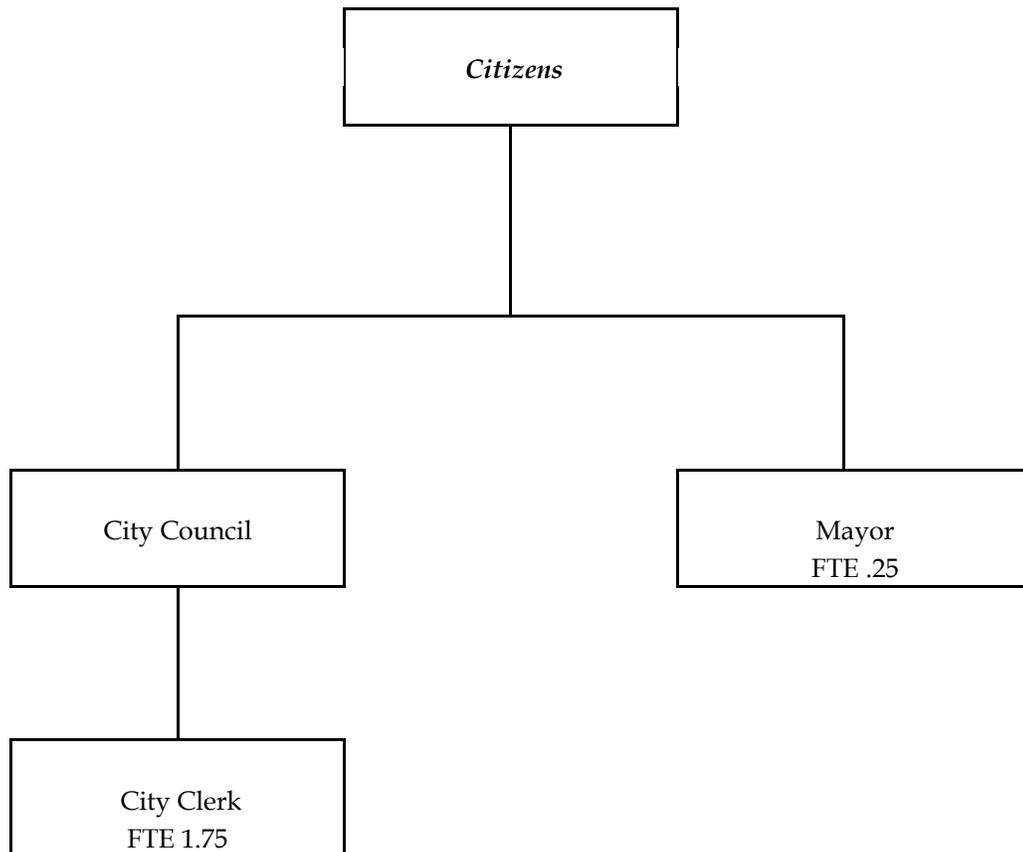


LEGISLATIVE



Mission.

Establish policy, approve programs and oversee the financial affairs of the City to govern the City of Eureka.

Department Summary

Legislative



DEPARTMENT DESCRIPTION:

Through the Legislative function, City Council governs the City of Eureka by enacting and enforcing all laws and regulations concerning municipal affairs, subject to limitations and restrictions of the City charter and the State constitution. Advisory boards, commissions and committees assist the Mayor and City Council with this work. Program goals include: open, informed and democratic public decisions; responsive and appropriate legislation and policy; and effective and efficient execution of adopted laws and regulations.

	<u>2005-06 Actual</u>	<u>2006-07 Budget</u>	<u>2006-07 Estimated</u>	<u>2007-08 Budget</u>
EXPENDITURES BY PROGRAM:				
City Council	\$76,391	\$63,393	\$55,823	\$60,815
Mayor	54,173	26,884	27,496	29,268
City Clerk	148,900	239,421	240,660	185,452
Total	<u>\$279,463</u>	<u>\$329,698</u>	<u>\$323,979</u>	<u>\$275,535</u>

EXPENDITURES BY CATEGORY:

Salaries and Benefits	\$234,001	\$205,633	\$199,659	\$210,570
Services and Supplies	42,284	48,971	49,226	62,365
Capital Outlay	3,178	75,094	75,094	2,600
Total	<u>\$279,463</u>	<u>\$329,698</u>	<u>\$323,979</u>	<u>\$275,535</u>

REVENUES BY FUND:

General Fund	\$279,463	\$329,698	\$323,979	\$275,535
Total	<u>\$279,463</u>	<u>\$329,698</u>	<u>\$323,979</u>	<u>\$275,535</u>

	<u>2005-06 Actual</u>	<u>2006-07 Actual</u>	<u>2007-08 Budget</u>
PERSONNEL:			
Full-time Positions	2.00	2.00	2.00
Total	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

General Government



DEPARTMENT: Legislative
 PROGRAM: City Council
 FUND: General
 ACCOUNT: 41100

PROGRAM DESCRIPTION:

The City Council is responsible to the citizens of Eureka for legislative matters concerning the City, as well as all municipal programs and services. Twelve appointed boards, commissions and committees assist the Council by providing recommendations in the decision-making process. The Council provides policy leadership to ensure the efficient and cost-effective implementation of the City's missions and goals, and a high quality of life for Eureka residents. Members of the City Council also serve as the Eureka Redevelopment Agency board, and the Eureka Public Financing Authority board. This program identifies types and levels of programs and services to be provided by the City, and regulates the use of property through zoning laws. This program also reviews and adopts plans which guide the decisions and actions of the City's operating programs, and directs and evaluates the council-appointed positions of City Manager, City Attorney and City Clerk.

	<u>2005-06 Actual</u>	<u>2006-07 Budget</u>	<u>2006-07 Estimated</u>	<u>2007-08 Budget</u>
PROGRAM EXPENDITURES:				
Salaries and Benefits	\$67,869	\$49,311	43,740	\$46,733
Services and Supplies	8,521	14,082	12,083	14,082
Capital Outlay				
Total Expenditures	<u>\$76,391</u>	<u>\$63,393</u>	<u>\$55,823</u>	<u>\$60,815</u>

	<u>2005-06 Actual</u>	<u>2006-07 Actual</u>	<u>2007-08 Budget</u>
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FULL TIME AND REGULAR PART-TIME POSITIONS:

None.

SERVICE LEVEL CHANGES:

None.

General Government



DEPARTMENT: Legislative
 PROGRAM: Mayor
 FUND: General
 ACCOUNT: 41300

PROGRAM GOALS:

Provide legislative and policy leadership for the City. Encourage open, informed and democratic public decisions. Provide leadership in assessing the needs of the community and ensuring a high quality of life for Eureka residents through maintenance of a safe, secure, clean, healthy and orderly community. Facilitate the preservation of natural resources and revitalization of historic areas and the waterfront, balanced with the promotion of commerce, technology, economic development/redevelopment and tourism.

PROGRAM OBJECTIVES:

Represent the City of Eureka at local, state, national and international levels where such participation serves the interests of our community. Facilitate open and public meetings with opportunities for every citizen to provide input. Appoint citizen volunteers to serve on advisory boards, commissions, and committees to assist with determining the needs of the community. Encourage programs for all age groups, including quality services and activities for youth and seniors. Participate in team development with the City Council and Staff to establish long-term goals, priorities, policies and procedures, and develop legislative action consistent with those goals.

PERFORMANCE MEASURES:

Program/Service Outcomes: (based on program objectives)	2005-06 Actual	2006-07 Estimated	2007-08 Budget
Represent the City on local/state boards/commissions	Yes	Yes	Yes
Provide open public meetings	Yes	Yes	Yes
Appoint citizen volunteers to advisory boards/commissions	Yes	Yes	Yes
Participate in team development with Council/Staff	Yes	Yes	Yes

Program/Service Outputs: (goods, services, units produced)

Representation on local/state boards/commissions	4	4	4
Regular City Council/Redevelopment Agency meetings	24	23	24
Special City Council/Redevelopment Agency meetings	13	9	12
Citizen advisory board/commissioners appointed	30	40	40

General Government



DEPARTMENT: Legislative
 PROGRAM: City Clerk
 FUND: General
 ACCOUNT: 41420

PROGRAM DESCRIPTION:

The City Clerk program is responsible for providing administrative support for the legislative function, records management and archiving, public information, election services, and filing officer services.

Legislative support includes administration of noticing requirements for City Council and Redevelopment Agency meetings and public hearings in accordance with municipal code and state law; recordation and preparation of minutes; documents control and attestations; and ordinance title publication. The program provides liaison services between the City Council and other entities, agencies and the public. The records management and archiving function includes maintenance of official records of the city and performance of municipal filing services. The public information function involves the dissemination of information and provision of search and retrieval services. The election services function is responsible for the administration of special and consolidated municipal elections in accordance with municipal and state law, and the provision of voter outreach services. The filing officer function involves the administration of state-required statements of economic interests, conflict of interest filings, campaign and candidate filings in accordance with state law.

	<u>2005-06 Actual</u>	<u>2006-07 Budget</u>	<u>2006-07 Estimated</u>	<u>2007-08 Budget</u>
PROGRAM EXPENDITURES:				
Salaries and Benefits	\$126,380	\$134,192	\$133,369	\$139,323
Services and Supplies	19,342	30,135	32,197	43,529
Capital Outlay	3,178	75,094	75,094	2,600
Total Expenditures	<u>\$148,900</u>	<u>\$239,421</u>	<u>\$240,660</u>	<u>\$185,452</u>

	<u>2005-06 Actual</u>	<u>2006-07 Actual</u>	<u>2007-08 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:			
City Clerk	1.00	1.00	1.00
Administrative Services Assistant	0.75	0.75	0.75
Total	<u>1.75</u>	<u>1.75</u>	<u>1.75</u>

SERVICE LEVEL CHANGES:

None.

General Government



DEPARTMENT:	Legislative	FUND:	General
PROGRAM:	City Clerk	ACCOUNT:	41420

PROGRAM GOALS:

Provide administrative support for the legislative, records management, and public information functions. Provide access to public records and the historical resources of the City in a timely and user-friendly manner. Provide high-quality media broadcasting of Council/Agency meetings. Provide election services and filing officer services in adherence to the charter and state election and political reform laws.

PROGRAM OBJECTIVES:

Provide legislative and administrative support to the City Council. Publish agendas and meeting notices above and beyond the requirements of state law. Prepare minutes in a timely manner and maintain secure storage of resolutions, ordinances, agreements and other critical records of the City. Provide notarization services, and attest to signatures affixed to documents of the City. Update the Eureka Municipal Code as amended, and provide for codified amendments to be posted on-line within thirty days of adoption of ordinances. Provide for development of the electronic records/document imaging system and web server software to provide for access of records to staff and the public. Enhance search and retrieval capacity of records management systems. Provide for public records to be maintained in accordance with the records retention schedule. Provide for the long-term preservation of the historical resources of the City. Complete an inventory of archives and develop a historical records preservation program. Coordinate with media communications center to provide high-quality media broadcasting of Council/Agency meetings. Provide election services and filing officer services in compliance with the charter and state law within all deadlines. Provide voter outreach services through public service announcements and the City's webpage. Participate in team development with the City Council, Mayor, and staff to assist in the development of long-term goals, priorities, policies and procedures.

General Government



DEPARTMENT: Legislative
 PROGRAM: City Clerk
 FUND: General
 ACCOUNT: 41420

PERFORMANCE MEASURES:

Program/Service Outcomes: (based on program objectives)	2005-06 Actual	2006-07 Estimated	2007-08 Budget
Provide Council/Agency agendas in adherence to Brown Act	Yes	Yes	Yes
Provide timely access to public records	Yes	Yes	Yes
Provide for timely updates and access to the Municipal Code	Yes	Yes	Yes
Provide media broadcasting of Council/Agency meetings	No	Yes	Yes
Upgrade media broadcasting system	Yes	Yes	Yes
Provide election and filing officer services	Yes	Yes	Yes
Provide voter outreach services	Yes	Yes	Yes
Participate in team development with Council/Staff	Yes	Yes	Yes

Program/Service Outputs: (goods, services, units produced)

Regular City Council/Redevelopment Agency meetings	24	23	24
Special City Council/Redevelopment Agency meetings	13	9	12
Ordinances	17	5	10
Resolutions	68	50	57
Nomination Papers and Campaign Statements	16	103	12
FPPC and Conflict of Interest Statements	54	48	50
Petitions – Informal	1	1	1
Petitions – Formal	1	2	1
Claims for Damages	42	58	50
Notary Services and Attestations	32	48	40
Board/Commission vacancies processed	30	40	40