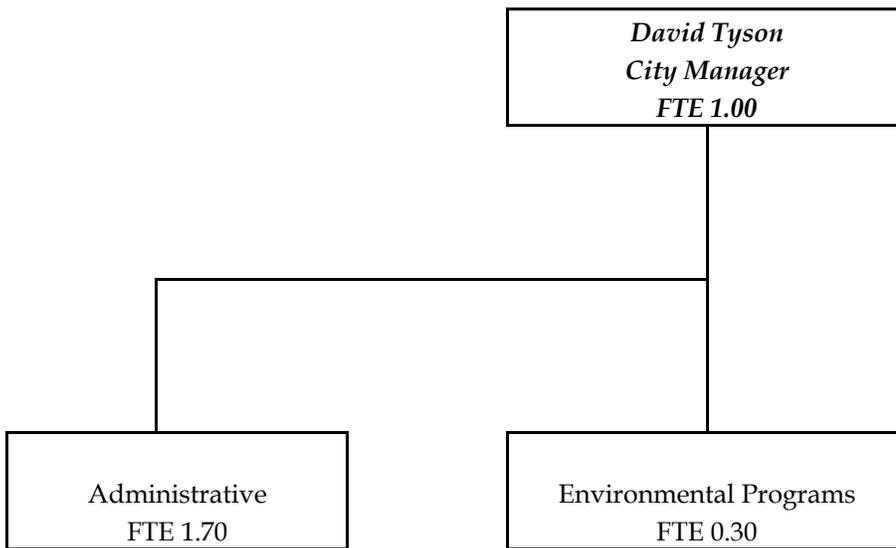


CITY MANAGER



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.

	2008-09 Actual	Amended 2009-10 Budget	2009-10 Estimated	2010-11 Budget
EXPENDITURES BY PROGRAM:				
City Manager	\$359,926	\$319,513	\$296,727	\$243,844
Total	\$359,926	\$319,513	\$296,727	\$243,844

EXPENDITURES BY CATEGORY:

Salaries and Benefits	\$347,429	\$297,713	\$276,900	\$209,009
Services and Supplies	12,497	21,800	19,827	34,835
Total	\$359,926	\$319,513	\$296,727	\$243,844

REVENUES BY FUND:

General Fund	\$359,926	\$304,960	\$292,956	\$243,844
Redevelopment Low & Mod		14,553	3,716	
Redevelopment Administration		14,553	3,771	
Total	\$359,926	\$334,066	\$300,443	\$243,844

	2008-09 Actual	2009-10 Actual	2010-11 Budget
PERSONNEL:			
City Manager	1.00	1.00	1.00
Assistant to City Manager	1.00		
Executive Assistant		0.50	0.50
Special Projects Manager	1.00	1.00	1.00
Total	3.00	2.50	2.50

FULL TIME EQUIVALENT SUMMARY BY FUND:

General Fund	2.70	1.50	1.50
Redevelopment Administration		1.00	1.00
Environmental Programs	0.30		
Total	3.00	2.50	2.50

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.

	2008-09 Actual	Amended 2009-10 Budget	2009-10 Estimated	2010-11 Budget
PROGRAM EXPENDITURES:				
Salaries and Benefits	\$347,429	\$297,713	\$276,900	\$209,009
Services and Supplies	12,497	21,800	19,827	34,835
Total Expenditures	\$359,926	\$319,513	\$296,727	\$243,844

	2008-09 Actual	Amended 2009-10 Budget	2009-10 Estimated	2010-11 Budget
REVENUES BY FUND				
General Fund	\$359,926	\$290,407	\$289,240	\$243,844
Redevelopment Low & Mod		14,553	3,716	
Redevelopment Administration		14,553	3,771	
Total	\$359,926	\$319,513	\$296,727	\$243,844

	2008-09 Actual	2009-10 Actual	2010-11 Budget
FULL TIME AND REGULAR PART-TIME POSITIONS:			
City Manager	1.00	1.00	1.00
Assistant to City Manager	1.00		
Executive Assistant		0.50	0.50
Special Projects Manager	1.00		
Total	3.00	1.50	1.50

SERVICE LEVEL CHANGES:

The position of Senior Administrative Assistant has been reclassified to Executive Assistant. This position is split funded between the City Manager and City Clerk Divisions.

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)

Program/Service Outputs: (goods, services, units produced)	2008-09 Actual	2009-10 Actual	2010-11 Budget
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

