy.

Transportation Maintenance

The area of service focuses on the general maintenance of streets, sidewalks, signage, trails, and encroachments in the right of way including permitted and unpermitted.

Accomplishments FY21/22 & FY22/23

- Launched Beautification Crew program; enhanced department's services to increase responsiveness to the community
- Held eight community service cleanup/enhancement events
- Cleaned over 400,000 lineal feet of storm pipe and structures, resulting in a high performing storm system through the 2022/2023 rain season
- Responded to approximately 6,460 service requests
- Serviced approximately 1,400 city owned trees (pruned)
- Performed vegetation management on over 88 acres of open space and approximately 10,300 lineal feet of creeks and channels

Key Initiatives and Budget Highlights

Pavement Restoration

Continue expanding efforts in areas of pavement restoration through mill and fill operations and coordinate with Engineering to increase output of pavement restriping.

Encroachment Program

Provide coordinated inspection oversight for encroachment program ensuring public safety and conformance with restoration standards.

Enhance Community Image

Execute objectives from the Focus Area Work Plan to enhance the appearance of our community through various beautification efforts, include continued coordination of the Beautification Team, citywide sound wall enhancements.

Community Development Department

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 Budget

Department	FY22/23 Adopted Budget	FY23/24 Budget	Change from FY22/23 Amended Budget	FY24/25 Adopted Budget	Change from FY23/24 Budget
Housing	86,420	100,333	13,913	83,626	(16,707)
Planning	651,869	517,158	(134,711)	536,042	18,883
Building Inspection	979,664	994,579	14,915	1,022,425	27,845
Planning Commission	17,186	12,700	(4,486)	12,700	-
Total	1,735,139	1,624,771	(110,368)	1,654,792	30,022

Community Development Department



Building and Safety Division

Overview of Services

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 IMPACT Team, Code Compliance Division, Fire District, Engineering Division, and Planning Division. This division supports the Construction Board of Appeals.

Accomplishments FY21/22 & FY22/23

- Increased usage of Citizen Access Portal for online building permits now at 98% online
- Maintained a Building Code Effectiveness Grading Classification of (2) through the Insurance Services Office, Inc. (ISO)
- Continued to participate and promote the PASS program (Prequalified Architectural Submittal System)
- Completed staff training as required for staff to maintain their professional certifications
- Worked collaboratively with Code Enforcement in regards to dangerous and/or substandard buildings
- Performed over 14,000 inspections in 2022

Key Initiatives and Budget Highlights

Update Processes for Compliance with State and Federal Law

The Building Division will be updating plan review and inspection procedures to comply with recently enacted state law including the recently enacted California Solar Mandate and the 2022 California Building Code.

Integration of Permit Software

The Building Division will implement transition from Permit City to the City's new ERP System.

Housing and Grants Division

Overview of Services

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, Permanent Local Housing Allocation (PLHA) 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.

Accomplishments FY21/22 & FY22/23

- The City offered a variety of public services using CDBG entitlement funds during the 2021 and 2022 program year, including an emergency food closet; and after-school youth program at the Sayonara Center; meals to seniors; housing counseling and permanent housing placement services provided by the Citrus Heights Navigator; domestic violence services; tutoring services for distance learning youth; as well as a free Renters Helpline to provide information and assist with fair housing disputes
- Allocated a total of \$313,117 in CDBG-CV funds to the Supplemental Navigator program that provides resources to the Citrus Heights Navigator's existing unhoused clients in order to help them obtain permanent housing. These funds are expected to be spent by December 31, 2023
- Partnered with Rebuilding Together Sacramento to provide a Critical Home Repair Grant Program which provided 19 grants to low-income mobile home homeowners to make health and safety repairs to their homes
- Partnered with Michael Baker International to provide a Home Repair Loan Program which provided four low interest loans to low-income homeowners to make health and safety repairs to their homes
- Completed several capital improvement projects in partnership with the General Services Department using CDBG funds including; Various Signalized Intersection Improvement Project, Greenback Complete Streets Project, and the Residential Street Resurfacing Project. These projects added sidewalks and curb ramps primarily in low-income neighborhoods and other high traffic intersections to increase pedestrian safety, walkability, and meet Americans with Disabilities Acts requirements
- 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

Key Initiatives and Budget Highlights

Sayonara Drive Replacement Housing Obligation

The Housing and Grants Division will collaborate with the Planning Division to implement the

Memorandum of Understanding with Habitat for Humanity of Greater Sacramento for the development of 26 for-sale homes on Sayonara Drive for income restricted families to fulfill the City's replacement housing obligation.

CDBG Consolidated Plan

The Housing and Grants Division will be responsible for developing the City's 2025-2029 Consolidated Plan for the Community Development Block Grant Program.

Housing and Human Services Support

The Housing and Grants Division will continue ongoing collaboration with Citrus Heights Collaborative and several governmental entities in the region including Sacramento Housing and Redevelopment Agency, Elk Grove, Folsom, and Rancho Cordova through the Continuum of Care Advisory Board, Funder's Collaborative, and Homeless Policy Council.

Planning Division

Overview of Services

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, Sunrise Tomorrow Specific 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.

Accomplishments FY21/22 & FY22/23

- Facilitated City Council approval of the Sunrise Tomorrow Specific Plan (Sunrise Mall site)
- Approved 30 Accessory Dwelling units including 6 from the Permit-Ready Program (PRADU)
- Implemented online application portal for Planning projects
- Recognized as a Prohousing City by the California Department of Housing and Community Development (HCD)
- Implementation of Short-Term Rental Ordinance

Key Initiatives and Budget Highlights

Sayonara Drive Replacement Housing Obligation

The Planning Division will collaborate with the Housing Division to implement the Memorandum of Understanding with Habitat for Humanity of Greater Sacramento for the development of 26 for-sale homes on Sayonara Drive for income restricted families to fulfill the City’s replacement housing obligation.

Trail and Multi-modal Connection Planning

The Planning Division, in collaboration with the General Services Department will continue efforts to extend the City’s multi-modal trail network including the Gateway Activation Plan (GAP) project which connects Citrus Heights, Roseville and Sacramento County trail networks.

New Sylvan Housing Development

The Planning Division will continue to process the entitlements and environmental review for the New Sylvan housing development on the city-owned property at Sylvan Corners. The current proposal for Woodside Homes includes approximately 95 homes, including 15% affordable to lower income households.

Integration of Permit Software

The Planning Division will implement transition from existing Planning and Business License software to the City’s new ERP System.

Economic Development & Community Engagement Department

The Economic Development & Community Engagement Department (EDCE) was created in July 2022 to lead increased strategic objectives in key areas and deliver on the community priorities over the foreseeable future. The department oversees strategy and implementation in the following areas: Economic Development, Communications, Community Engagement, Comprehensive Grants Strategy, and Legislative & Government Affairs.

Economic Development in partnership with other City departments and the private sector, implements various strategies designed to improve residents’ overall quality of life and maintain essential city services valued by the community. Economic Development functions include business attraction, retention and expansion, marketing, entrepreneurship, and start-up support. Economic Development also develops ongoing relationships with the local broker, property owner, developer, and business communities, serving as a liaison to Sunrise Marketplace Property Business Improvement Districts; 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.

Communications perform various communications and marketing projects promoting the City’s brand and key messages, mission and values, programs, projects, and events. This includes public relations, creating marketing presentations and collateral in various media, including video and web content, special event planning and promotion, serving as a community representative, and acting as a media spokesperson.

Community Engagement provides support and resources to neighborhood groups to strengthen the relationship between the City of Citrus Heights and its residents. This is achieved by deploying grassroots tools including amenities, neighborhood grants, micro events and direct support.

In collaboration with other departments, the **Comprehensive Grant Strategy** is an ongoing initiative to create and execute a comprehensive funding plan with an extensively researched list of federal, state, and regional grants most applicable for the priority focus areas and projects.

The **Legislative and Government Affairs** program will increase legislative engagement by regularly monitoring and responding to relevant legislative priorities. It will also coordinate advocacy that supports the Comprehensive Grants Strategy and priority City projects and initiatives.

Economic Development & Community Engagement Department

Department	FY22/23 Adopted Budget	FY23/24 Budget	Change from FY22/23 Amended Budget	FY24/25 Adopted Budget	Change from FY23/24 Budget
Economic Development	559,463	1,010,580	451,117	1,014,126	3,547
History & Arts	20,000	20,000	-	20,000	-
Total	579,463	1,030,580	451,117	1,034,126	3,547

Economic Development &
Community Engagement Department

Economic Development &
Community Engagement Director

Communications Officer
Management Analyst I/II

Economic Development

Overview of Services

Economic Development consists of four categories of focus: Business Attraction, Business Retention & Expansion, Marketing and Start Up Support.

Business Attraction

Economic Development performs regular business attraction efforts through direct prospecting, networking, nurturing referrals and maintaining a strong relationship with Greater Sacramento Economic Council (the Sacramento region's Economic Development Organization). Staff maintains a real time working knowledge of available commercial sites and locations along with strong development community relationships to effectively match make and ensure pull through of new business opportunities. This includes support throughout the development process to identify and overcome barriers to entry, serving as a conduit to internal and partner agency service providers, and championing projects.

Business Retention & Expansion

Economic Development achieves business retention through regular communications, early activation and direct dialogue with the business community and partner organizations like the Citrus Heights Chamber of Commerce and Sunrise MarketPlace Property Business Improvement District.

Marketing

Economic Development regularly markets Citrus Heights, its business community, economic development initiatives and resources, and business attraction efforts through direct marketing, strategic communications and public relations.

Start Up Support

Economic Development maintains an extensive database of resource partners that provide ready support to entrepreneurs and new businesses including Small Business Administration, Small Business Development Center, Sacramento County Business Environmental Resource Center, SCORE, and Greater Sacramento Economic Council, among others. In addition, staff works to host regular entrepreneurship and resource programs at city facilities to provide direct local access, increase awareness to the local business community, and maintain a reputation as a trusted business partner.

Accomplishments FY21/22 & FY22/23

- Assisted Green Acres in finding a site and opening a new retail store creating 40 jobs
- Assisted USPI & Dignity Health in opening new surgery center creating over 200 jobs
- Hosted 3rd Community Workshop presenting final draft Specific Plan to the community
- Unanimous approval of the Sunrise Tomorrow Specific Plan
- Letters of Support for Sunrise Tomorrow Specific Plan from two property owners
- Designed, launched, and administered Small Business COVID Recovery Grant, providing almost \$300,000 to Citrus Heights businesses
- Stewarded entitlement submission for a potential hotel project at Sunrise Mall
- Facilitated RFP process, firm selection, implementation and completion of the Sunrise Tomorrow Infrastructure Financing Strategy
- Executed Right-Of-Way MOU with Namdar Realty
- Awarded \$25,000 Economic Development Support Grant to Royal Stage Theater

- Approval and rollout of \$1,000,000 Citrus Heights Business Attraction Incentive Program
- Awarded \$25,000 in Economic Development Support Grants to Sunrise MarketPlace

Key Initiatives and Budget Highlights

Business Attraction Incentive Program

Create and execute marketing plan to support and create success for the Citrus Heights Business Attraction Incentive Program including target marketing, communications and direct promotion opportunities.

Other Economic Development Grant Programs

Market and leverage the Economic Development Support Grant, Design Assistance Program, Sign Support Program and Activate Auburn Façade Improvement Program in business attraction, retention and expansion opportunities.

Sunrise Tomorrow Specific Plan Progress

Steward progress of the Sunrise Tomorrow Specific Plan including owner relations, developer attraction, infrastructure financing strategy and pursuing applicable grants to catalyze development.

Sunrise MarketPlace Property Business Improvement District (PBID) Renewal

Support Sunrise MarketPlace in the renewal process including Management District Plan finalization, property owner relations, petition drives, and public hearing coordination.

Communications

Overview of Services

The City's communications are built around a strategic messaging platform that allows for consistency of message across all communications efforts. Staff works with departments to ensure that proactive communications are meaningful, support key messages and strategic objectives, and keep in mind the needs of the Citrus Heights community and its partners. Communications supports City Departments in their ongoing communications efforts and special proactive programming. This includes the development of collateral material, media relations, social media support with potential paid promotion, and digital communications (e-newsletter, website). Staff facilitates and ensures a consistent, timely flow of news to build trust, transparency and awareness with residents and businesses. Finally, Communications ensures results are measurable, so efforts can be analyzed for key learning.

Accomplishments FY21/22 & FY22/23

- Launched Hello, CH text service and website support
- Launched City of Citrus Heights Instagram page
- Facilitated the Connect Citrus Heights coalition of community groups
- Facilitated media training for City Council and executive staff
- Hosted 2021 & 2022 State of the City events
- Won California Association of Public Information Official's award for 2021 State of the City
- Orchestrated "CH Celebrates Trails!" Neighborhood Pop Up and Ride event
- Launched 25th Anniversary brand
- Hosted 25th Anniversary Concert
- Hosted Prospective Councilmember Workshop
- Created Citrus Heights CARES brand and marketing strategy
- Facilitated two annual "Best Lights in Citrus Heights" holiday community pride campaigns

Key Initiatives and Budget Highlights

Growing Citrus Heights brand reach and engagement

Staff will work to increase reach, engagement and subscriptions to all communications channels with a goal to maximize accessibility, transparency, engagement and community pride. Leveraged channels will include website, e-news, Facebook, Instagram, LinkedIn, Twitter, Next Door, YouTube, Hello, CH text service, Flashvote, local media and regional media.

Increasing non-digital communications

The Communications Plan will increase focus and dedicate resources to increase non-digital communications like mailers, signage, etc., to better reach the Citrus Heights non-digital population.

Citrus Heights Cares campaign for community beautification and pride

The Citrus Heights Cares campaign has three calls to action: Report, Maintain and Chip In. The first six months of the campaign focused on the saturation of the Report call to action, ensuring residents were aware of the variety of service request reporting channels, types of service requests, and the importance of proactive and consistent reporting. The next phase of the campaign will build on that education using a variety of communications and focusing on the Maintain and Chip In calls to action.

Connect Citrus Heights

Staff will continue working with stakeholders to grow the Connect Citrus Heights brand representing the coalition of Citrus Heights community groups. Action items include the enhancement and consistent promotion of the community calendar hosted on the City's website as well as creative communications, cross promotion, events collaboration and media outreach.

Community Engagement

Overview of Services

The Community Engagement Division was created in July 2022 to serve as a dedicated resource to support Neighborhood Areas as well as inclusive engagement initiatives. The program will identify neighborhood leaders and build relationships, develop engagement strategies and identify projects that enhance engagement, as well as leverage the City's communications tools to increase awareness and help grow both the Neighborhood Association network and community engagement citywide.

Accomplishments FY21/22 & FY22/23

- Administered annual Community Support program providing \$134,000 to Citrus Heights nonprofits
- Launched Citrus Heights Community Engagement brand
- Created and launched Community Block Party Trailer Program
- Created and launched Community Projects Grant Program
- Revised Neighborhood Improvement Program (NIP) Guidelines to catalyze subscription
- Stewarded two NIP applications for approval, sending two new Neighborhood Association leaders to the Neighborhoods USA Conference

Key Initiatives and Budget Highlights

Community Engagement Program

The budget includes resources to support and promote Citrus Heights Neighborhood Areas. Staff will work with community leaders and members to increase awareness of the NA network using effective communications and community engagement tools. Staff will serve as direct liaison to Neighborhood Areas.

Engagement Communications

Utilizing city communications platforms, staff will leverage a variety of channels to increase awareness of Neighborhood Areas and engagement opportunities. Offerings will include a consistently updated city webpage, social media and e-news promotion, mailer inclusion, and more.

Engagement Resources & Support

Department will market, promote and administer current engagement resources like the Community Block Party Trailer and Community Projects Grants. Staff will also continuously assess new opportunities for new resources or support tools that add value to increase resident engagement with the City.

Engagement Events

The budget includes resources for grassroots events programming to connect the City, Neighborhood Areas and residents. "City Scoop", a new grassroots event series launching this summer, is designed to deploy city presence directly into neighborhoods, and build awareness of neighborhood associations, with an infusion of fun to create community connection and increase community pride.

Neighborhood Improvement Partnership Grants

Staff recently modified the existing Neighborhood Improvement Partnership guidelines to be more accessible with wider eligibility. The program already achieved subscription successes and the hope

is the subscription rate will increase with refreshed marketing efforts.

Community Projects Grants

Council recently reviewed and approved Round 1 of Community Projects Grants in June 2023 and gave direction to embark on Round 2 with a refreshed budget allocation. The program contributes funding to projects and events that create community connection and contribute to community pride and engagement.

Community Support Grants

The division will house and administer the annual Community Support Grant. The grant offers limited one-time funding for non-profit organizations that provide services to residents of the Citrus Heights community.

History & Arts Grants

The History and Arts Grant Program to provide funds that further efforts to promote history and arts within Citrus Heights.

Grants Strategy

Overview of Services

The Comprehensive Grants Strategy initiative was created to improve the City's ability to pursue and secure an increased volume of grants with the ultimate goal of advancing City priorities through the maximization of local funds. In partnership with other City departments, the division is responsible for developing a comprehensive grant strategy to generate increased grant funding in the City Council approved priority focus areas. The strategy will identify priority projects and match them to state, federal, regional and private funding opportunities. Moving from a more ad hoc structure to a holistic strategy will allow the City to achieve increased success with grants. Consolidated and strategic grant efforts will create the ability to prioritize the most important initiatives to match them with the most appropriate funding opportunities. It will provide the City advance notice to plan for upcoming grant opportunities and also allows staff to determine when it is actually in the City's best interests to forgo a grant opportunity for which the City might not be as competitive or which conflicts with more important tasks or opportunities. A cross-departmental working group will consistently collaborate on the execution of the Comprehensive Grant Strategy with EDCE Department staff.

Accomplishments FY21/22 & FY22/23 (created July 2022)

- Launched Grant Strategy RFP and conducted consultant interviews
- Onboarded consultant for the creation and implementation of Comprehensive Grants Strategy

Key Initiatives and Budget Highlights

Create & Launch Grants Strategy

Implementing a grants strategy will create an action plan to increase the volume of grant applications submitted to create new potential revenue. By creating a comprehensive grants strategy and increasing efficiencies to pursue opportunities, staff expects a financial return on this strategic investment through increased activity of grant submissions and awards.

Grants Submission Support

EDCE staff and consultant support will help manage the increased workflow that will be created with the increased volume of target grants. Increased grant revenue helps build financial resilience and achieves City Council's priority of fiscal prudence.

Funding Advocacy

Pre- and post-submission advocacy at the State and Federal level will increase the likelihood of success. This can take form in letters of support, advocacy days with state and federal agencies and leaders, and more.

Legislative & Government Affairs

Overview of Services

A successful Government and Legislative Affairs program will track and influence relevant legislation proposed by State and Federal legislative bodies, take action on potential laws that could impact the City's ability to effectively govern, and take positions on relevant State Ballot initiatives or pending bills in the State or Federal law-making process

The Citrus Heights Legislative and Government Affairs program will prioritize and act on potential legislation that:

- Aligns with the City's mission, vision, and values
- Supports the City's current strategic goals
- Advances the City's core pillars of local control, fiscal prudence, and public safety
- Is consequential to City operations and service to residents

Accomplishments FY21/22 & FY22/23 (created July 2022)

- Created and presented a plan to City Council on how to increase Legislative & Government affairs activity
- Program to be fully launched in FY23/24 once other programs are ramped up

Legislative Platform

Creation of a Legislative Platform that will allow staff to respond quickly and nimbly to legislative actions in alignment with Council direction. The platform will be designed consistent with City principles of fiscal prudence, public safety and local control.

Advocacy

The program will also include Advocacy Days with State and Federal leaders and agencies that will promote priority initiatives and projects for future funding.

Police Department

The City’s Police Department has been serving the residents of Citrus Heights for seventeen 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 three divisions:

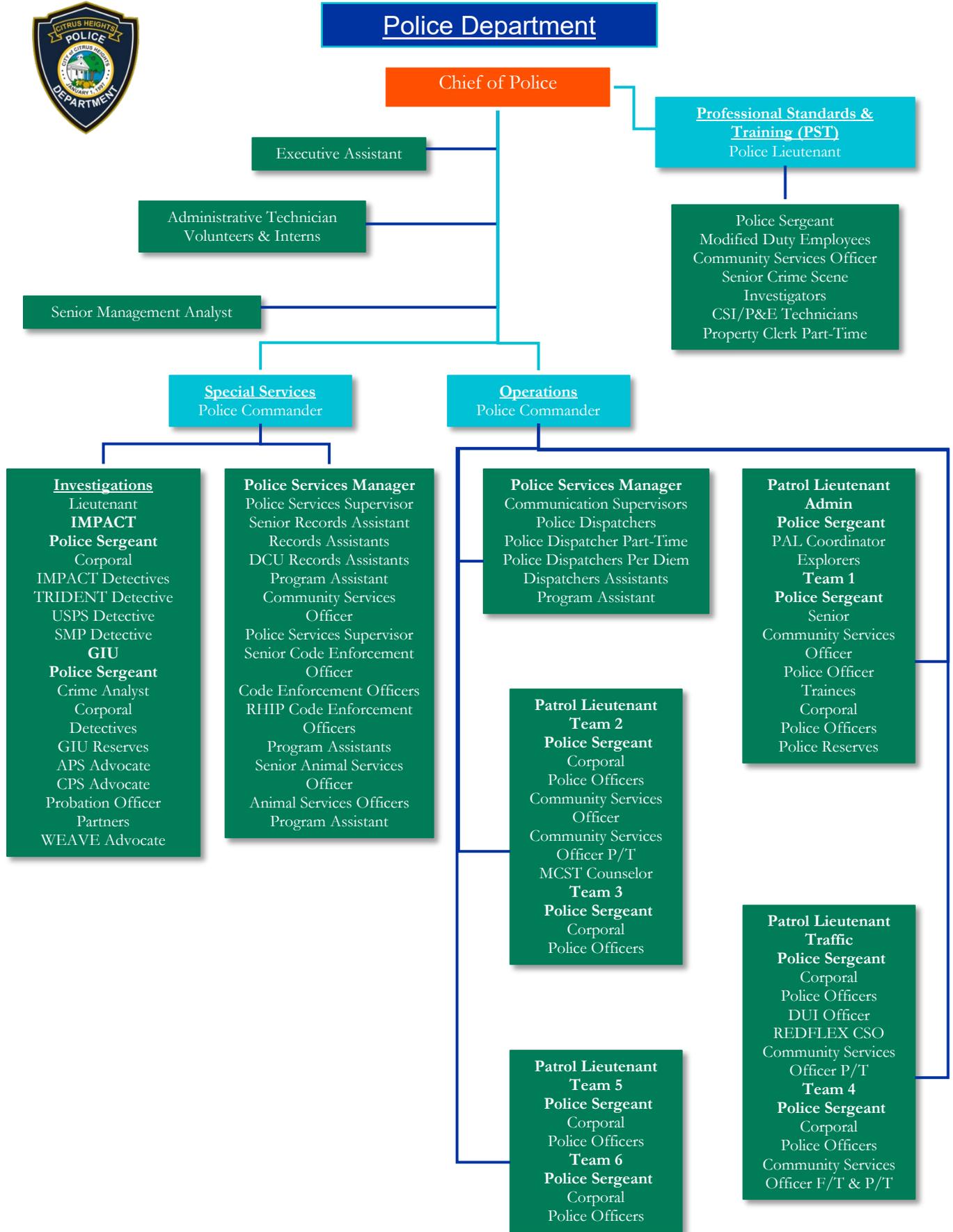
Office of the Chief has overall authority and is responsible for the effective administration, management and coordination of police services in the community. In addition to the Office of the Chief, this Division includes Budget and Finance, Policy and Procedure (updates/issuance/adherence), Technology Research and Development, as well as the Professional Standards and Training Unit (PST). PST includes hiring, personnel, training, organizational adherence to Federal, State & 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, and public information and social media.

Operations Division is the largest division in the Police Department, and consists of several police units including Patrol, SWAT, Canine, Traffic/Motors, Reserve Program, Communications and Field Training. The Operations Division is managed by a Commander whose primary responsibility is to provide general management, direction, and control for that Division.

Special Services Division consists of the Records Unit, Data Compliance Unit, General Investigations Unit, IMPACT Team, and the Special Operations Unit, which includes our Code Enforcement, Rental Housing Inspection Unit, and Animal Services Unit. The Special Services Division is managed by a Commander whose primary responsibility is to provide general management, direction, and control for that division.

Police Department Budget

Department	FY22/23 Adopted Budget	FY23/24 Budget	Change from FY22/23 Amended Budget	FY24/25 Adopted Budget	Change from FY23/24 Budget
Police	22,182,196	21,971,140	(211,056)	22,778,654	807,514
Animal Control	771,165	667,681	(103,484)	679,248	11,567
Total	22,953,361	22,638,821	(314,540)	23,457,902	819,081



Office of the Chief

Overview of Services

The Office of the Chief of Police is comprised of the Police Chief, a Senior Management Analyst, an Executive Assistant, an Administrative Technician, Professional Standards and Training, the Property and Evidence/Crime Scene Investigations Unit, Crime Prevention, and Media Relations. This division is responsible for the effective administration, management, and coordination of police services in the community, and ensuring the highest standards of professionalism and integrity.

Professional Standards and Training (PST) consists of the PST Lieutenant, PST Sergeant, and a Community Services Officer (CSO) who are dedicated to ensuring the adherence to the laws, policies, and procedures, which govern the department's responsibility to provide for the public's safety, security, and quality of life. PST is managed by the PST Lieutenant who coordinates all department training, hiring, media relations/public information, internal investigations, and oversees the Property & Evidence Unit.

Accomplishments FY21/22 and FY22/23

- Hired over 70 police employees
- Coordinated over 30 internal recruitments
- Secured grant funding to purchase new radios and communications center equipment
- Secured grant funding to purchase mobile data terminals for fleet
- Secured grant funding to purchase updated ballistic shields
- The Property and Evidence underwent a thorough audit by an outside company and received glowing marks
- Secured City Council approval of ARPA funding to assist with replacing several vehicles within our patrol fleet to ensure maximum safety and to limit equipment malfunctions
- Secured City Council approval of ARPA funding for a remodel of the Communications Center to provide additional workspaces for personnel as well as upgraded equipment to meet technological advancements
- Released our first OIS Critical Incident Debrief on social media
- Established CHPD Collaborative Communications Team with monthly meetings for internal/external communications and media planning
- Branded our community update and recruitment posts on social media and utilized targeted marketing to extend recruitment reach

Key Initiatives and Budget Highlights

- Develop and implement the department's annual strategic plan
- Continue to hire new staff and fill vacancies in our specialty units
- Update the department's training plan for internal and external required trainings
- Enhance coaching and mentoring program for the Department's leadership team
- Continue to enhance wellness program through annual wellness check ins and EAP vendors who are culturally competent to treat law enforcement professionals
- Continue to make advancements in promoting city beautification efforts

Operations Division

Overview of Services

Operations Division operates under the Community Policing Philosophy. The division consists of Patrol Services, which is comprised of six teams of uniformed patrol officers. Additional elements deployed within the division are Traffic Enforcement, Canine, the Communications Center, Community Service Officers, and the Mobile Crisis Support Team. Operations 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. Operations Division staff is actively involved in addressing neighborhood problems and quality of life issues.

The Traffic Enforcement Unit augments the traffic enforcement effort of 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 Services 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.

The Communications Center answers non-emergency and all emergency 9-1-1 calls that come into the Police Department, with Police Dispatchers coordinating field response to calls for service.

Accomplishments FY21/22 and FY22/23

- The Communications Center successfully trained five new dispatch employees
- Our Communications Center maintained a proficient call answering time of 95% of 9-1-1 calls were answered within 15 seconds
- Installed a superior long-term logging system to capture more radio channels and phone extensions
- Developed strategies to re-engage with the community after COVID, reinvigorating programs such as 9-1-1 4Kids, Project Lifesaver, presenting at service clubs, and sending mail advisements of reckless driving in the City to registered owners
- Acquired grant funding to purchase portable crash/crime scene lighting equipment
- Installed additional 9-1-1 trunk line to ensure availability for citizens to reach help during heavy call volume
- Adopted and implemented a new Alert and Warning system called RAVE to send information to residents during emergencies
- Acquired new K9 training/deployment software
- Text to 9-1-1 moved to a new software platform providing residents with an additional way to reach emergency services
- Launched the “CHPD Family Bridge” program as an additional resource to promote staff wellness

- Worked with the City Attorney to finalize and implement a permanent social host fireworks ordinance
- Partnered with the Citrus Heights Police Foundation to conduct staff appreciation BBQs to promote staff wellness and team building
- The SWAT Team celebrated their 15-year anniversary
- Completed multiple DUI checkpoints and obtained grant funding from OTS for continued DUI enforcement to host additional checkpoints
- Acquired a new Law Enforcement Field Training Application to replace the previous antiquated software. The new system is fully customizable to meet the modern demands of Officer training

Key Initiatives and Budget Highlights FY23/24 & FY24/25

- Complete the Communications Center upgrade
- Provide increased quality training to our officers and reinstating our robust training program to include tactical scenario-based training with the use of force simulator
- Utilize Opioid Settlement to fund a part-time Community Services Officer to provide opioid awareness, education, and prevention to at risk community members and track the statistical impact of this dangerous drug
- Enhance coaching and mentoring of line level staff and frontline supervisors
- Evaluate and prioritize traffic enforcement strategies as Traffic Unit returns to full staffing

Special Services Division

Overview of Services

Special Services Division consists of a variety of units and specialty assignments, including the General Investigations Unit, IMPACT Unit, Records and Data Compliance Unit, Code Enforcement and Rental Housing Units, Animal Services, and the Crime Analyst.

The General Investigations Unit includes crimes against persons and property crime investigators. The IMPACT Unit detectives focus their efforts on violent criminal offenders, sex offenders, gang and narcotics investigations, human trafficking, and chronic nuisance offenders.

The Code Enforcement Unit and Rental Housing Inspection Program focus on improving the quality of life in the community through the development of community partnerships and are 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 Ordinance. Code Enforcement Officers work closely with other City departments and divisions, including Finance, Building and Safety, Planning, and Engineering, during any enforcement effort. The unit also assists other local and state agencies, including the Sacramento Metropolitan 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 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.

The Records and Data Compliance Units manage the Police front counter and telephone customer service, police records, and the processing of reports. The team also conducts live scanning of applicants, Drug, Arson, and Sex Offender registrations. The Data Compliance Unit is tasked with ensuring the daily activities logs and arrest data are compliant with the Department of Justice crime reporting.

Accomplishments FY21/22 and FY22/23

- Completed a \$600,000 Grant for anti-tobacco/vaping officer and education campaign
- Continued partnership with Regional Trident taskforce to further combat illicit drugs and the fentanyl epidemic in our community
- Transitioned from Summary Based Reporting to a National Incident Based Reporting System (NIBRS)
- Implemented a program to gather traffic stop data compliant with the Racial Identity and Profiling Act (RIPA)
- Leveraged grant funding and collaborative regional partnerships to maintain effective domestic violence, sex assault, and child exploitation investigations in collaboration with WEAVE
- Developed creative strategies to bring back volunteer staff who patrol the City to address nuisance vehicle abatement and public blight
- Launched the IMPACT team and developed strategies including the "Beautification Crew"

- concept in collaboration with the General Services Team
- Presented active shooter review and provided Use of Force Simulator training to officers
- Assisted with multiple emergency situations around the state and region for mutual aid including fires, and civil unrest
- Partnered with several local business to make environmental improvements and install updated detection technologies to prevent crime and apprehend violators

Key Initiatives and Budget Highlights

- Produce a transparency web page to enhance information sharing and assist with public records requests
- Ensure auditing of data to ensure accuracy of RIPA, CIBRS, and NIBRS reporting
- Collaborate with regional resources and develop partnerships to maintain effective domestic violence, sex assault, and child exploitation investigations
- Enhance quality of life by focusing on chronic nuisance offenders and identifying crime and gang trends
- Increase the utilization of part time extra-help to supplement investigations by assisting with active and cold case investigations
- Partner with regional organizations and teams to enhance crime solving, prevention strategies and accountability of known offenders in our community
- Evaluate regional partnership to leverage detection technologies in a real time data-sharing program



Council Actions

RESOLUTION NO. 2023 -038

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS, CALIFORNIA, APPROVING THE BUDGET FOR FISCAL YEARS 2023-24 AND 2024-25

WHEREAS, the proposed budget for the City of Citrus Heights for Fiscal Years 2023-24 and 2024-25 has been presented to the City Council and reviewed at a public meeting on May 11, 2023;

WHEREAS, in approving the budget for Fiscal Years 2023-24 and 2024-25, the City is pursuing budget strategies to maintain financial stability and service levels.

NOW THEREFORE BE IT RESOLVED AND ORDERED that the City Council of the City of Citrus Heights approves amendments to the Fiscal Year 2022-23 Budget as provided for in the attached Exhibit A.

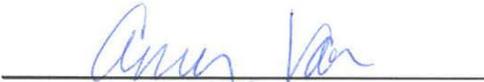
PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California this 25th day of May 2023 by the following vote, to wit:

AYES: Council Members: Karpinski-Costa, Lopez-Taff, Middleton, Daniels, Schaefer
NOES: Council Members: None
ABSTAIN: Council Members: None
ABSENT: Council Members: None



Tim Schaefer, Mayor

ATTEST:



Amy Van, City Clerk

Exhibit

A. Amendments to FY 22-23 Budget

GENERAL FUND SUMMARY

	FY 2022-23 Amended Budget	FY 2023-24 Proposed Budget	FY 2024-25 Proposed Budget
Revenues			
Property Tax	\$ 6,445,000	\$ 7,404,484	\$ 7,732,501
Sales Tax	13,800,000	14,451,807	14,763,725
Utility Users Tax	2,850,000	2,600,000	2,650,000
Franchise Fees	1,245,000	1,380,000	1,430,000
Other Tax Revenue	388,000	450,000	468,000
Business License	300,950	299,520	300,293
Licenses and Permits	1,532,950	1,507,032	1,551,940
Motor Vehicle In Lieu	9,623,877	11,026,823	11,515,311
Use of Money	50,000	125,000	130,000
Fines & Forfeitures	1,002,602	769,453	824,387
Charges for Service	1,132,459	1,114,868	1,175,824
Line of Credit Draw		-	
Other Revenues	4,820,486	2,008,284	2,067,041
Total Revenues	\$ 43,191,324	\$ 43,137,271	\$ 44,609,022
Expenditures			
Legislative			
City Council	\$ 144,118	\$ 160,165	\$ 161,780
Management & Support			
City Manager	708,008	520,335	516,799
City Attorney	318,270	327,800	337,700
City Clerk	293,564	258,538	263,627
Elections	51,000	-	54,100
Economic Development	559,463	1,010,580	1,014,126
Human Resources	716,670	729,712	743,807
Information Services	1,097,371	1,602,947	1,704,137
Risk Management	2,460,950	2,640,797	2,736,167
Finance	973,239	957,510	985,723
Non-Departmental	2,766,908	2,925,900	3,150,250
Line of Credit Payment	-	-	-
Community Events*	239,031	330,108	417,629
History & Arts	20,000	20,000	20,000
Total Management and Support	\$ 10,204,474	\$ 11,324,227	\$ 11,944,065
Police			
Police Operations	22,182,196	21,971,140	22,778,654
Animal Control	771,165	667,681	679,248
Total Police	\$ 22,953,361	\$ 22,638,821	\$ 23,457,902
General Services			
Engineering	488,912	637,363	637,287
Facility Management	741,149	836,894	846,106
Fleet Management	174,458	736,655	739,709
Community Center - Operations	685,427	696,193	709,678
Sylvan Community Center	23,152	20,430	20,580
Sayonara Community Center	19,656	17,530	17,530
Total General Services	\$ 2,132,754	\$ 2,945,065	\$ 2,970,890
Community Development			
Housing	86,420	100,333	83,626
Planning	651,869	517,158	536,042
Building Inspection	979,664	994,579	1,022,425
Planning Commission	17,186	12,700	12,700
Total Community Development	\$ 1,735,139	\$ 1,624,770	\$ 1,654,793
Transfers Out	\$ 1,197,000	\$ 1,110,000	\$ 1,110,000
Total Expenditures	\$ 38,366,846	\$ 39,803,048	\$ 41,299,430
Operating Surplus/(Shortfall)	\$ 4,824,478	\$ 3,334,223	\$ 3,309,592

Other City Funds

<u>Community Development</u>			
Special Revenue by Fund	FY 2022-23 Budget	FY 2023-24 Proposed	FY 2024-25 Proposed
Revenues			
Other Grants Special Revenue	-	10,500	
Housing Grants	\$ 106	\$ 500,000	\$ 500,000
CDBG Entitlement	900,000	660,000	600,000
Total Revenues	\$ 900,106	\$ 1,170,500	\$ 1,100,000
Expenditures			
Other Grants Special Revenue		10,500	
Housing Grants	\$ 78,621	\$ 500,000	\$ 500,000
CDBG Entitlement	1,348,266	660,000	600,000
Total Expenditures	\$ 1,426,887	\$ 1,170,500	\$ 1,100,000

<u>Police Department</u>			
Special Revenue by Fund	FY 2022-23 Budget	FY 2023-24 Proposed	FY 2024-25 Proposed
Revenues			
Code Enforcement	\$ 791,377	\$ 699,520	\$ 699,644
Police Special Revenue	84,295	31,000	31,000
Police Grants	243,642	192,650	115,482
SLES Funds	133,000	133,393	133,393
Total Revenues	\$ 1,252,314	\$ 1,056,563	\$ 979,519
Expenditures			
Code Enforcement	\$ 829,643	\$ 834,050	\$ 859,073
Police Special Revenue	130,322	95,729	97,760
Police Grants	230,912	158,377	161,486
SLES Funds	89,500	23,690	24,402
Total Expenditures	\$ 1,280,377	\$ 1,111,846	\$ 1,142,721

<u>General Services Department</u>			
Special Revenue by Fund	FY 2022-23 Budget	FY 2023-24 Proposed	FY 2024-25 Proposed
Revenues			
Gas Tax	2,312,574	2,521,494	2,597,140
RMRA-SB1	1,773,444	1,826,647	1,881,447
Stormwater	3,850,000	3,965,879	3,965,879
Measure A Road Maintenance	2,361,064	2,692,987	2,767,832
Transit	287,092	372,696	383,877
Transportation Development Act	76,385	101,275	101,275
Other Grants Special Revenue	37,132	62,000	104,500
Development Fees Special Revenue	353,496	499,296	208,548
Assessment District Special Revenue	651,671	761,164	770,147
Total Revenues	\$11,702,858	\$12,803,438	\$12,780,645
Expenditures			
Gas Tax	2,041,445	2,398,973	2,458,557
RMRA-SB1	2,100,000	1,800,000	1,800,000
Stormwater	4,665,709	4,455,215	4,946,497
Measure A Road Maintenance	1,808,681	3,060,627	3,349,045
Transit	303,673	348,326	514,135
Transportation Development Act	16,195	208,000	-
Other Grants Special Revenue	-	167,374	342,000
Development Fees Special Revenue	318,222	351,007	181,275
Assessment District Special Revenue	776,813	803,215	829,045
Total Expenditures	\$12,030,738	\$13,592,738	\$14,420,554

<u>Community Development</u>			
Non-General Funds	FY 2022-23 Budget	FY 2023-24 Proposed	FY 2024-25 Proposed
Revenues			
Other Grants Special Revenue	-	10,500	
Housing Grants	\$ 106	\$ 500,000	\$ 500,000
CDBG Entitlement	900,000	660,000	600,000
Total Revenues	\$ 900,106	\$ 1,170,500	\$ 1,100,000
Expenditures			
Other Grants Special Revenue		10,500	
Housing Grants	\$ 78,621	\$ 500,000	\$ 500,000
CDBG Entitlement	1,348,266	660,000	600,000
Total Expenditures	\$ 1,426,887	\$ 1,170,500	\$ 1,100,000

<u>Police Department</u>			
Non-General Funds	FY 2022-23 Budget	FY 2023-24 Proposed	FY 2024-25 Proposed
Revenues			
Code Enforcement	\$ 791,377	\$ 699,520	\$ 699,644
Police Special Revenue	84,295	31,000	31,000
Police Grants	243,642	192,650	115,482
SLES Funds	133,000	133,393	133,393
Total Revenues	\$ 1,252,314	\$ 1,056,563	\$ 979,519
Expenditures			
Code Enforcement	\$ 829,643	\$ 834,050	\$ 859,073
Police Special Revenue	130,322	95,729	97,760
Police Grants	230,912	158,377	161,486
SLES Funds	89,500	23,690	24,402
Total Expenditures	\$ 1,280,377	\$ 1,111,846	\$ 1,142,721

<u>General Services Department</u>			
	FY 2022-23	FY 2023-24	FY 2024-25
Non-General Funds	Budget	Proposed	Proposed
Revenues			
Gas Tax	2,312,574	2,521,494	2,597,140
RMRA-SB1	1,773,444	1,826,647	1,881,447
Stormwater	3,850,000	3,965,879	3,965,879
Measure A Road Maintenance	2,361,064	2,692,987	2,767,832
Transit	287,092	372,696	383,877
Transportation Development Act	76,385	101,275	101,275
Other Grants Special Revenue	37,132	62,000	104,500
Development Fees Special Revenue	353,496	499,296	208,548
Assessment District Special Revenue	651,671	761,164	770,147
Solid Waste		1,155,094	1,189,746
Capital Funds		10,241,659	23,131,557
Total Revenues	\$11,702,858	\$24,200,191	\$37,101,948
Expenditures			
Gas Tax	2,041,445	2,398,973	2,458,557
RMRA-SB1	2,100,000	1,800,000	1,800,000
Stormwater	4,665,709	4,455,215	4,946,497
Measure A Road Maintenance	1,808,681	3,060,627	3,349,045
Transit	303,673	348,326	514,135
Transportation Development Act	16,195	208,000	-
Other Grants Special Revenue	-	167,374	342,000
Development Fees Special Revenue	318,222	351,007	181,275
Assessment District Special Revenue	776,813	803,215	829,045
Solid Waste		1,448,370	1,571,631
Capital Funds		8,992,500	21,973,730
Total Expenditures	\$12,030,738	\$24,033,608	\$37,965,915

RESOLUTION NO. 2023 - 039

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CITRUS HEIGHTS, CALIFORNIA, ESTABLISHING AN
APPROPRIATION LIMIT FOR FISCAL YEAR 2023-24**

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 2023-24 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 2023-24 is \$67,590,629.

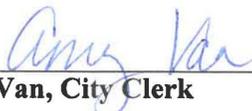
PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California, this 25th day of May, 2023, by the following vote, to wit:

AYES: Council Members: Karpinski-Costa, Lopez-Taff, Middleton, Daniels, Schaefer
NOES: Council Members: None
ABSTAIN: Council Members: None
ABSENT: Council Members: None



Tim Schaefer, Mayor

ATTEST:



Amy Van, City Clerk

Exhibit

A. Appropriation Limit Calculation

City of Citrus Heights
Appropriation Limit Calculation
Fiscal Year 2023-24

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 2021-22 fiscal-year. The most favorable population and cost-of-living factors are then applied to the appropriation limit calculation from the previous fiscal year.

Fiscal Year 2023-24 General Fund Revenues	43,137,271
Less: Nonproceeds of Taxes	5,390,256
Plus: User Fees in excess of costs	-
Total Appropriations Subject to the Limit	37,747,015
	64,957,529
A. Cost of Living Adjustment - CPI*	1.0444
B. Population Adjustment **	0.9963
Change Factor (A x B)	1.0405357
Increase in the appropriation limit	2,633,100
Fiscal Year 2023-24 Appropriation Limit	67,590,629
Remaining appropriation capacity	29,843,615
Available capacity as a percent of the appropriation limit	44.15%

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

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

RESOLUTION NO. 2023- 040

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CITRUS HEIGHTS,
CALIFORNIA, APPROVING THE FIVE-YEAR CAPITAL IMPROVEMENT
PROGRAM FOR FISCAL YEARS 2023/2024-2027/2028**

WHEREAS, the City is charged with maintaining the public rights of way within the boundaries of Citrus Heights;

WHEREAS, as required by law in conjunction with administering of a General Plan, the City must maintain and regularly update a Capital Improvement Program (CIP);

WHEREAS, to adequately plan for resources and expenditures, the General Services Department incorporates all major construction and maintenance projects into the CIP;

WHEREAS, the City's Planning Commission has reviewed and found the CIP to be consistent with the City's General Plan, meeting numerous General Plan Goals and Policies via project implementation;

WHEREAS, all projects contained within the CIP with expenditures programmed in the first two years must incorporate those funding sources and amounts into the City's budget; and

WHEREAS, the City Council has approved the budget for Fiscal Years 2023/2024 and 2024/2025, and therefore has approved the expenditures for the respective projects and programs included in the CIP.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of Citrus Heights, that the Five-Year Capital Improvement Program for Fiscal Years 2023/2024-2027/2028 is hereby approved, and that a copy of the document shall be maintained in the City Clerk's Office for public view.

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

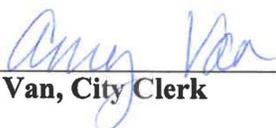
PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California, this 25th day of May 2023 by the following vote, to wit:

AYES: Council Members: Karpinski-Costa, Lopez-Taff, Middleton, Daniels, Schaefer
NOES: Council Members: None
ABSTAIN: Council Members: None
ABSENT: Council Members: None



Tim Schaefer, Mayor

ATTEST:


Amy Van, City Clerk

Exhibit

A. 5-Year Estimated Funding Capital Improvement Program

Exhibit A

5-Year Estimated Funding



PROJECTS	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	TOTALS
Advanced Traffic Management (ATMS)	50,000	50,000	185,000	185,000	200,000	670,000
Amsell Court Storm Drain Improvements Project	-	-	150,000	350,000	-	500,000
Antelope Road-I/80 Safety Improvements Project	-	-	200,000	300,000	-	500,000
Arcade Creek – Creek Bank Repairs Project	50,000	530,000	300,000	-	-	880,000
Arcade-Cripple Creek Trail Project	5,770,210	25,000	-	-	-	5,795,210
Arcade-Cripple Creek Trail Project - Mariposa Extension	230,000	270,000	325,000	481,000	5,849,000	7,155,000
Auburn Boulevard Complete Street Revitalization Project Phase 2	2,027,000	17,759,000	12,421,000	40,000	-	32,247,000
Blayden Court Storm Drain Improvements Project	-	-	125,000	500,000	-	625,000
Bridge Maintenance Project	325,000	325,000	-	-	-	650,000
Chula Vista Storm Drain Improvements Project	75,000	425,000	325,000	-	-	825,000
Cripple Creek Repairs Project	150,000	500,000	350,000	-	-	1,000,000
Gateway Activation Project	400,000	300,000	-	-	-	700,000
Mariposa-Sylvan Valley Storm Drain Improvements Project	-	-	-	100,000	300,000	400,000
Minnesota, Anderson and Canady Infiltration Basins and Storm Drain Improvements Project	-	-	-	250,000	900,000	1,150,000
Multi-Modal Transportation Safety Improvements Project Implementation	105,000	105,000	105,000	105,000	105,000	525,000
Neighborhood Areas Drainage Master Plans	-	-	-	125,000	125,000	250,000
Old Auburn Complete Street Project Phase 1 Pavement Restoration Program	328,000	1,635,000	407,000	-	-	2,370,000
Roseville Road Butternut Drive Safety Improvements Project	518,000	7,270,000	7,500,000	7,550,000	760,000	35,100,800
San Juan Complete Streets Project Phase 1A	240,000	1,629,730	-	-	-	1,869,730
San Juan Complete Streets Project Phase 1B	2,392,000	2,114,000	-	-	-	4,506,000
Sunrise Blvd Complete Streets Project	-	1,526,000	1,546,000	-	-	3,072,000
Wonder Street Storm Drain improvements Project	-	500,000	-	500,000	500,000	1,500,000
	-	-	-	150,000	450,000	600,000
Totals:	\$17,322,210	\$34,963,730	\$23,939,000	\$10,636,000	\$16,029,000	\$ 102,890,740

RESOLUTION NO. 2023 -041

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CITRUS HEIGHTS, CALIFORNIA, APPROVING USE OF
AMERICAN RESCUE PLAN ACT FUNDS FOR POLICE
DEPARTMENT SERVICES**

WHEREAS, the City of Citrus Heights received funding from the U.S. Treasury American Rescue Plan Act (ARPA) in May 2020;

WHEREAS, rehiring public sector staff, up to the pre-pandemic staffing level has been determined to be an eligible use of ARPA funds by the United States Treasury;

WHEREAS, the City Council has determined that it is in the best interest of the citizens of the City of Citrus Heights to continue to use ARPA funds of approximately \$2,396,381 for public safety staffing in the Police Department to the pre-pandemic level; and

WHEREAS, \$400,000 is to be appropriated to Fleet Replacement in FY 23/24.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Citrus Heights does hereby authorize the City Manager to use \$2,396,381 in ARPA funds to continue to restore public safety staffing in the Police Department to the pre-pandemic levels and to vehicles and install the necessary police equipment in the amount not to exceed \$400,000.

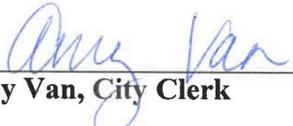
PASSED AND ADOPTED by the City Council of the City of Citrus Heights, California, this 25th day of May 2023, by the following vote, to wit:

AYES: Council Members: Karpinski-Costa, Lopez-Taff, Middleton, Daniels, Schaefer
NOES: Council Members: None
ABSTAIN: Council Members: None
ABSENT: Council Members: None



Tim Schaefer, Mayor

ATTEST:



Amy Van, City Clerk

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 1st and ends June 30th of each year.

Gas Tax: Administered by the State Board of Equalization, this is a 57.9 cents per gallon tax (as of July 2023) 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: On February 1, 2012, the Community Redevelopment Agency of the City of Citrus Heights was 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.