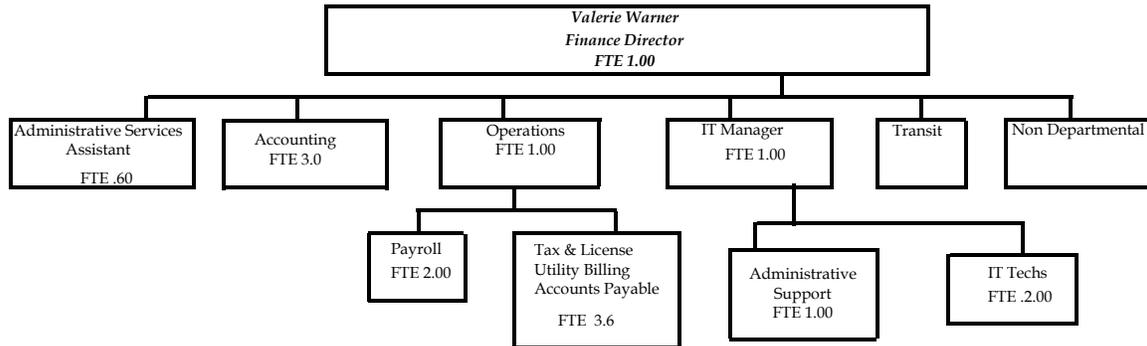


FINANCE DEPARTMENT



Mission

To manage, protect and report on the City of Eureka's financial resources to enhance the City's financial condition for our residents, and businesses.

Department Summary

Finance



DEPARTMENT DESCRIPTION:

The Finance Department is responsible for providing the financial management of all City funds and maintaining the fiscal integrity of the City. Major activities include: managing the City's investment portfolio; obtaining financing for capital requirements; financial analysis and reporting; budget management; revenue management, including billing and collection for utilities, licenses and other revenues; information services; purchasing; transit operations; and central duplicating and printing.

	<u>2008-09 Actual</u>	<u>2009-10 Amended Budget</u>	<u>2009-10 Estimated</u>	<u>2010-11 Budget</u>
EXPENDITURES BY PROGRAM:				
Finance	\$722,693	\$740,150	\$724,346	\$884,893
Information Technology Operations	748,530	750,049	720,480	878,032
Non-Departmental	2,182,171	1,077,848	1,107,597	1,843,522
Transit - General Public	1,247,197	2,287,806	2,256,198	1,102,864
Transit - Para transit	501,602	485,465	477,219	495,847
	<u>\$5,402,193</u>	<u>\$5,341,318</u>	<u>\$5,285,840</u>	<u>\$5,205,158</u>

EXPENDITURES BY CATEGORY:

Salaries and Benefits	\$984,297	\$966,905	\$963,074	\$1,086,886
Services and Supplies	4,399,109	3,158,042	3,123,726	4,003,722
Capital Outlay	18,787	1,216,371	1,199,040	114,550
Total Expenditures	<u>\$5,402,193</u>	<u>\$5,341,318</u>	<u>\$5,285,840</u>	<u>\$5,205,158</u>

REVENUES BY FUND

General Fund	\$2,904,864	\$1,667,653	\$1,688,473	\$1,466,430
Housing		3,542	3,542	4,344
Low & Mod Income		17,639	16,977	21,691
Water		39,887	36,387	74,898
Wasterwater		39,887	37,174	74,898
Transit Fund	1,748,799	2,773,271	2,733,417	1,598,711
Information Technology Operations	748,530	750,049	720,480	878,032
Internal Operations Fund				1,025,443
Redevelopment Admin		49,390	49,390	60,711
Total Resources	<u>\$5,402,193</u>	<u>\$5,341,318</u>	<u>\$5,285,840</u>	<u>\$5,205,158</u>

Department Summary

Finance



	<u>2008-09</u> <u>Actual</u>	<u>2009-10</u> <u>Actual</u>	<u>2010-11</u> <u>Budget</u>
PERSONNEL:			
Full-time Positions	14.00	14.00	12.70
Regular Part-time Positions	1.20	1.35	1.35
Total	15.20	15.35	14.05
	<u>2008-09</u> <u>Actual</u>	<u>2009-10</u> <u>Actual</u>	<u>2010-11</u> <u>Budget</u>
FULL TIME EQUIVALENT SUMMARY BY FUND:			
General Fund	10.85	11.20	7.30
Information Technology Operations	4.00	4.00	4.00
Low & Mod Income			0.25
Housing			0.05
Redevelopment Admin			0.70
Water			0.88
Wasterwater			0.88
Transit Fund	0.35		
Total	15.20	15.20	14.05

General Government



DEPARTMENT: Finance
PROGRAM: Finance

FUND: General
ACCOUNT: 41430

PROGRAM DESCRIPTION:

FINANCE

The Finance program provides leadership for and plans, coordinates and monitors the activities of the Finance Department in accordance with established fiscal policies. The program is also responsible for managing the City's cash, investments and debt. The finance program also offers leadership to other departments in developing budgets that will meet program goals and maintain sufficient revenues and reserves.

ACCOUNTING

The Accounting program maintains the City's financial systems by designing and monitoring internal controls over transactions that will serve to safeguard city assets, by creating the Comprehensive Annual Financial Report (CAFR) in conformance with generally accepted accounting principles, and by coordinating an annual budget process that includes public input. The accounting program is responsible for producing various other external and internal financial reports which satisfy regulatory requirements and which also provide information to facilitate and encourage more effective policy discussions and decisions.

OPERATIONS

The Operations program includes various financial services such as revenue collections. The Tax and License operation ensures that all businesses conducting business in the City of Eureka are properly licensed. Operations collects transient occupancy tax, dog licenses and business license fees. The Utility Billing program provides accurate and timely billing of the City's water and sewer services; assists customers in applying for and discontinuing utility service; educates customers regarding how to find the cause of high water usage and responds to customer inquiries and disputes regarding their City utility accounts. The Accounts Payable program develops, implements and maintains payment processes. The Payroll program implements and maintains personnel payment processes in compliance with all Federal, State, and City regulations. The Purchasing program assists all city departments with purchasing of services, supplies and materials as approved through the budget appropriations process.

General Government



DEPARTMENT: Finance
PROGRAM: Finance

FUND: General
ACCOUNT: 41430

	<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	\$696,401	\$649,243	\$649,603	\$713,907
Services and Supplies	26,292	90,402	74,238	170,986
Capital Outlay		505	505	
Total Expenditures	<u>\$722,693</u>	<u>\$740,150</u>	<u>\$724,346</u>	<u>\$884,893</u>

REVENUES BY FUND

General Fund	\$722,693	\$589,805	\$580,876	
Low & Mod Income		17,639	16,977	21,691
Housing		3,542	3,542	4,344
Water		39,887	36,387	74,898
Wasterwater		39,887	37,174	74,898
Internal Operations Fund				648,351
Redevelopment Admin		49,390	49,390	60,711
Total Resources	<u>\$722,693</u>	<u>\$690,760</u>	<u>\$674,956</u>	<u>\$824,182</u>

	<u>2008-09 Actual</u>	<u>2009-10 Actual</u>	<u>2010-11 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:			
Finance Director	1.00	1.00	1.00
Assistant Finance Director	1.00		1.00
Accountant I/II	3.00	3.00	2.00
Accounting Technician	2.00	2.00	2.00
Accounting Specialist I/II (RPT)	0.60	0.75	0.75
Administrative Service Assistant (RPT)	0.60		
Senior Administrative Services Assistant (RPT)		0.60	0.50
Accounting Specialist I/II	3.00	2.80	2.80
Total	<u>11.20</u>	<u>10.15</u>	<u>10.05</u>

SERVICE LEVEL CHANGES:

One Accountant II position has been upgraded to Assistant Finance Director. The Administrative Services
The Senior Administrative Services Assistant position has been reduced to .50 FTE

General Government

DEPARTMENT: Finance
PROGRAM: Finance

FUND: General
ACCOUNT: 41430



COUNCIL GOAL SUPPORTED:

CONTINUED FINANCIAL STABILITY

SUPPORTING PROGRAM GOALS:

FINANCE

Monitor department activities and concentrate resources on areas of highest importance. Monitor and optimize cash flow. Complete all financial reports required by state and other agencies accurately and on time. Manage the city's cash and investments.

Supporting Program Objectives:	PERFORMANCE MEASURES:			
	<u>2008-09 Actual</u>	<u>2009-10 Target</u>	<u>2009-10 Estimated</u>	<u>2010-11 Budget</u>
Invest 90% of available cash % of total cash actively invested	97%	95%	94%	95%
Earn market rate on investments Weighted average yield on investments	3.26%	2.00%	1.49%	2.00%
Issue third party reports on time Audit opinion issued by November 15	Jan 22	Nov 15	Dec 15	Nov 30
Single audit opinion issued by November 15	Jan 22	Nov 15	Dec 15	Nov 30
Bond disclosures filed by deadline	Yes	Yes	Yes	Yes
State Controllers' Report filed by deadline	Yes	Yes	Yes	Yes
Issue high-quality third party reports Budget meets or exceeds all requirements of GFOA reporting excellence benchmarks	No	No	No	No
CAFR meets or exceeds all requirements and GFOA reporting excellence benchmarks	Yes	Yes	Yes	Yes

General Government



DEPARTMENT: Finance
PROGRAM: Finance

FUND: General
ACCOUNT: 41430

ACCOUNTING

Monitor capital projects, grant activities and other department activities. Maintain communication with departments throughout the year. Ensure that transactions are recorded correctly.

Supporting Program Objectives:	PERFORMANCE MEASURES:			
	<u>2008-09 Actual</u>	<u>2009-10 Target</u>	<u>2009-10 Estimated</u>	<u>2010-11 Budget</u>
Receive unqualified audit opinion on CAFR	Yes	Yes	Yes	Yes
Receive a single audit opinion with no material weaknesses.	Yes	Yes	Yes	Yes

OPERATIONS

Collect revenue sources such as sales tax and transit occupancy tax. License and permit businesses and individuals to comply with City Code, process applications, maintain accounts, renew billing/notification, and generate reports relating to licensing fees and revenue. Bill and collect water and sewer fees. Establish water/sewer accounts for customers requesting service, discontinuing service as requested, and respond to customer inquiries about their bills in a timely and accurate manner. Develop and implement efficient and effective payment processes. Ensure payroll and accounts payable transactions are processed in a timely, efficient and accurate manner.

Supporting Program Objectives:	PERFORMANCE MEASURES:			
	<u>2008-09 Actual</u>	<u>2009-10 Target</u>	<u>2009-10 Estimated</u>	<u>2010-11 Budget</u>
Implement banking efficiencies				
Implement on-line bill payments	Completed	Completed	Completed	Completed
Number of utility bills paid online				
Process semi-monthly payroll on time				
% of Time semi monthly payroll processed on time	100%	100%	100%	100%
# of Payroll checks and direct deposits processed	10,186	10,000	10,000	10,000
# of Accounts payable checks issued	6,220	5,000	5,646	5,700

General Government



DEPARTMENT: Finance
PROGRAM: Finance

FUND: General
ACCOUNT: 41430

OPERATIONS (Continued)	PERFORMANCE MEASURES:			
	2008-09 Actual	2009-10 Target	2009-10 Estimated	2010-11 Budget
Supporting Program Objectives:				
# of Purchase Orders	1,420	1,271	1,400	1,400
Business Licenses processed	2,331	2,500	2,500	2,500
Dog licenses processed	2,374	2,400	2,500	2,500
Issue monthly statements to utility customers				
# of Utility statements issued	115,629	115,700	113,780	115,000

COUNCIL GOAL SUPPORTED:

INCREASE THE RESILIENCY OF OUR CITY BUDGET TO STATE TAKEAWAYS AND OTHER FLUCTUATIONS IN OUTSIDE FUNDING SOURCES

SUPPORTING PROGRAM GOALS:

FINANCE

The finance program offers leadership to other departments in developing budgets that will contain revenues sufficient to meet programs goals and reserve requirements.

Supporting Program Objectives:	PERFORMANCE MEASURES:			
	2008-09 Actual	2009-10 Target	2009-10 Estimated	2010-11 Budget
Make annual review of fees & charges	Yes	Yes	Yes	Yes

General Government



DEPARTMENT: Finance
PROGRAM: Non-Departmental

FUND: General
ACCOUNT: 41500

PROGRAM DESCRIPTION:

The Non-Departmental program accounts for all costs not directly attributable to any one operating program of the General fund. These costs include: contributions to local organizations, including contractual obligations in regards to Transient Occupancy Tax; audit costs; tax collection fees; liability insurance premiums; other miscellaneous and one-time costs.

	<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	\$34,875	\$54,296	\$50,105	\$56,600
Services and Supplies	2,147,296	1,023,552	1,057,492	1,786,922
Total Expenditures	<u>\$2,182,171</u>	<u>\$1,077,848</u>	<u>\$1,107,597</u>	<u>\$1,843,522</u>
REVENUES BY FUND				
General Fund	\$2,182,171	\$1,077,848	\$1,107,597	\$1,466,430
Internal Operations				377,092
Total	<u>\$2,182,171</u>	<u>\$1,077,848</u>	<u>\$1,107,597</u>	<u>\$1,843,522</u>

FULL TIME AND REGULAR PART-TIME POSITIONS:

None.

SERVICE LEVEL CHANGES:

None.

General Government



DEPARTMENT: Finance
PROGRAM: Non-Departmental

FUND: General
ACCOUNT: 41500

COUNCIL GOALS SUPPORTED:

CONTINUED FINANCIAL STABILITY

SUPPORTING PROGRAM GOALS:

To assure all revenue sources such as sales tax, property tax and other taxes are deposited in the City's accounts accurately and timely.

Supporting Program Objectives:	PERFORMANCE MEASURES:			
	<u>2008-09 Actual</u>	<u>2009-10 Target</u>	<u>2009-10 Estimated</u>	<u>2010-11 Budget</u>
Audit compliance for:				
Property Tax	Yes	Yes	Yes	Yes
Sales Tax and Transaction and Use Tax	Yes	Yes	Yes	Yes
Transient Occupancy Tax	NO	5 of 40	0	5 of 40

COUNCIL GOALS SUPPORTED:

STRENGTHEN NEIGHBORHOOD GROUPS DEDICATED TO COMMUNITY IMPROVEMENT

SUPPORTING PROGRAM GOALS:

Provide financial support to community organizations in the areas of business retention and recruitment, cultural enhancement and marketing our community assets.

Supporting Program Objectives:	PERFORMANCE MEASURES:			
	<u>2008-09 Actual</u>	<u>2009-10 Target</u>	<u>2009-10 Estimated</u>	<u>2010-11 Budget</u>
Number of community organizations supported	3	3	3	0

Transportation



DEPARTMENT: Finance
PROGRAM: Transit - General Public

FUND: Transit
ACCOUNT: 41470

PROGRAM DESCRIPTION:

Eureka Transit Service (ETS) is a fixed route bus system which operates Monday through Saturday, serving the City of Eureka and surrounding unincorporated areas. Goals are: 1) Provide safe, reliable, high quality and economical public transportation; 2) Coordinate transit system development with community planning, development efforts, land use policy, and other transportation services; and 3) Demonstrate the importance of ETS to the vitality of the community. The City of Eureka also contributes funding, through a joint powers agreement, for operations of the regional Redwood Transit System, which services a sixty-five mile corridor on Highway 101.

	<u>2008-09 Actual</u>	<u>2009-10 Amended Budget</u>	<u>2009-10 Estimated</u>	<u>2010-11 Budget</u>
PROGRAM EXPENDITURES:				
Services and Supplies	\$1,247,197	\$1,122,920	\$1,086,643	\$1,102,864
Capital Outlay		1,164,886	1,169,555	
Total Expenditures	<u>\$1,247,197</u>	<u>\$2,287,806</u>	<u>\$2,256,198</u>	<u>\$1,102,864</u>
		<u>2008-09 Actual</u>	<u>2009-10 Actual</u>	<u>2010-11 Budget</u>

FULL TIME AND REGULAR PART-TIME POSITIONS:

None

SERVICE LEVEL CHANGES:

None

Transportation



DEPARTMENT: Finance
PROGRAM: Transit - General Public

FUND: Transit
ACCOUNT: 41470

COUNCIL GOALS SUPPORTED:

QUALITY OF LIFE

SUPPORTING PROGRAM GOAL:

To maintain safe, reliable, high quality and affordable public transportation services within the City of Eureka, while attempting to maintain a sound financial base from which to operate.

<u>Supporting Program Objectives:</u>	PERFORMANCE MEASURES:			
	<u>2008-09 Actual</u>	<u>2009-10 Target</u>	<u>2009-10 Estimated</u>	<u>2010-11 Budget</u>
Review contractor conformance to contract standards regarding vehicle operations, safety & reliability:	Annual	Quarterly	Annual	Quarterly
Monitor program operational statistics:	Monthly	Monthly	Monthly	Monthly
Program/Service Statistics:				
Cost per passenger	\$3.43	\$3.55	\$3.08	\$3.50
Cost per hour	54.08	53.00	46.13	50.00
Passengers per service hour	16	17	15	18
Total passengers	221,716	238,000	225,539	239,000
Cost per mile	4.93	5.35	4.20	5.35
Encourage ridership thru advertisement and promotion of transit services:	Monthly	Monthly	Monthly	Monthly
Hold City Council Public Hearing regarding transit unmet needs:	Annually	Annually	Annually	Annually
County-wide 5-year transit plans evaluated	Yes	Yes	Yes	Yes

Transportation



DEPARTMENT: Finance
PROGRAM: Transit - Paratransit

FUND: Transit
ACCOUNT: 41471

PROGRAM DESCRIPTION:

Dial-a-Ride/Dial-a-Lift is a specialized door-to-door transit system which operates on demand. The service is provided to those individuals who are physically unable to use the regular bus system. Certification with the assistance of physician is required. Service operates Monday through Friday 6:00 a.m. to 7:00 p.m. and Saturday 7:30 a.m. to 5:30 p.m.

	<u>2008-09 Actual</u>	<u>2009-10 Amended Budget</u>	<u>2009-10 Estimated</u>	<u>2010-11 Budget</u>
PROGRAM EXPENDITURES:				
Services and Supplies	\$501,602	\$485,465	\$477,219	\$495,847
Total Expenditures	<u>\$501,602</u>	<u>\$485,465</u>	<u>\$477,219</u>	<u>\$495,847</u>

	<u>2008-09 Actual</u>	<u>2009-10 Actual</u>	<u>2010-11 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:			
Finance Office Manager			
Assistant Finance Director			
Total			

SERVICE LEVEL CHANGES:

Transportation



DEPARTMENT: Finance
PROGRAM: Transit - Paratransit

FUND: Transit
ACCOUNT: 41471

COUNCIL GOALS SUPPORTED:

QUALITY OF LIFE

SUPPORTING PROGRAM GOAL:

To maintain safe, reliable, high quality and economical public transportation to that segment of the community who is physically unable to use the regular bus system.

PROGRAM OBJECTIVES:

Implementation of 24-hour reservation process for clients was completed in Fiscal Year 2008-09. In 2010-11, we hope to recalculate Eureka's share of County TDA, which is currently set at 27% for many years. Also to investigate options for a card swipe system to replace tickets.

<u>Supporting Program Objectives:</u>	PERFORMANCE MEASURES:			
	<u>2008-09 Actual</u>	<u>2009-10 Target</u>	<u>2009-10 Estimated</u>	<u>2010-11 Budget</u>
Review contractor conformance to contract standards regarding vehicle operations, safety, & reliability:	Annually	Semi-annually	Annually	Semi-annually
Monitor program operational statistics:	Monthly	Monthly	Monthly	Monthly
Program/Service Statistics:				
Cost per mile	\$3.98	\$4.00	\$4.02	\$4.05
Cost per passenger	12.18	12.00	12.20	12.45
Cost per hour	39.57	39.00	38.60	40.00
Passengers per service hour	3	3	3	3
Total passengers	50,786	51,000	51,700	52,000
Hold City Council Public Hearing regarding transit unmet needs:	Annually	Annually	Annually	Annually
County-wide 5-year transit plans evaluated	Yes	Yes	Yes	Yes

Information Technology



DEPARTMENT: Finance

FUND: Information
Technology
Operations

PROGRAM: Information Technology Operations

ACCOUNT: 41435

PROGRAM DESCRIPTION:

The Information Services program is dedicated to serve the vision of the City Council and the mission of the City by enabling each department to utilize information tools to achieve their goals and objectives. The program provides City-wide support for all office automation equipment, including computers, telephones, fax machines, copiers, and other equipment. Program activities include developing, implementing and maintaining long-range policies, standards, equipment inventories, preventive maintenance and repair programs, as well as providing training, on-going user support and day-to-day troubleshooting on all equipment. In addition it provides a funding mechanism for the replacement of computers, printers and related equipment and software; based on equipment and software. Based on equipment age and type, charges will be assessed to each department and transferred into the Information Technology Operations Fund where those funds will be held in reserve. While the assessments to each operating department began in FY 2001-02, computer equipment replacement purchases from this fund began in FY 2002-03 and will continue into the future.

	<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	\$253,021	\$263,366	\$263,366	\$316,379
Services and Supplies	476,722	435,703	428,134	447,103
Capital Outlay	18,787	50,980	28,980	114,550
Total Expenditures	<u>\$748,530</u>	<u>\$750,049</u>	<u>\$720,480</u>	<u>\$878,032</u>

	<u>2008-09 Actual</u>	<u>2009-10 Actual</u>	<u>2010-11 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:			
Information Services Manager	1.00	1.00	1.00
Information Services Analyst I/II	1.00	1.00	1.00
Sr. Information Services Analyst I/II	1.00	1.00	1.00
Central Services Assistant	1.00	1.00	1.00
Total	<u>4.00</u>	<u>4.00</u>	<u>4.00</u>

SERVICE LEVEL CHANGES:

None

Information Technology



DEPARTMENT: Finance

FUND:

Information
Technology
Operations

PROGRAM: Information Technology Operations

ACCOUNT:

41435

Supporting Program Goal:

MAINTAIN DATABASE FOR MONITORING ALL PROBLEMS REPORTED

<u>Supporting Departmental Objectives</u>	PERFORMANCE MEASURES:			
	<u>2008-09 Actual</u>	<u>2009-10 Target</u>	<u>2009-10 Estimated</u>	<u>2010-11 Budget</u>
Develop and offer numerous avenues for communication and problem resolution	Yes	Yes	Yes	Yes
Problem review and analysis initiated within a 60 minute period	90%	90%	75%	90%

Supporting Program Goal:

ENSURE EFFECTIVE TECHNICAL AND FISCAL MANAGEMENT OF THE CITY'S OPERATIONS, RESOURCES, TECHNOLOGY PROJECTS AND CONTRACTS

<u>Supporting Departmental Objectives</u>	PERFORMANCE MEASURES:			
	<u>2008-09 Actual</u>	<u>2009-10 Target</u>	<u>2009-10 Estimated</u>	<u>2010-11 Budget</u>
Evaluate performance of existing solutions and utilize available resources to improve performance and minimize costs	Yes	Yes	Yes	Yes
Identify and recommend solutions to protect and preserve City information assets and investments	Yes	Yes	Yes	Yes

Information Technology



DEPARTMENT: Finance

FUND:

Information
Technology
Operations

PROGRAM: Information Technology Operations

ACCOUNT:

41435

PERFORMANCE MEASURES:

Program/Service Outputs: (goods, services, units produced)	2008-09 Actual	2009-10 Target	2009-10 Estimated	2010-11 Budget
Centrex lines supported	450	450	450	450
Alarm lines/non-Centrex lines/pay phones supported	75	75	75	75
Voice mailboxes supported	220	220	220	220
Cell phones supported	N/A	N/A	175	175
Software applications supported	260	260	260	260
PC's/Workstations supported	240	240	240	240
Network users supported	260	260	260	260
System backups done daily	366	365	366	365
E-mail addresses supported	415	415	415	415
Hardware and software support request	2,500	2,500	2,500	2,500
Hardware replaced or recycled	100	100	40	100
Copies made on site	600,000	500,000	625,000	600,000
Pieces of first class mail processed	190,000	180,000	205,000	190,000