

SECTION B
BUDGET GRAPHS &
SUMMARIES

Budget Graphics & Summaries



OVERVIEW

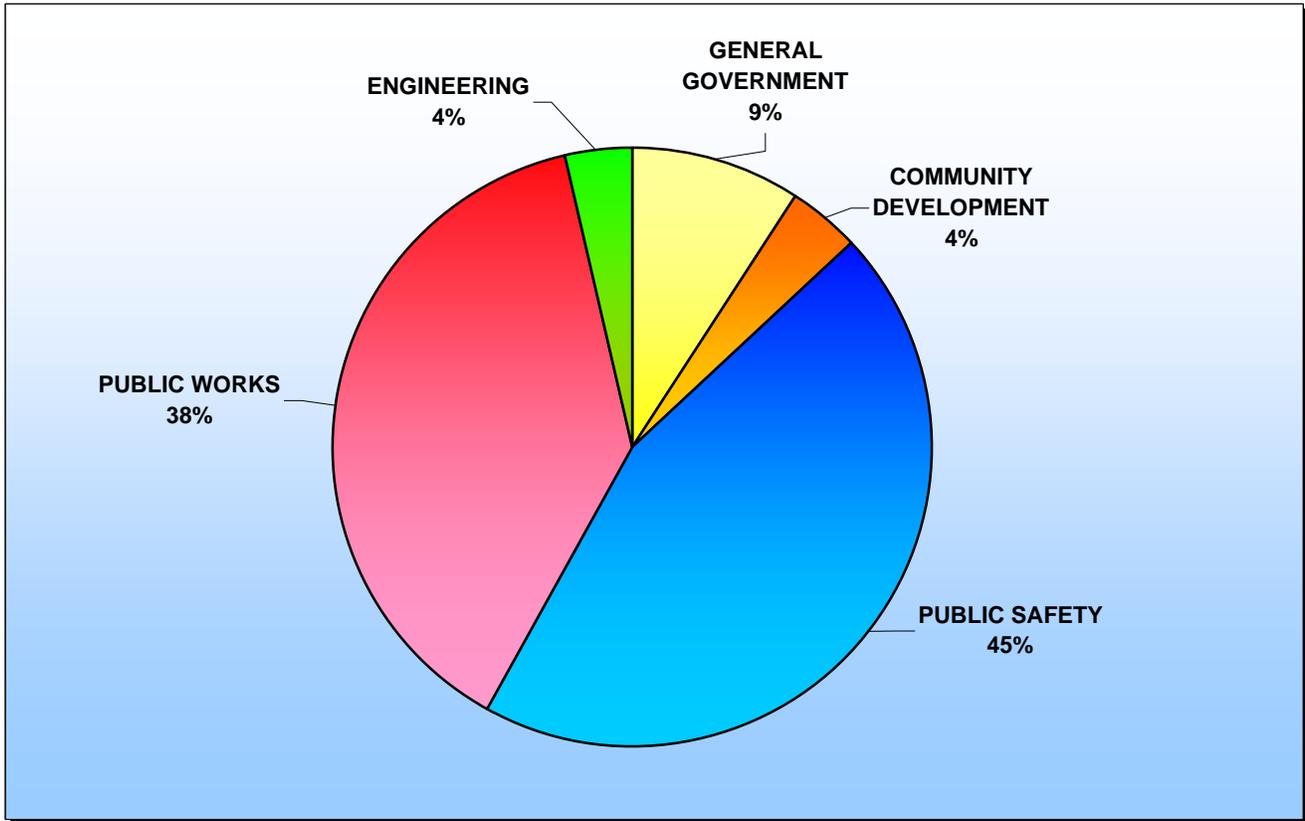
The budget charts and tables in this section highlight key financial relationships and trends. This section summarizes the budget document with the following charts and tables:

- Summary of Revenues by Source
- Revenue Summary by Fund Type
- Description of Revenues
- Summary of Operating Program Expenditures by Type
- Summary of Operating Program Expenditures by Function
- Operating Expenditure Summary by Department
- General Fund Revenues and Expenditures
- General Fund Trends
- Summary of Recommended Regular Positions
- Summary of Changes in FTE Positions
- Positions by Department
- Recap of Funds 2009-10; 2010-11

Generally, charts are for the 2010-11 fiscal year, while tables present information for four fiscal periods: 2008-09 Actual, 2009-10 Revised Budget, 2009-10 Estimates (Estimated Actuals) and 2010-11 Proposed Budget.



SUMMARY OF RECOMMENDED REGULAR POSITIONS



	2008-09 Actual	2009-10 Actual	2010-11 Proposed	2010-11 Budget
GENERAL GOVERNMENT	26.20	23.15	23.05	23.05
COMMUNITY DEVELOPMENT	12.00	9.50	9.50	9.50
PUBLIC SAFETY	124.00	124.00	112.00	112.00
PUBLIC WORKS	102.58	101.79	95.76	95.76
ENGINEERING	11.00	11.00	9.00	9.00
TOTALS	275.78	269.44	249.31	249.31

Full-Time Equivalent Positions by Department



SUMMARY OF CHANGES IN FTE POSITIONS FY 2010-11

We are facing many challenges in the coming fiscal year as are many cities and counties due to the reduction in revenues combined with the increase in the cost of goods and services. With this in mind we were forced to reduce our staffing through early retirements and department reorganizations as follows:

In the Finance Department the Senior Administrative Assistant's position is reduced by .10 FTE.

In the Police Department 2 Lieutenants will be retiring. In addition, the positions of Support Services Manager, Police Program Coordinator, one Police Services Officer and two Police Officers are currently vacant and will be frozen during FY 2010-11 to realize additional savings.

In the Fire Department the Fire Chief and one Fire Captain II will be retiring. Three Firefighter positions are currently vacant and will remain frozen during FY 2010-11. At the time of this publication final plans had no yet been implemented regarding the management of this division.

In the Engineering Department the following changes are:

Construction Division

The City Engineer will be taking an early retirement and will not be replaced. The Associate Civil Engineer and Assistant Engineer are being directly charged to the Water and Wastewater Fund at 45% each. One Engineering Technician is being directly charged to the Water and Wastewater Fund at 33% each and one Engineering Technician is being directly charged to the Water and Wastewater fund at 33% each and the Parking Fund at 8%. The Assistant City Manager will assume the direct day-to-day administrative oversight of the Engineering Department.

Development Division

The Deputy City Engineer will be taking an early retirement and will not be replaced.

The Engineering Technician I/II and Administrative Services Assistant are being directly charged to the Water and Wastewater Fund at 33% each.

Traffic Division

The Associate Civil Engineer's salary is being directly charged to SAFETEA-LU Gas Tax Fund at 50%

GIS Division

The GIS Coordinator is being directly charged to the Water and Wastewater Fund at 33% each.

In the Public Works Department the following changes are:

Administration

Due to a reorganization in the City the Assistant City Manager of Operations will assume the direct day-to-day oversight of the Engineering Department along with providing consolidated management of the Community Development, Building and Public Works departments. This position's FTE has been increased to 75%. The Deputy Public Works Director position has been upgraded to Public Works Director.

Stormwater

One Street Sweeper Operator position was deleted and the Project Manager was reallocated for a net decrease in FTE of 1.10.

Facilities

The Facilities Operations Superintendent position of .50 FTE has been eliminated due to early retirement.

.50 FTE of one Electrician has been moved to Sewer Collections.

The Facilities Maintenance Technician position has been eliminated.

Full-Time Equivalent Positions by Department



SUMMARY OF CHANGES IN FTE POSITIONS FY 2010-11

Recreation Youth

The Recreation Supervisor position and Recreation Activities Coordinator (RPT) positions were eliminated and a 1.0 FTE Recreation Coordinator position was added for a net FTE change of (1.34)

Recreation Adult

The elimination of Adult Basketball, Volleyball, and Softball resulted in elimination of associated temporary positions with no effect on FTE positions.

Adorni Center

A reduction of Adorni Center operating hours resulted in the elimination of an RPT Recreation Aid position with a net effect on FTE positions of (0.64)

Water Distribution

One Utility Worker has been upgraded to Water System Specialist

Sewer Collection

The Facilities Maintenance Supervisor position of .50 FTE has been eliminated due to early retirement. One Electrician at .50 FTE has been transferred from Facilities.

Wastewater Treatment

One Utility Worker I/II position has been eliminated.

Building

The FY 2010-11 budget includes a service alternative to upgrade an existing position to Chief Building Official. At the time of this publication the details of the reorganization have not been completed.

Full-Time Equivalent Positions by Department



	<u>2008-09 Actual</u>	<u>2009-10 Actual</u>	<u>2010-11 Proposed Budget</u>	<u>2010-11 Adopted Budget</u>
LEGISLATIVE				
City Clerk	1.00	1.00	1.00	1.00
Senior Administrative Assistant - Confidential	1.00			
Executive Assistant		0.50	0.50	0.50
Total	<u>2.00</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
CITY MANAGER				
City Manager	1.00	1.00	1.00	1.00
Assistant to City Manager	1.00			
Executive Assistant		0.50	0.50	0.50
Special Projects Manager	1.00	1.00	1.00	1.00
Total	<u>3.00</u>	<u>2.50</u>	<u>2.50</u>	<u>2.50</u>
HUMAN RESOURCES				
Personnel Director	1.00	1.00	1.00	1.00
Senior Personnel Analyst	1.00	1.00	1.00	1.00
Administrative Technician I - confidential	1.00			
Personnel Analyst I/II	1.00	1.00	1.00	1.00
Total	<u>4.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>
FINANCE				
Finance Director	1.00	1.00	1.00	1.00
Assistant Finance Director	1.00		1.00	1.00
Senior Administrative Services Assistant (RPT)	0.60	0.60	0.50	0.50
Accountant I/II	3.00	3.00	2.00	2.00
Accounting Technician I	2.00			
Accounting Technician II		2.00	2.00	2.00
Accounting Specialist I/II	3.00	2.80	2.80	2.80
Accounting Specialist I/II (RPT)	0.60	0.75	0.75	0.75
Information Services Manager	1.00	1.00	1.00	1.00
Central Services Assistant	1.00	1.00	1.00	1.00
Senior Information Services Analyst	1.00	1.00	1.00	1.00
Information Services Analyst	1.00	1.00	1.00	1.00
Total	<u>15.20</u>	<u>14.15</u>	<u>14.05</u>	<u>14.05</u>
CITY ATTORNEY				
City Attorney	1.00	1.00	1.00	1.00
Legal Assistant	1.00	1.00	1.00	1.00
Total	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

Full-Time Equivalent Positions by Department



	<u>2008-09</u> <u>Actual</u>	<u>2009-10</u> <u>Actual</u>	<u>2010-11</u> <u>Proposed</u> <u>Budget</u>	<u>2010-11</u> <u>Adopted</u> <u>Budget</u>
POLICE				
Police Chief	1.00	1.00	1.00	1.00
Police Lieutenant	3.00	3.00	1.00	1.00
Police Sergeant	7.00	7.00	7.00	7.00
Police Officer	38.00	38.00	36.00	36.00
Senior Administrative Services Assistant	1.00	1.00	1.00	1.00
Animal Control Officer	1.00	1.00	1.00	1.00
Police Property Coordinator	1.00	1.00	1.00	1.00
Police Property Technician	1.00	1.00	1.00	1.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Records Specialist I/II	5.00	5.00	5.00	5.00
Police Program Coordinator	1.00	1.00		
Communications Supervisor	1.00	1.00	1.00	1.00
Support Services Manager	1.00	1.00		
Senior Communications Dispatcher	3.00	3.00	3.00	3.00
Communications Dispatcher	7.00	7.00	7.00	7.00
Police Services Officer (1 grant funded)	9.00	9.00	8.00	8.00
Total	<u>81.00</u>	<u>81.00</u>	<u>74.00</u>	<u>74.00</u> *
FIRE				
Fire Chief	1.00	1.00		
Assistant Fire Chief/Marshal	1.00	1.00	1.00	1.00
Assistant Fire Chief/Operations	1.00	1.00	1.00	1.00
Fire Captain II	5.00	5.00	4.00	4.00
Fire Captain	9.00	9.00	9.00	9.00
Fire Engineer	12.00	12.00	12.00	12.00
Firefighter	12.00	12.00	9.00	9.00
Fire Services Officer	1.00	1.00	1.00	1.00
Administrative Services Assistant	1.00	1.00	1.00	1.00
Total	<u>43.00</u>	<u>43.00</u>	<u>38.00</u>	<u>38.00</u>
ENGINEERING				
City Engineer	1.00	1.00		
Deputy City Engineer	1.00	1.00		
Associate Civil Engineer	2.00	2.00	2.00	2.00
Assistant Engineer I/II	2.00	2.00	2.00	2.00
Engineering Technician I/II	2.00	2.00	2.00	2.00
GIS Coordinator	1.00	1.00	1.00	1.00
Senior Administrative Services Assistant	1.00	1.00	1.00	1.00
Project Manager	1.00	1.00	1.00	1.00
Total	<u>11.00</u>	<u>11.00</u>	<u>9.00</u>	<u>9.00</u>

Full-Time Equivalent Positions by Department



	<u>2008-09</u> <u>Actual</u>	<u>2009-10</u> <u>Actual</u>	<u>2010-11</u> <u>Proposed</u> <u>Budget</u>	<u>2010-11</u> <u>Adopted</u> <u>Budget</u>
PUBLIC WORKS				
Administrative Assistant	2.00	2.00	2.00	2.00
Senior Administrative Services Assistant	1.00	1.00	1.00	1.00
Administrative Services Assistant - Permit Specialist	1.00	1.00	1.00	1.00
Administrative Services Technician	1.00	1.00	1.00	1.00
Plans Examiner	1.00	1.00	1.00	1.00
Building Inspector II	2.00	2.00	2.00	2.00
Custodian	3.00	3.00	3.00	3.00
Custodian (RPT)	0.84	0.84		
Deputy Building Official	1.00	1.00	1.00	1.00
Deputy Public Works Director	1.00			
Public Works Director		1.00	1.00	1.00
Equipment Services Technician	1.00	1.00	1.00	1.00
Equipment Mechanic	4.00	4.00	4.00	4.00
Fleet Services Superintendent	1.00	1.00	1.00	1.00
Senior Equipment Mechanic	1.00	1.00	1.00	1.00
Project Manager	1.00	1.00	1.00	1.00
Harbor Facilities Coordinator	1.00	1.00	1.00	1.00
Recreation and Facilities Manager	1.00	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00		
Youth Activities Coordinator (RPT)	0.64	0.84		
After School Programs Coordinator (RPT)	0.70	0.70		
Recreation Activities Coordinator	1.00	1.00	2.00	2.00
Recreation Aide (RPT)	2.10	2.10	1.46	1.46
Zoo Education Coordinator	1.00	1.00	1.00	1.00
Zoo Manager	1.00	1.00	1.00	1.00
Head Zookeeper	1.00	1.00	1.00	1.00
Zookeeper	3.00	3.00	3.00	3.00
Zookeeper (RPT)	0.50	1.30	1.30	1.30
Harbor Operations Technician I/II	2.00	2.00	2.00	2.00
Harbor Maintenance Supervisor	1.00	1.00	1.00	1.00
Public Works Operations Manager	1.00	1.00	1.00	1.00
Heavy Equipment Operator	1.00	1.00	1.00	1.00
Facilities Operations Superintendent	1.00	1.00		
Maintenance Supervisor	3.00	3.00	3.00	3.00
Maintenance Worker I/II	16.00	14.00	11.00	11.00
Maintenance Worker I/II (RPT)	0.80			
Facilities Maintenance Technician	1.00	1.00		
Street Sweeper Operator	2.00	1.00		
Facilities Maintenance Specialist	1.00	1.00	1.00	1.00
Electrician	2.00	2.00	2.00	2.00
Parks & Maintenance Manager	1.00	1.00	1.00	1.00
Assistant City Manager - Operations	1.00	1.00	1.00	1.00
Inventory Control Specialist	1.00	1.00	1.00	1.00

Full-Time Equivalent Positions by Department



	<u>2008-09</u> <u>Actual</u>	<u>2009-10</u> <u>Actual</u>	<u>2010-11</u> <u>Proposed</u> <u>Budget</u>	<u>2010-11</u> <u>Adopted</u> <u>Budget</u>
PUBLIC WORKS (Continued)				
Senior Maintenance Worker	5.00	5.00	3.00	3.00
Senior Utility Worker	3.00	4.00	5.00	5.00
Senior Custodian	1.00	1.00	1.00	1.00
Utility Operations Manager	1.00	1.00	1.00	1.00
Utility Operations Supervisor	2.00	2.00	2.00	2.00
Utility Maintenance Supervisor	2.00	2.00	2.00	2.00
Water Quality Supervisor	1.00	1.00	1.00	1.00
Water Quality Technician	2.00	2.00	2.00	2.00
Water System Specialist		1.00	1.00	1.00
Industrial Maintenance Technician	1.00	1.00	1.00	1.00
Treatment Plant Operator I/II	4.00	4.00	4.00	4.00
Source Control Inspector	1.00	1.00	1.00	1.00
Source Control Supervisor	1.00	1.00	1.00	1.00
Utility Worker I/II	8.00	8.00	12.00	12.00
Total	<u>102.58</u>	<u>101.79</u>	<u>95.76</u>	<u>95.76</u>
COMMUNITY DEVELOPMENT				
Community Development Director	1.00	1.00	1.00	1.00
Principal Planner	1.00			
Senior Administrative Assistant	1.00	0.50		
Administrative Assistant			0.50	0.50
Senior Planner	1.00	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00
Environmental Planner	1.00	1.00	1.00	1.00
Total	<u>6.00</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>
REDEVELOPMENT				
Redevelopment and Housing Director	1.00	1.00	1.00	1.00
Projects Manager	2.00	2.00	2.00	2.00
Program Coordinator	1.00			
Housing Technician	1.00	1.00	1.00	1.00
Senior Administrative Assistant	1.00	1.00	1.00	1.00
Total	<u>6.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>
TOTAL	<u>275.78</u>	<u>269.44</u>	<u>249.31</u>	<u>249.31</u>

* At the time this budget was proposed the details of Police Department budget savings was yet to be determined.

Recap of Funds - FY 2009/10



Fund Description	Beginning Working Capital	Projected Revenues	Transfers In	Operating Budgets	Debt Serv	Projects	Reserves	Transfers Out	Ending Working Capital
CITY FUNDS									
General	357,337	24,252,848	0	22,215,087	256,050	152,752	0	40,278	1,946,018
Econ Dev/Revolving Loan	499,985	692,953	0	665,645	0	0	0	300	526,993
Gas Tax	2,042,478	1,662,521	0	782,768	0	1,149,577	0	0	1,772,654
Habitat Acq. & Rest.	(24,897)	302,676	0	336,307	0	0	0	0	(58,528)
Environmental Programs	50,133	62,574	0	70,622	0	11,000	0	0	31,085
Police Special Revenue	52,793	341,871	0	308,789	0	29,965	0	0	55,910
Parking Fund	16,700	131,008	0	72,744	24,987	0	0	0	49,977
Capital Improvements	258,211	1,489,498	0	0	0	0	0	0	1,747,709
Demolition Projects	20,888	800	0	0	0	0	0	0	21,688
Airport	241,392	125,764	0	32,558	0	114,159	0	0	220,439
Haz/Mat Response	158,808	80,566	0	102,242	0	0	0	0	137,132
CPR Fund	10,857	15,765	0	13,136	0	0	0	0	13,486
CDBG - Housing	139,052	44,887	0	76,561	0	0	0	300	107,078
CDBG - T & P	145,946	1,600	0	150,000	0	0	0	0	(2,454)
HOME Program	435,794	131,000	50,000	2,450	0	0	0	0	614,344
Housing	122,204	91,973	0	86,604	0	0	0	0	127,573
Rental Rehab/Housing	99,624	3,700	0	0	0	0	0	0	103,324
Cal Home Grant Fund	52,417	151,900	0	150,000	0	0	0	0	54,317
Water	5,083,688	5,120,992	0	3,915,137	625,847	492	0	0	5,663,204
Water Capital Projects	1,194,043	12,650	0	0	0	0	0	0	1,206,693
Wastewater Operating	935,374	4,930,192	0	4,276,415	260,389	0	0	1,972,665	(643,903)
Wastewater Capital	1,432,695	908,211	1,972,665	0	0	1,948,083	0	0	2,365,488
Transit	197,986	2,748,422	0	2,733,417	0	0	0	0	212,991
Humboldt Bay	(1,156,579)	659,543	433,370	670,772	287,957	21,493	0	0	(1,043,888)
Building	77,953	365,028	40,278	553,671	0	0	0	0	(70,412)
Golf Course	177,242	29,377	0	9,210	0	19,253	0	0	178,156
Equipment Operations	1,209,966	1,504,359	0	1,381,653	0	0	0	0	1,332,672
Risk Management	(49,991)	1,715,776	0	1,547,458	0	0	0	0	118,327
Information Technology Oper	30,354	754,949	0	720,480	0	0	0	0	64,823
F & P Retirement	634,936	246,100	0	555,517	0	0	0	0	325,519
	<u>14,447,389</u>	<u>48,579,503</u>	<u>2,496,313</u>	<u>41,429,243</u>	<u>1,455,230</u>	<u>3,446,774</u>	<u>0</u>	<u>2,013,543</u>	<u>17,178,415</u>
ERA FUNDS									
Low & Mod Inc. Housing	1,058,713	628,332	1,090,253	2,284,999	0	0	0	50,000	442,299
Redevelopment Admin.	3,132	31,914	1,050,600	1,083,893	0	0	0	0	1,753
ERA Debt Svc Merged Area	966,878	9,464,614	0	1,169,601	382,969	0	0	4,118,653	4,760,269
ERA Cap Proj Merged Area	20,997	1,781,734	866,687	14,265	0	2,638,022	0	0	17,131
	<u>2,049,720</u>	<u>11,906,594</u>	<u>3,007,540</u>	<u>4,552,758</u>	<u>382,969</u>	<u>2,638,022</u>	<u>0</u>	<u>4,168,653</u>	<u>5,221,452</u>
EPFA FUNDS									
2003 EPFA Refunded D.S	406	9,295,000	678,343	0	1,249,784	0	0	0	8,723,965
	<u>406</u>	<u>9,295,000</u>	<u>678,343</u>	<u>0</u>	<u>1,249,784</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>8,723,965</u>
TOTAL - ALL FUNDS	<u><u>16,497,515</u></u>	<u><u>69,781,097</u></u>	<u><u>6,182,196</u></u>	<u><u>45,982,001</u></u>	<u><u>3,087,983</u></u>	<u><u>6,084,796</u></u>	<u><u>0</u></u>	<u><u>6,182,196</u></u>	<u><u>31,123,832</u></u>

Recap of Funds - FY 2010/11



Fund Description	Beginning Working Capital	Projected Revenues	Transfers In	Operating Budgets	Debt Serv	Projects	Reserves	Transfers Out	Ending Working Capital
CITY FUNDS									
General	1,946,018	20,088,331		20,457,206	279,251	200,762	0	142,686	954,444
Econ Dev/Revolving Loan	526,993	1,265,990	0	1,645,491	0	0	0	350	147,142
Gas Tax	1,772,654	2,402,944	0	720,234	0	1,998,495	0	0	1,456,869
Habitat Acq. & Rest.	(58,528)	524,053	0	486,293	0	0	0	0	(20,768)
Environmental Programs	31,085	48,000	0	73,442	0	0	0	0	5,643
Police Special Revenue	55,910	516,549	83,229	483,196	0	0	0	0	172,492
Parking Fund	49,977	132,600	0	104,484	24,988		0		53,105
Capital Improvements	1,747,709	1,408,406	0	0	0	1,958,700	0	0	1,197,415
Demolition Projects	21,688	400	0	21,425	0	0	0	0	663
Airport	220,439	27,100	0	63,604	0	0	0	0	183,935
Haz/Mat Response	137,132	63,309	0	77,415	0	0	0	0	123,026
CPR Fund	13,486	14,915	0	14,715	0	0	0	0	13,686
CDBG - Housing	107,078	6,860	0	83,578	0	0	0	0	30,360
CDBG - T & P	(2,454)	2,500	0	1,000	0	0	0	0	(954)
HOME Program	614,344	9,200	50,000	356,500	0	0	0	0	317,044
Housing	127,573	2,400	0	117,681	0	0	0	0	12,292
Rental Rehab/Housing	103,324	1,800	0	70,000	0	0	0	0	35,124
Cal Home Grant Fund	54,317	325,900	0	325,000	0	0	0	0	55,217
Water	5,663,204	5,964,545	0	4,234,028	1,343,045	488,150	0	0	5,562,526
Water Capital Projects	1,206,693	1,500	0	0	0	424,002	0	0	784,191
Wastewater Operating	(643,903)	6,248,284	0	4,627,983	260,964	0	0	714,652	782
Wastewater Capital	2,365,488	9,296,314	714,652	0	0	9,879,549	400,000	0	2,096,905
Transit	212,991	1,386,196	0	1,598,711	0	0	0	0	476
Humboldt Bay	(1,043,888)	689,161	437,489	567,688	287,489	125,933	150,000	0	(1,048,348)
Building	(70,412)	486,170	274,809	585,411	0	0	0	0	105,156
Golf Course	178,156	25,878	0	9,299	0	56,269	0	0	138,466
Equipment Operations	1,332,672	860,367	0	1,581,515	0	0	0	215,352	396,172
Risk Management	118,327	1,469,700	0	1,576,538	0	0	0	0	11,489
Information Technology Oper	64,823	857,621	0	878,032	0	0	0	0	44,412
Internal Operations	0	2,945,723	0	2,737,336	0	0	0	0	208,387
F & P Retirement	325,519	209,296	0	534,781	0	0	0	0	34
	<u>17,178,415</u>	<u>57,282,012</u>	<u>1,560,179</u>	<u>44,032,586</u>	<u>2,195,737</u>	<u>15,131,860</u>	<u>550,000</u>	<u>1,073,040</u>	<u>13,037,383</u>
ERA FUNDS									
Low & Mod Inc. Housing	442,299	442,040	1,280,053	1,238,253	0	0	0	50,000	876,139
Redevelopment Admin.	1,753	18,250	1,127,350	1,134,375	0	0	0	0	12,978
ERA Debt Svc Merged Area	4,760,269	9,241,583	0	826,967	255,713	0	0	3,576,840	9,342,332
ERA Cap Proj Merged Area	17,131	2,830,657	53,955	27,000	0	2,432,612	0	0	442,131
	<u>5,221,452</u>	<u>12,532,530</u>	<u>2,461,358</u>	<u>3,226,595</u>	<u>255,713</u>	<u>2,432,612</u>	<u>0</u>	<u>3,626,840</u>	<u>10,673,580</u>
EPFA FUNDS									
2003 EPFA Refunded D.S	8,723,965	0	678,343	0	1,286,804	0	0	0	8,115,504
	<u>8,723,965</u>	<u>0</u>	<u>678,343</u>	<u>0</u>	<u>1,286,804</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>8,115,504</u>
TOTAL - ALL FUNDS	<u><u>31,123,832</u></u>	<u><u>69,814,542</u></u>	<u><u>4,699,880</u></u>	<u><u>47,259,181</u></u>	<u><u>3,738,254</u></u>	<u><u>17,564,472</u></u>	<u><u>550,000</u></u>	<u><u>4,699,880</u></u>	<u><u>31,826,467</u></u>