

SECTION C
PROGRAM SUMMARIES

Program Summaries



OVERVIEW

The operating programs described in this section of the Financial Plan form the City's basic organizational units, and provide for the delivery of essential services.

These programs are organized by department, and each section begins with a department summary which includes department description and expenditure, revenue and personnel summaries.

Each operating program narrative provides the following information:

- A. Program Title - The function, department responsible for program administration, program name, and account information.
- B. Program Description - Narrative description of program operations.
- C. Program Cost - Expenditure information is provided for the last completed fiscal year (2008-09) and the 2009-10 budget and estimated actual, as well as the proposed amount for the fiscal year covered by the 2010-11 annual budget. Program costs are divided into four categories.
 - 1. Salaries and Benefits - All costs associated with City personnel, including salaries as well as benefits.
 - 2. Materials and Services - All expenditures related to contract services, and the purchase of supplies, tools, utilities, and other operating expenditures.
 - 3. Capital Outlay - All acquisitions or projects with a life in excess of one year. Capital outlay projects are not included in the Capital Improvement Plan (CIP) section.
 - 4. Capital Lease - Expenditures related to the periodic payments to the lessor for the use of the lease-financed capital asset.
- D. Staffing Summary - This section provides the number of authorized regular positions allocated to this program along with the number of requested positions for 2010-11
- E. Service Level Changes - Details any projected changes in program service levels for the budget year.
- F. 2010-11 Program Goals and Objective – Program goals & objectives are described in this section.
- G. Program Measures – Measures of output, efficiency or outcome, if applicable, for each program.

Allocated Costs

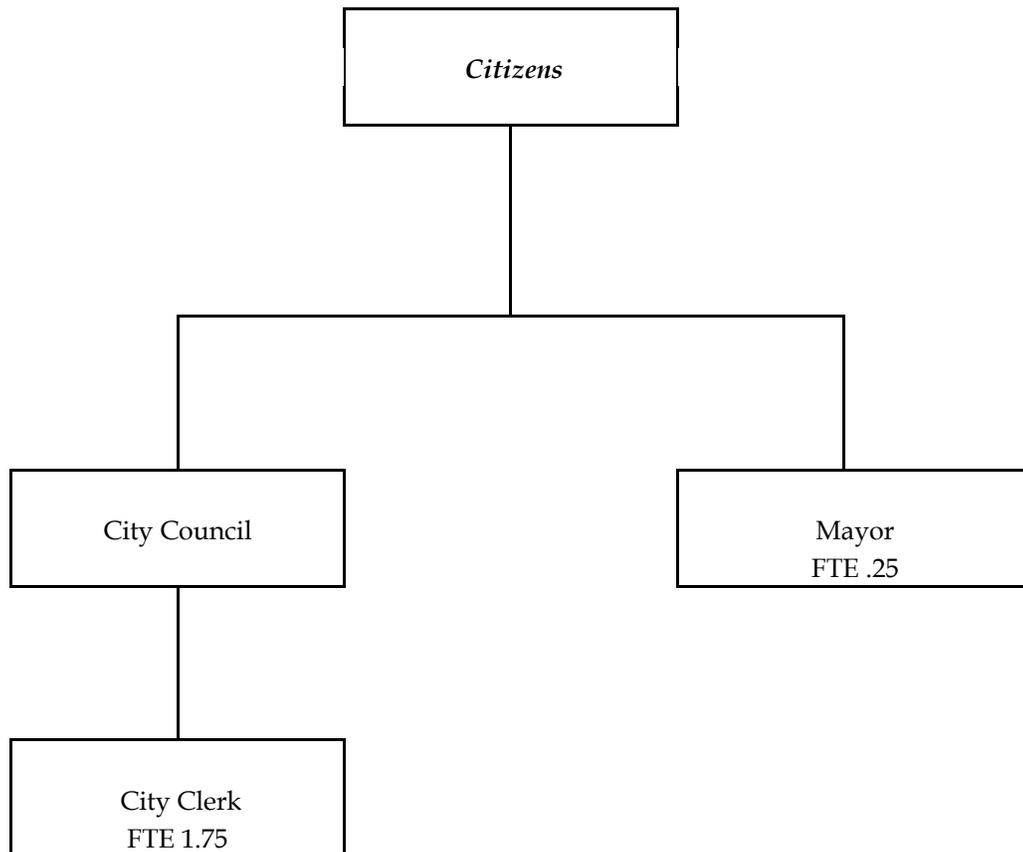


A cost allocation process is utilized to reimburse the General Fund for the cost of general government services rendered. Also included in the reimbursement process are various non-departmental items such as insurance, communication costs, equipment and building usage and building maintenance. The allocation process is based on the most recent audited fiscal year. Thus the allocations included in the current budget for the 2010-11 fiscal year are based on transactions within the 2009-10 fiscal year. The process described below was implemented through a study done by Peat, Marwick, Mitchell & Co., CPAs.

To accomplish the reimbursement process, capital expenditures are first eliminated from the expenditures of each General Fund Department. The cost allocation process then proceeds through the following four steps:

1. Expenditures that benefit all departments and/or funds such as liability insurance, communication costs, building and equipment usage, and building maintenance are allocated to the respective departments according to usage. General liability insurance is allocated based on budgeted expenditures for each department. Building usage is calculated as two percent of the original cost of the building. City Hall usage is allocated according to square footage of occupying departments. Building and equipment charges are in lieu of depreciation for non-enterprise funds. No building or equipment usage is allocated to enterprise funds since they are charged for depreciation. Equipment usage is calculated as 6.67 percent of original cost. Building and equipment usage rates are calculated according to federal guidelines. Building maintenance is allocated per actual hours spent on site. Communication costs are allocated according to type of equipment, number of extensions, and includes a corresponding percentage of personnel costs to each department or fund.
2. Administrative services costs are allocated to all departments and funds according to services provided, including payroll, personnel, purchasing, accounting, data processing and other activities. Allocations are based on the number of transactions for each activity and number of employees within a department.
3. After non-departmental costs are allocated to General Government departments including City Council, Mayor, City Manager, City Clerk, and City Attorney, the total expenditures are cost out to all other General Fund departments and non-General Funds based on the number of Agenda Bill staff reports processed during the previous year and number of employees within a department.
4. Finally, a schedule is prepared that summarizes all the allocation steps above. This schedule lists out the costs which will be charged to each department or fund and the total is shown as a revenue source to the General Fund under the "Charges for Services" category.

LEGISLATIVE



Mission.

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



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>2008-09 Actual</u>	<u>2009-10 Amended Budget</u>	<u>2009-10 Estimated</u>	<u>2010-11 Budget</u>
EXPENDITURES BY PROGRAM:				
City Council	\$51,427	\$72,378	\$64,175	\$94,438
Mayor	32,480	30,233	29,874	36,779
City Clerk	141,645	149,989	149,525	211,994
Total	<u>\$225,552</u>	<u>\$252,600</u>	<u>\$243,574</u>	<u>\$343,211</u>

EXPENDITURES BY CATEGORY:

Salaries and Benefits	\$202,984	\$182,475	\$177,002	\$215,869
Services and Supplies	21,496	67,625	66,572	\$120,848
Capital Outlay	1,072	2,500	0	\$6,494
Total	<u>\$225,552</u>	<u>\$252,600</u>	<u>\$243,574</u>	<u>\$343,211</u>

REVENUES BY FUND:

General Fund	\$225,552	\$243,835	\$233,583	\$334,446
Internal Operations	0	0	0	334,446
Redevelopment Administration	0	8,765	9,991	8,765
Total	<u>\$225,552</u>	<u>\$252,600</u>	<u>\$243,574</u>	<u>\$677,657</u>

	<u>2008-09 Actual</u>	<u>2009-10 Actual</u>	<u>2010-11 Budget</u>
PERSONNEL:			
Full-time Positions	2.00	1.00	1.50
Total	<u>2.00</u>	<u>1.00</u>	<u>1.50</u>

	<u>2008-09 Actual</u>	<u>2009-10 Actual</u>	<u>2010-11 Budget</u>
FULL TIME EQUIVALENT SUMMARY BY FUND:			
General Fund	2.00	1.00	1.50
Total	<u>2.00</u>	<u>1.00</u>	<u>1.50</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. Thirteen 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>2008-09 Actual</u>	<u>2009-10 Amended Budget</u>	<u>2009-10 Estimated</u>	<u>2010-11 Budget</u>
PROGRAM EXPENDITURES:				
Salaries and Benefits	\$45,486	\$59,161	\$51,161	\$55,941
Services and Supplies	5,941	13,217	13,014	38,497
Total Expenditures	<u>\$51,427</u>	<u>\$72,378</u>	<u>\$64,175</u>	<u>\$94,438</u>
REVENUES BY FUND				
General Fund	\$51,427	\$65,074	\$58,788	\$0
Internal Operations				87,134
Redevelopment Administration		7,304	5,387	7,304
Total	<u>\$51,427</u>	<u>\$72,378</u>	<u>\$64,175</u>	<u>\$94,438</u>

General Government



DEPARTMENT: Legislative
PROGRAM: City Council

FUND: General
ACCOUNT: 41100

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.
- Promote development of affordable housing.
- Develop policies for the preservation of natural resources and revitalization of historic areas and the waterfront, balanced with promotion of commerce, technology, economic development/redevelopment and tourism.

PROGRAM OBJECTIVES:

- Attend civic events and local, state, and national meetings where City Council representation serves the interest of our community.
- Provide open and public meetings with opportunities for every citizen to participate.
- Approve appointment of 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 to establish and update long-term goals and priorities, adopt policies and procedures, and take legislative action consistent with those goals.

PERFORMANCE MEASURES:

Program/Service Outcomes: (objectives based)	2008-09 Actual	2009-10 Budget	2009-10 Estimated	2010-11 Budget
Represent the City on local/regional/state-boards/commissions	Yes	Yes	Yes	Yes
Provide open public meetings	100%	100%	100%	100%
Participate in team development to establish/update goals	Yes	Yes	Yes	Yes

Program/Service Outputs: (product based)	2008-09 Actual	2009-10 Budget	2009-10 Estimated	2010-11 Budget
Representation on local/state boards/commissions	30	31	35	35
Regular City Council/Redevelopment Agency meetings	23	24	24	24
Special City Council/Redevelopment Agency meetings	12	13	14	12
Ordinances adopted	16	16	10	16
Resolutions adopted	66	57	66	69
Estimated Council agenda items considered	419	367	355	412

General Government



DEPARTMENT: Legislative
PROGRAM: Mayor

FUND: General
ACCOUNT: 41300

PROGRAM DESCRIPTION:

The Mayor provides public leadership through positive promotion of city government and its services, promotion of community-wide programs, and mobilization of local resources. The Mayor strives to identify community needs and desires, and provides policy leadership to ensure an even-handed representation of diverse community interests. This program strives to improve communications with the citizens of Eureka to enhance public understanding of City projects, policies and programs. Communication occurs through public hearings, service on various state and local boards and commissions, and presentations to groups and events throughout the area. This program maintains open and regular dialogue with other governmental bodies at local, state, national and international levels, and coordinates efforts to influence in a positive way legislation effecting cities in general, and the North Coast in particular. This program is extremely influential in promoting tourism, commerce, economic development and redevelopment of the Eureka area through positive interaction with both the public and private sectors.

	<u>2008-09 Actual</u>	<u>2009-10 Amended Budget</u>	<u>2009-10 Estimated</u>	<u>2010-11 Budget</u>
PROGRAM EXPENDITURES:				
Salaries and Benefits	\$31,131	\$24,005	\$24,496	\$25,837
Services and Supplies	1,349	6,228	5,378	10,942
Total Expenditures	\$32,480	\$30,233	\$29,874	\$36,779

	<u>2008-09 Actual</u>	<u>2009-10 Amended Budget</u>	<u>2009-10 Estimated</u>	<u>2010-11 Budget</u>
REVENUES BY FUND				
General Fund	\$32,480	\$28,772	\$25,270	\$0
Internal Operations	-	-	-	35,318
Redevelopment Administration	-	1,461	4,604	1,461
Total	\$32,480	\$30,233	\$29,874	\$36,779

	<u>2008-09 Actual</u>	<u>2009-10 Actual</u>	<u>2010-11 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:			
Senior Administrative Assistant-Confidential	0.25		
Total	0.25	0.00	0.00

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.
- Promote development of affordable housing.
- Facilitate the preservation of natural resources and revitalization of historic areas and the waterfront, balanced with 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 representation serves the interests of our community.
- Facilitate open and public meetings with opportunities for every citizen to participate and 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 and update long-term goals and priorities, policies and procedures, and develop legislative action consistent with those goals.

PERFORMANCE MEASURES:

Program/Service Outcomes: (objectives based)	2008-09 Actual	2009-10 Target	2009-10 Estimated	2010-11 Budget
Represent the City on local/regional/state boards/commissions	Yes	Yes	Yes	Yes
Provide open public meetings	100%	100%	100%	100%
Appoint citizen volunteers to advisory boards/commission/committees	Yes	Yes	Yes	Yes
Participate in team development to establish/update goals	Yes	Yes	Yes	Yes

Program/Service Outputs: (product based)	2008-09 Actual	2009-10 Target	2009-10 Estimated	2010-11 Target
Representation on local/state boards/commissions	3	4	4	4
Regular City Council/Redevelopment Agency meetings	23	24	24	24
Special City Council/Redevelopment Agency meetings	12	13	14	12
Citizen advisory board/commissioners appointed	20	20	30	24

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; recording and preparing minutes; attesting executed documents; and publication of ordinance titles. 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 code review, and campaign and candidate filings in accordance with state law.

	<u>2008-09 Actual</u>	<u>2009-10 Amended Budget</u>	<u>2009-10 Estimated</u>	<u>2010-11 Budget</u>
PROGRAM EXPENDITURES:				
Salaries and Benefits	\$126,367	\$99,309	\$101,345	\$134,091
Services and Supplies	14,206	48,180	48,180	71,409
Capital Outlay	1,072	2,500	0	6,494
Total Expenditures	\$141,645	\$149,989	\$149,525	\$211,994
REVENUES BY FUND				
General Fund	\$141,645	\$149,989	\$149,525	\$0
Internal Operations	-	-	-	211,994
Total	\$141,645	\$149,989	\$149,525	\$0

	<u>2008-09 Actual</u>	<u>2009-10 Actual</u>	<u>2010-11 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:			
City Clerk	1.00	1.00	1.00
Senior Administrative Assistant-Confidential	0.75		
Executive Assistant		0.50	0.50
Total	1.75	1.00	1.00

SERVICE LEVEL CHANGES:

The Senior Administrative Assistant position has been reclassified to Executive Assistant and the FTE reduced to 50%

General Government



DEPARTMENT Legislative
PROGRAM: City Clerk

FUND: General
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 executed 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. Maintain the inventory of archives in accordance with the 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.

PERFORMANCE MEASURES:

Program/Service Outcomes: (objectives based)	2008-09 Actual	2009-10 Budget	2009-10 Estimated	2010-11 Budget
Provide Council/Agency agendas in adherence to Brown Act	100%	100%	100%	100%
Provide media broadcasting of regular Council/Agency meetings	100%	100%	100%	100%
Provide timely access to public records	Yes	Yes	Yes	Yes
Provide for timely updates and access to the Municipal Code	Yes	Yes	Yes	Yes
Upgrade media broadcasting system	Yes	Yes	Yes	Yes
Provide election and filing officer services	Yes	Yes	Yes	Yes
Provide voter outreach services	Yes	Yes	Yes	Yes
Participate in team development with Council/Staff	Yes	Yes	Yes	Yes

General Government



DEPARTMENT Legislative
PROGRAM: City Clerk

FUND: General
ACCOUNT: 41420

PERFORMANCE MEASURES - (continued):

Program/Service Outputs: (product based)	2008-09 Actual	2009-10 Budget	2009-10 Estimated	2010-11 Budget
Regular City Council/Redevelopment Agency meetings	23	24	24	24
Special City Council/Redevelopment Agency meetings	12	13	14	12
Ordinances adopted	16	16	14	14
Resolutions adopted	66	6	66	66
Nomination Papers		57	0	
Campaign Statements	3	15	35	12
FPPC and Conflict of Interest Code Statements	55	50	63	50
Petitions - Informal	1	1	0	1
Petitions - Formal		2	1	1
Claims for Damages	30	36	30	25
Citizen advisory board/commissioners processed	20	20	30	24
Perform inventory of historical records-Phase 1	10%	75%	100%	