

## Staffing Overview

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

Originally after incorporation, the City was staffed completely with contract staff and no employees. However, based on specific cost/benefit analysis, this has shifted to most services being provided by city employees at a lower cost and improved service levels. After twelve years of operation, the City continues to use contract staffing (portions of public works) where fiscally and operationally appropriate. In FY 2010/2011 the City will have a staffing level of 196.50 employees.

As the City grows or decides to take on other programs or functions, overall staffing may increase. Following is a staffing philosophy policy that the City Council has approved.

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

### City Employee Benefits

#### *Health Insurance*

The City contributes a monthly amount to employees to purchase health insurance through the California Public Employees' Retirement System.

#### **Citrus Heights Monthly Contribution**

Period	City Contribution	
2010	Monthly Maximum	\$1,296
2011	Employee Only	\$ 500
	Employee + 1	\$1,000
	Employee + 2 or more	\$1,300

#### *Health Insurance – Alternate Coverage*

If an employee has outside qualifying group health insurance coverage through a spouse, domestic partner or alternative retirement, an employee may receive \$500 per month or add this amount to deferred

compensation. Employees who were hired before September 1, 2005, may receive \$925 per month.

**Retiree Medical Contribution**

The City contracts with CalPERS for medical coverage. As part of this contract, employers are required to contribute towards retiree medical. The City contracts for Unequal Contribution. Under this method, the City’s 2010 monthly contribution towards retiree medical is \$63.00. Effective 2011 the estimated monthly contribution will be \$70.20.

**Dental Insurance**

The City contracts with Delta Dental to provide dental insurance coverage for our employees and their families. New employees become eligible for dental benefits the first day of the month following the date of hire.

**Delta Dental – 2010 Monthly Premiums**

Employee Only	\$46.57
Employee + 1	\$88.79
Employee + 2 or more	\$153.41

**Vision Insurance**

The City contracts with Vision Service Plan to provide vision insurance coverage for our employees and their families. New employees become eligible for vision benefits the first day of the month following the date of hire.

**Vision Service Plan – 2010 Monthly Premiums**

Employee Only	\$7.24
Employee + 1	\$11.58
Employee + Children (2 or more, NO spouse or Domestic Partner)	\$11.58
Employee + Spouse and 1 or more	\$19.06

**Flexible Spending Account**

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

New employees become eligible to participate in the medical reimbursement program after a six-month waiting period from the date of hire. New employees become eligible to participate in the dependent care reimbursement program the first day of the month following the date of hire.

Types of Flexible Spending Accounts	Waiting Period	Annual Election Limit
Medical Reimbursement	1 <sup>st</sup> day of the month following 6-Month waiting period	\$3,000 Maximum
Dependent Care	1st day of the month following date of hire	\$5,000 Maximum

**Life Insurance**

The City currently contracts with Standard Insurance for life insurance benefits for our employees. Basic Life Insurance/AD&D is effective on the first day of the month following the date of hire and upon the completion of the enrollment process. The City pays the premium for basic life and accidental death and dismemberment (AD&D) – \$100,000 for management employees and \$50,000 for all other employees.

**Age Reductions** – Under this plan, coverage reduces 35% at age 65, 55% at age 70, 70% at age 75 and 80% at age 80 or over. Dependent Life reduces 50% at age 70 or over.

**Long Term Disability Insurance**

The City contracts with Standard Insurance to provide long term disability insurance. New employees are enrolled in to the Long Term Disability program the first day of the month following the date of hire. The City pays for the cost of coverage. Coverage includes 60% of monthly earnings to a maximum benefit of \$11,400 per month; there is a 30 day waiting period; benefits are paid for the duration of a qualifying disability. Part-time regular employees working at least 20 hours per week qualify for this benefit. Since the City pays the premium on behalf of the employee, if an employee receives a benefit – the amount received would be taxable.

**Standard Insurance – Monthly Premium**

LTD Rate	\$0.55 per \$100.00
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**Retirement & Deferred Compensation**

**Defined Benefit Retirement – “3% @ 50” and “2.7% @ 55” Formulas through PERS**

The City has contracted with the California Public Employees Retirement System (CalPERS) to provide retirement benefits for our

employees. The CalPERS retirement program is a defined benefit program.

The City contracts for 3% @ 50 for sworn personnel and 2.7% @ 55 for miscellaneous personnel. For fiscal year 2010-2011, the City will pay 100% of both employee and employer portion of the costs associated with this retirement program.

The City provides the 4<sup>th</sup> level Survivor Benefits for all employees. This benefit provides a monthly allowance for dependents should an employee die before retiring from City service.

**Monthly Benefit Levels**

<b>Benefit Level</b>	<b>One Survivor</b>	<b>Two Survivors</b>	<b>Three or more Survivors</b>
Level 4	\$950	\$1,900	\$2,280

***Deferred Compensation***

Employees are eligible to participate in the City's designated 457 Deferred Compensation Plan at the start of employment. This program allows employees to save pre-tax dollars for their future retirement. Participating management staff receives up to a 3% match based on salary.

***Leave Benefits***

***Annual Leave***

The City does not have a traditional vacation and sick leave program. The City's Annual Leave Program starts with 136 hours per year for vacation and/or sick leave. The number of Annual Leave hours accrued each year is based on years of service as shown below.

<b><u>Years of Service</u></b>	<b><u>Annual Accrual</u></b>	<b><u>Maximum Accrual</u></b>
0 through 4	136 hours	272 hours
Beginning year 5 through 9	160 hours	320 hours
Beginning year 10 through 14	184 hours	368 hours
Beginning year 15 through 19	200 hours	400 hours
Beginning year 20 and beyond	240 hours	480 hours

Up to 40 hours can be cashed out of Annual Leave if the employee has used 40 hours during the past year and still has 80 hours in their Annual Leave balance after cashing out.

**Long Term Medical Leave**

The City has a Long Term Medical Leave program for extended illnesses or medical conditions that require the employee to miss work. Employees accrue 40 hours of Long Term Medical Leave annually and it can be utilized after using 24 hours of other leave for the same condition. No maximum accrual limitation exists. An employee may use their Long Term Medical Leave for themselves or the care for their immediate family. However, the employee is unable to cash-out any Long Term Medical Leave, even upon termination of employment.

**Holidays**

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

- Non-sworn and sworn employees (non-patrol) – Provides 12 holidays at the rate of 8 hours per holiday. In addition, 2 floating holidays (totaling 16 hours) are provided at the beginning of the calendar year.
- Non-sworn employees on 3/12 shift with 36 hour work week – 144 hours (4 weeks of paid time off based on regularly scheduled hours worked per week) of Holiday-in-Lieu to be used or lost through the year. Holiday In-Lieu hours are not eligible for cash out.
- Patrol Sworn employees and Patrol CSO employees – 160 hours (4 weeks of paid time off based on regularly scheduled hours worked per week) of Sabbatical to be used in annual mini-sabbatical bundle. Sabbatical hours are not eligible for cash out.

**Management Leave**

Management staff receives 80 hours of Management Leave at the beginning of each fiscal year. Management Leave is eligible for cash out.

**Bereavement**

On the date of hire, employees are entitled to 24 hours of Bereavement Leave due to the death of a member of an employee's immediate family.

**California Family Rights Act (CFRA)**

Eligible employees will receive up to 12 weeks of unpaid leave for covered events in a 12-month period. CFRA covers absences for the birth or adoption of a child or to care for the employee's own serious health condition or that of his or her spouse, registered domestic partner, child, or parent. In order to be eligible, the employee must have worked for the agency for at least 12 months AND worked at

least 1,250 hours in the 12 months preceding the leave. *See Human Resources Department for more information.*

***Family Medical Leave Act (FMLA)***

Eligible employees will receive up to 12 weeks of unpaid leave for covered events in a 12-month period. FMLA covers absences for the birth or adoption of a child or to care for the employee's own serious health condition or that of his or her spouse, child, or parent. In order to be eligible, the employee must have worked for the agency for at least 12 months AND worked at least 1,250 hours in the 12 months preceding the leave. *See Human Resources Department for more information.*

***Pregnancy Disability Leave (PDL)***

Employees disabled due to pregnancy, childbirth or related medical conditions are entitled to a leave of absence for the time they are disabled up to a maximum of four months. Employees are eligible for pregnancy disability leave upon hire.

***California Paid Family Leave (CPFL)***

As participants in State Disability Insurance, employees are eligible for six weeks of partial pay per year while taking time from work to care for a new child or sick family member. The payments are distributed by the Employment Development Department, a state agency, not the employer. *See Human Resources Department for more information.*

***Enhanced Paid Leave Program***

The City has an Enhanced Paid Leave program for employees who have worked the equivalent of one year of full-time employment for the City. This program provides up to six weeks per year paid leave for a qualifying event (birth or adoption of a child, employee's serious illness, or serious illness of immediate family, etc). This benefit is coordinated with benefits and policies provided by the State Disability Insurance (SDI) and/or the California Paid Family Leave (CPFL) program. This benefit can be utilized one time per year. The City pays all benefits during an employee's enhanced leave time. *See Human Resources Department for more information.*

***Employee Assistance & Development***

***Employee Assistance Program (EAP)***

The City contracts with PacifiCare Behavioral Health to provide our employee assistance program to our employees. New employees become eligible to participate in the Employee Assistance Program the first day of the month following the date of hire.

**PacifiCare Behavioral Health - EAP**

\$6.19 per employee per month
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***Tuition Reimbursement***

New hires are eligible to participate in the Tuition Reimbursement Program after completing 6-months of service with positive reviews.

- Miscellaneous employees – This program provides up to \$1,500 per fiscal year for tuition and books on a reimbursement basis to encourage employees' continuing education efforts.
- Sworn employees – This program provides up to \$750 per fiscal year for tuition and books on a reimbursement basis to encourage employees' continuing education efforts. Sworn employees receive an educational incentive compensation that offsets this difference.

***Professional Development***

Professional development is available to all employees at the date of hire, but the frequency is contingent upon departmental budget allocation. The City encourages a variety of internal and external professional development training and opportunities for all levels of staff.

***Personal Computer/Technology Purchase Program***

New hires are eligible after a 6-month waiting period to participate in a no interest, up to \$2,500, two (2) year computer loan program offered through the City.

***Alternative Work Schedule***

The City offers a 9/80 alternative work schedule. Additional alternative work schedules have been developed for the Police Department. Alternative work schedules have been warmly received by the organization.

***Management Benefits***

The City provides the following benefits to management personnel.

- 80 hours of Management Leave;
- \$100,000 fully paid life insurance program; and,
- Up to a 3% match on deferred compensation contribution.

***Police Specific Benefits***

There are three specific benefits that are provided to police personnel only due to some of the differences in this occupational group.

***Educational Incentive Pay***

The City will pay the following educational incentive pay for all sworn personnel (except the Chief of Police):

- 2.5% for AA or Intermediate POST certificate;
- 2.5% for BA or Advanced POST certificate;
- Maximum combined educational incentive is 5%.

***Special Assignment Pay***

The City will pay the following Special Assignment Pays for sworn personnel:

- Detective – At beginning of assignment, the employee is provided with 3% of base pay with the opportunity to earn up to 5% of base pay depending on performance. Detectives retain differential earned after assignment due to increased expertise.
- School Resource Officer – At beginning of assignment, the employee is provided with 3% of base pay with the opportunity to earn up to 5% of base pay depending on performance. School Resource Officers retain differential earned after assignment due to increased expertise.
- Field Training Officer – 5% of base pay for the entire shift when performing FTO duties.
- Motors – No additional compensation. Additional training and exposure provided.
- SWAT – No additional compensation. Additional training and exposure provided.

#### ***Uniforms and Uniform Allowance***

A number of sworn and non-sworn personnel in the Police Department will be required to wear uniforms. City will provide uniforms and will pay for maintenance and repair. \$850 per fiscal year is provided to sworn plain-clothes assignments.

#### ***Police Recruitment Incentives***

The following recruitment incentives are available to certain police specific classifications. These recruitment incentives will be re-evaluated on a routine basis to determine if they will continue for future ongoing recruitments. .

- Leave Accrual Credit for Police Specialized Classifications (Sworn Personnel, Dispatching staff, CSO, Records staff, Crime Analyst, Crime Scene / Property Evidence Specialist) – Provide leave accrual credit in years of service towards starting point in City's annual leave accrual rates based on years of service in most recent law enforcement employer.
- Relocation Assistance (Police Department employees only) – Provide one-time \$1,500 relocation assistance award if moving closer to Citrus Heights and currently live more than 60 miles away from Citrus Heights. A higher level of relocation assistance will be open to negotiation with the Police Chief.
- Academy Reimbursement – For Police Trainees and Academy Graduates, the City will reimburse the employee \$2,500 for academy tuition and expenses after successfully passing probation. This is not available to Police lateral transfers.

## **FY 10-11 BUDGET**

### **FTE Staffing Changes**

The Fiscal Year 2009/2010 FTE budget number was 199.00. The following changes are effective for Fiscal Year 2010/2011 resulting in an FTE of 196.50:

- Maintenance Coordinator – Buildings/Grounds was deleted in 2007 but was not removed from the Position Allocation Summary resulting in a reduction of 1 FTE.
- Streets and Utilities Maintenance Supervisor was deleted in 2009 resulting in a reduction of 1 FTE.
- The regular part-time Dispatcher position (2) was listed at .75 FTE. The correct FTE was .50 resulting in a reduction of .50 FTE.

**CITY OF CITRUS HEIGHTS  
POSITION ALLOCATION SUMMARY  
FY 10-11 BUDGET**

Department / Position	FY 09-10 Employee FTE	FY 09-10 Budget Status	FY 10-11 Recommended Budget Status	FY 10-11 Employee FTE	FY 10-11 Contract FTE	FY10-11 Total City FTE
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**CITY ATTORNEY'S OFFICE**

City Attorney

City Attorney Staff	-	Contract	No Change		3.50	3.50
		<b>3.50</b>	<b>Sub-Total</b>	<b>-</b>	<b>3.50</b>	<b>3.50</b>

**CITY MANAGER'S OFFICE**

General Management

City Manager	1.00	Employee	No Change	1.00		1.00
Assistant to the City Manager	1.00	Employee	No Change	1.00		1.00
HR Analyst I (Change from HR Technician)	0.10	Employee	Staffing change	-		-
Administrative Assistant	1.00	Employee	No Change	1.00		1.00

Information Technology

Information Technology Manager	1.00	Employee	No Change	1.00		1.00
Information Technology Analyst II	1.00	Employee	No Change	1.00		1.00
Database and Applications Analyst	1.00	Employee	No Change	1.00		1.00
Senior Information Technology Technician	1.00	Employee	No Change	1.00		1.00
	<b>7.10</b>		<b>Sub-Total</b>	<b>7.00</b>	<b>-</b>	<b>7.00</b>

**HUMAN RESOURCES & CITY INFORMATION**

Human Resources & City Information Director	1.00	Employee	No Change	1.00		1.00
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Human Resources

Human Resources Manager	0.85	Employee	Change to HR Analyst	-		-
Human Resources Analyst I/II	1.00	Employee	No Change	0.50		0.50
Human Resources Technician	0.90	Employee	Change to HR Analyst	-		-
Human Resources Associate	1.00	Employee	Change to Program Assistant	-		-
Human Resources Analyst I/II	-	Employee	Change from HR Technician	0.75		0.75
Human Resources Analyst I/II	-	Employee	Change from HR Manager	1.00		1.00
Program Assistant	-	Employee	Change from HR Associate	1.00		1.00
Office Assistant	1.00	Employee	No Change	0.50		0.50

**CITY OF CITRUS HEIGHTS  
POSITION ALLOCATION SUMMARY  
FY 10-11 BUDGET**

Department / Position	FY 09-10 Employee FTE	FY 09-10 Budget Status	FY 10-11 Recommended Budget Status	FY 10-11 Employee FTE	FY 10-11 Contract FTE	FY10-11 Total City FTE
<i>Risk Management</i>						
Human Resources Manager	0.15	Employee	Change to HR Analyst	-		-
City Clerk	0.15	Employee	Staffing Change	0.10		0.10
Human Resources Analyst I/II	-	Employee	Staffing Change	0.50		0.50
Human Resources Analyst I/II	-	Employee	Change from HR Technician	0.25		0.25
Office Assistant	-	Employee	Staffing Change	0.50		0.50
<i>Community Information &amp; Community Events</i>						
Public Information Officer	1.00	Employee	Staffing change	-		-
Event and Community Outreach Coordinator	-	Employee	Staffing change	1.00		1.00
Program Assistant	0.50	Employee	No Change	0.50		0.50
<i>City Clerk</i>						
City Clerk	0.85	Employee	No Change	0.90		0.90
Program Assistant	0.50	Employee	No Change	0.50		0.50
	<b>8.90</b>		<b>Sub-Total</b>	<b>9.00</b>	<b>-</b>	<b>9.00</b>

**COMMUNITY AND ECONOMIC DEVELOPMENT**

<i>General Management / Economic Development / Redevelopment</i>						
Community and Economic Development Director	1.00	Employee	No Change	1.00		1.00
Administrative Assistant	1.00	Employee	No Change	1.00		1.00
Office Assistant/Receptionist	1.00	Employee	No Change	1.00		1.00
Development Specialist I/II	0.50	Employee	No Change	0.50		0.50
Development Specialist I/II	-	Employee	Change from CE Manager	0.95		0.95
<i>Building</i>						
Chief Building Official	1.00	Employee	No Change	1.00		1.00
Senior Building Official	1.00	Employee	No Change	1.00		1.00
Building Inspector I/II	1.00	Employee	No Change	1.00		1.00
Development Services Technician I/II	2.00	Employee	No Change	2.00		2.00
<i>Planning</i>						
Planning Manager	1.00	Employee	No Change	1.00		1.00
Associate Planner	1.00	Employee	No Change	1.00		1.00
Associate Planner	1.00	Employee	No Change	1.00		1.00
Junior Planner	1.00	Employee	No Change	1.00		1.00
Development Services Technician I/II	1.00	Employee	No Change	1.00		1.00

**CITY OF CITRUS HEIGHTS  
POSITION ALLOCATION SUMMARY  
FY 10-11 BUDGET**

Department / Position	FY 09-10 Employee FTE	FY 09-10 Budget Status	FY 10-11 Recommended Budget Status	FY 10-11 Employee FTE	FY 10-11 Contract FTE	FY10-11 Total City FTE
<i>CDBG/Grants/Housing/Neighborhood Enhancement</i>						
Community Enhancement Manager	1.00	Employee	Change to Development Specialist I/II	-		-
Development Specialist I/II	0.50	Employee	No Change	0.50		0.50
Development Specialist I/II	-	Employee	Change from CE Manager	0.05		0.05
Neighborhood Enhancement Officer	3.00	Employee	Staffing Change to PD	-		-
Grants & Housing Programs Tech	1.00	Employee	No Change	1.00		1.00
Office Assistant	1.00	Employee	Change to Program Assistant	-		-
Program Assistant	-	Employee	Staffing Change to PD	-		-
	<b>20.00</b>		<b>Sub-Total</b>	<b>16.00</b>	<b>-</b>	<b>16.00</b>

**FINANCE**

<i>Finance</i>						
Finance Director	1.00	Employee	No Change	1.00		1.00
Senior Accountant-Auditor	1.00	Employee	No Change	1.00		1.00
Accountant	1.00	Employee	No Change	1.00		1.00
Financial Associate	3.00	Employee	No Change	3.00		3.00
Financial Assistant II	2.00	Employee	No Change	2.00		2.00
	<b>8.00</b>		<b>Sub-Total</b>	<b>8.00</b>	<b>-</b>	<b>8.00</b>

**GENERAL SERVICES**

<i>General Management</i>						
General Services Director	1.00	Employee	No Change	1.00		1.00
Management Analyst I/II	1.00	Employee	No Change	1.00		1.00
<i>Engineering &amp; Street Maintenance</i>						
Principal Civil Engineer - CIP	1.00	Employee	No Change	1.00		1.00
Principal Civil Engineer - Drainage / Land Use	1.00	Employee	No Change	1.00		1.00
Associate Civil Engineer / Transportation Planner	1.00	Employee	No Change	1.00		1.00
Associate Civil Engineer	1.00	Employee	No Change	1.00		1.00
Associate Civil Engineer	1.00	Employee	No Change	1.00		1.00
Associate Civil Engineer - Drainage	1.00	Employee	No Change	1.00		1.00
Traffic and Signals Operations Supervisor	1.00	Employee	No Change	1.00		1.00
Engineering Technician I/II	1.00	Employee	No Change	1.00		1.00
Principal Civil Engineer (PT)	0.50	Employee	No Change	0.50		0.50

**CITY OF CITRUS HEIGHTS  
POSITION ALLOCATION SUMMARY  
FY 10-11 BUDGET**

Department / Position	FY 09-10 Employee FTE	FY 09-10 Budget Status	FY 10-11 Recommended Budget Status	FY 10-11 Employee FTE	FY 10-11 Contract FTE	FY10-11 Total City FTE
Construction Inspector	1.00	Employee	Change C/M Inspector I/II	-		-
Construction/Maintenance Inspector I/II	-	Employee	Change from Construction Inspector	1.00		1.00
<i>Operations and Maintenance</i>						
Streets and Utilities Maintenance Supervisor	1.00	Employee	Change - deleted	-		-
Maintenance Coordinator - Transportation	1.00	Employee	Change C/M Inspector I/II	-		-
Maintenance Coordinator - Drainage	1.00	Employee	Change C/M Inspector I/II	-		-
Construction/Maintenance Inspector I/II	-	Employee	Staffing Change	1.00		1.00
Construction/Maintenance Inspector I/II	-	Employee	Staffing Change	1.00		1.00
<i>Facilities and Grounds</i>						
Facility and Grounds Supervisor	1.00	Employee	Change to F/G Manager	-		-
Facility and Grounds Manager	-	Employee	Change from F/G Supervisor	0.75		0.75
Maintenance Coordinator - Buildings/Grounds	1.00	Employee	Deleted GSD Change 07	-		-
Maintenance Worker I/II	1.00	Employee	No Change	1.00		1.00
Maintenance Worker I/II	1.00	Employee	No Change	1.00		1.00
<i>Community Center</i>						
Facility and Grounds Manager	-	Employee	Change from F/G Supervisor	0.25		0.25
Program Assistant	-	Employee	Staffing Change	0.80		0.80
<i>Community Services</i>						
Senior Management Analyst	1.00	Employee	No Change	1.00		1.00
Office Assistant	4.00	Employee	Staffing Change	1.00		1.00
Program Assistant	-	Employee	Staffing Change	2.20		2.20
	<b>23.50</b>		<b>Sub-Total</b>	<b>21.50</b>	<b>-</b>	<b>21.50</b>

**POLICE DEPARTMENT**

<i>Administration</i>						
Chief of Police	1.00	Employee	No Change	1.00		1.00
Management Analyst	1.00	Employee	No Change	1.00		1.00
Administrative Assistant	1.00	Employee	No Change	1.00		1.00
Crime Analyst	1.00	Employee	No Change	1.00		1.00
<i>Patrol Services Division</i>						
Police Commander	1.00	Employee	No Change	1.00		1.00
Police Lieutenant	4.00	Employee	No Change	4.00		4.00

**CITY OF CITRUS HEIGHTS  
POSITION ALLOCATION SUMMARY  
FY 10-11 BUDGET**

Department / Position	FY 09-10 Employee FTE	FY 09-10 Budget Status	FY 10-11 Recommended Budget Status	FY 10-11 Employee FTE	FY 10-11 Contract FTE	FY10-11 Total City FTE
<i>Patrol Services Division (cont)</i>						
Police Sergeant	8.00	Employee	No Change	9.00		9.00
Police Officers - Patrol	48.00	Employee	Correct number is 44	44.00		44.00
Police Officer (serving as Sunrise Mall POP)	1.00	Employee	No Change	1.00		1.00
Police Sergeant - Traffic / Motor Unit	1.00	Employee	No Change	1.00		1.00
Police Officers - Traffic / Motor Unit	4.00	Employee	Correct number is 7	7.00		7.00
Senior Community Services Officer	2.00	Employee	No Change	2.00		2.00
Community Services Officer I/II	4.00	Employee	One CSO to LT	3.00		3.00
Office Assistant	1.00	Employee	No Change	1.00		1.00
Neighborhood Enhancement Officers	-	Employee	Staffing Change from CED	3.00		3.00
Program Assistant (NEP)	-	Employee	Staffing Change from CED	1.00		1.00
<i>Investigative Services Division</i>						
Police Commander	1.00	Employee	No Change	1.00		1.00
Police Lieutenant	1.00	Employee	Change CSO to LT	2.00		2.00
Police Sergeant	3.00	Employee	No Change	3.00		3.00
Police Officers (serving as Detectives)	10.00	Employee	No Change	10.00		10.00
Police Officers (serving as School Res. Officers)	2.00	Employee	No Change	2.00		2.00
Police Officer (serving on CAL-MMET)	1.00	Employee	No Change	1.00		1.00
Community Services Officer I/II	2.00	Employee	No Change	2.00		2.00
Crime Scene / Property Evidence Specialist Senior	1.00	Employee	No Change	1.00		1.00
Crime Scene / Property Evidence Specialist I/II	1.00	Employee	No Change	1.00		1.00
Office Assistant	1.00	Employee	No Change	1.00		1.00
<i>Support Services Division</i>						
Support Services Manager	1.00	Employee	No Change	1.00		1.00
Police Communications Supervisor	2.00	Employee	No Change	2.00		2.00
Senior Police Dispatcher	5.00	Employee	No Change	5.00		5.00
Police Dispatcher I/II	11.00	Employee	No Change	11.00		11.00
Police Dispatcher I/II (Perm PT)	1.50	Employee	No Change	1.00		1.00
Police Records Supervisor	1.00	Employee	No Change	1.00		1.00
Police Records Assistant I/II	8.00	Employee	No Change	8.00		8.00
Office Assistant	1.00	Employee	No Change	1.00		1.00
	<b>131.50</b>		<b>Sub-Total</b>	<b>135.00</b>	<b>-</b>	<b>135.00</b>
<b>TOTAL FULL-TIME EQUIVALENTS</b>	<b>199.00</b>			<b>196.50</b>	<b>3.50</b>	<b>200.00</b>

**CITY OF CITRUS HEIGHTS  
 POSITION ALLOCATION SUMMARY  
 FY 10-11 BUDGET**

<b>Staffing Configuration</b>	
Current Employees - FY 09/10	199.00
Position Changes for FY 10/11	
Eliminated Positions	-2.00
Correction of Part-Time FTE Listed as .75	-1.50
Correct FTE for Part-Time Employees	1.00
Proposed Full-Time Employees	0.00
Proposed Part-Time Employees	0.00
<b>Total City Employees for FY 10/11</b>	<b>196.50</b>
<b>FTE EMPLOYEES</b>	<b>98%</b>
<b>FTE CONTRACT STAFF</b>	<b>2%</b>



The City installed this art piece by Philip Sciortino, "Celebrate Citrus Heights", at the new Community Center.