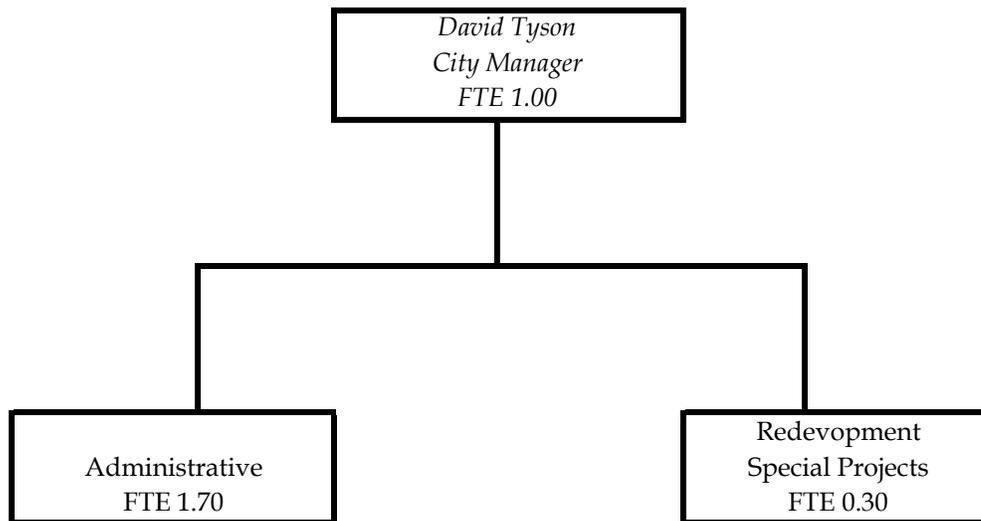


# City Manager Department

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**Mission.**

*Responsible for the overall management and administration of the City of Eureka, based upon the City Charter and the policy directions provided by the City Council.*



# Department Summary

# City Manager



## DEPARTMENT DESCRIPTION:

The City Manager is the chief executive/administrative officer of the City, and additionally serves as the Executive Director of the Redevelopment Agency. The City Manager is appointed by, answerable to, and takes direction from the City Council. The City Manager's office is responsible for the day-to-day efficient performance of all city operations, implementing Council policy, formulating staff recommendations to Council on policy matters, and preparing and submitting the annual budget.

	<u>2007-08 Actual</u>	<u>Amended 2008-09 Budget</u>	<u>2008-09 Estimated</u>	<u>2009-10 Budget</u>
<b>EXPENDITURES BY PROGRAM:</b>				
City Manager	\$351,678	\$340,614	\$351,934	\$366,833
<b>Total</b>	<b>\$351,678</b>	<b>\$340,614</b>	<b>\$351,934</b>	<b>\$366,833</b>
<b>EXPENDITURES BY CATEGORY:</b>				
Salaries and Benefits	\$334,194	\$328,014	\$339,334	\$342,866
Services and Supplies	14,295	12,600	12,600	23,967
Capital Outlay	3,189			
<b>Total</b>	<b>\$351,678</b>	<b>\$340,614</b>	<b>\$351,934</b>	<b>\$366,833</b>
<b>REVENUES BY FUND:</b>				
General Fund	\$351,678	\$340,614	\$351,934	\$337,727
Low & Moderate Income Housing				14,553
Redevelopment Administration				14,553
<b>Total</b>	<b>\$351,678</b>	<b>\$340,614</b>	<b>\$351,934</b>	<b>\$366,833</b>
<b>PERSONNEL:</b>				
		<u>2007-08 Actual</u>	<u>2008-09 Actual</u>	<u>2009-10 Budget</u>
City Manager		1.00	1.00	1.00
Assistant to City Manager		1.00	1.00	1.00
Special Projects Manager		1.00	1.00	1.00
<b>Total</b>		<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>FULL TIME EQUIVALENT SUMMARY BY FUND:</b>				
General Fund		2.70	2.70	2.70
Low & Moderate Income Housing				0.15
Redevelopment Administration				0.15
Environmental Programs		0.30	0.30	
<b>Total</b>		<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

# General Government



DEPARTMENT: City Manager  
 PROGRAM: City Manager

FUND: General  
 ACCOUNT: 41400

**PROGRAM DESCRIPTION:**

Major functions included in this program are: Council administrative support and policy analysis; organizational development; administrative analysis; community relations; intergovernmental relations; and general leadership/oversight of City operations.

	<u>2007-08 Actual</u>	<u>Amended 2008-09 Budget</u>	<u>2008-09 Estimated</u>	<u>2009-10 Budget</u>
<b>PROGRAM EXPENDITURES:</b>				
Salaries and Benefits	\$334,194	\$328,014	\$339,334	\$342,866
Services and Supplies	14,295	12,600	12,600	23,967
Capital Outlay	3,189			
<b>Total Expenditures</b>	<b>\$351,678</b>	<b>\$340,614</b>	<b>\$351,934</b>	<b>\$366,833</b>

	<u>2007-08 Actual</u>	<u>Amended 2008-09 Budget</u>	<u>2008-09 Estimated</u>	<u>2009-10 Budget</u>
<b>REVENUES BY FUND</b>				
General Fund	\$351,678	\$340,614	\$351,934	\$337,727
Low & Moderate Income Housing				14,553
Redevelopment Administration				14,553
<b>Total</b>	<b>\$351,678</b>	<b>\$340,614</b>	<b>\$351,934</b>	<b>\$366,833</b>

	<u>2007-08 Actual</u>	<u>2008-09 Actual</u>	<u>2009-10 Budget</u>
<b>FULL TIME AND REGULAR PART-TIME POSITIONS:</b>			
City Manager	1.00	1.00	1.00
Assistant to City Manager	1.00	1.00	
Senior Administrative Assistant-Confidential			1.00
Special Projects Manager	1.00	1.00	1.00
<b>Total</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

**SERVICE LEVEL CHANGES:**

Reorganization with City Clerk's office eliminated Assistant to City Manager position, which was replaced by the Senior Administrative Assistant.

# General Government



**DEPARTMENT:** City Manager  
**PROGRAM:** City Manager

**FUND:** General  
**ACCOUNT:** 41400

**PROGRAM GOALS:**

Development, redevelopment, promotion and preservation. Continue harbor development and improvement. Continue business retention efforts. Continue aggressive approach to reduce crime. Continue support of annexation. Continue efforts to improve working relationship with County and other cities. Maintain Coast Guard City Status. Recognize City Employees. Effective communication with Council, City departments and citizens.

**PROGRAM OBJECTIVES:**

Provide team meetings twice a month. Update strategic visioning document on an annual basis. Provide support to city businesses by meeting with business owners. Attend monthly CAO & City Manager's Group meetings. Plan and promote employee recognition dinner. Assist and coordinate special events within the City. Attend Neighborhood Watch Meetings.

**PERFORMANCE MEASURES:**

**Program/Service Outcomes: (based on program objectives)**

<b>Program/Service Outputs: (goods, services, units produced)</b>	<b>2007-08 Actual</b>	<b>2008-09 Actual</b>	<b>2009-10 Budget</b>
Update visioning document on an annual basis	1	1	1
Management team meetings	24	24	24
Neighborhood meetings	5	10	10
Meetings with local business	1	10	10
Meetings with CAO/City Managers	12	12	12
Employee Recognition Dinner	1	1	1
Quarterly Reports	4	4	4
Monthly What's News	12	12	12

