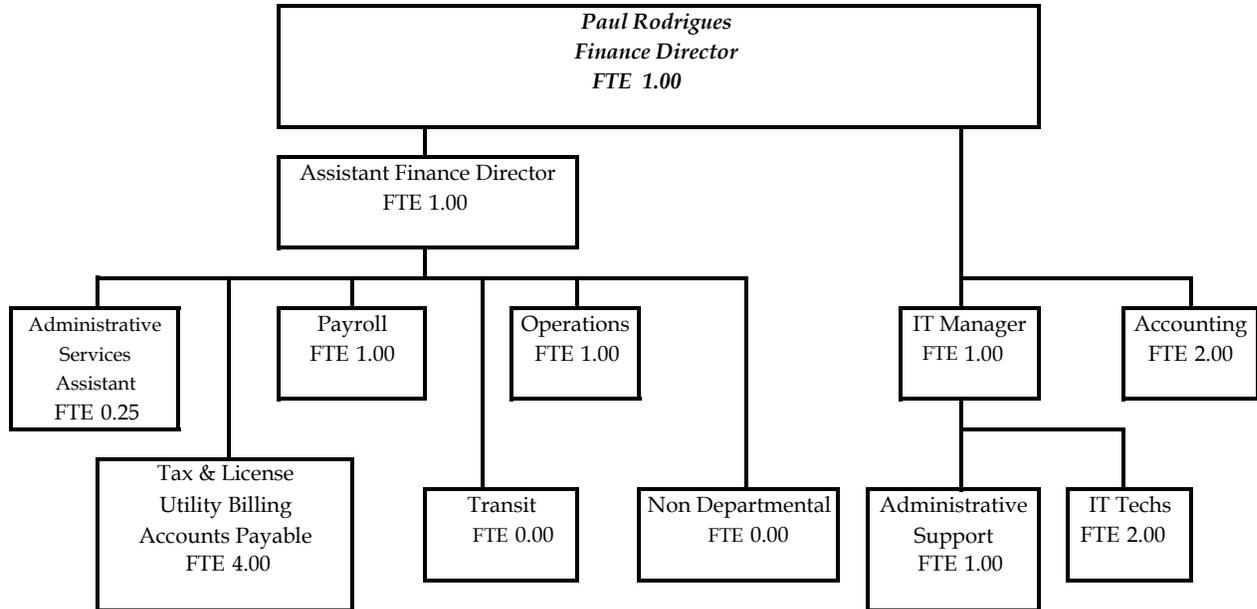


FINANCE DEPARTMENT



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 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>2009-10</u> <u>Actual</u>	<u>2010-11</u> <u>Amended</u> <u>Budget</u>	<u>2010-11</u> <u>Estimated</u>	<u>2011-12</u> <u>Budget</u>
EXPENDITURES BY PROGRAM:				
Finance	\$ 738,128	\$ 920,410	\$ 911,313	\$ 1,001,297
Non-Departmental	1,199,438	1,947,005	1,950,736	2,017,422
Transit - General Public	1,351,539	1,423,280	1,383,280	1,195,875
Transit - Para transit	473,480	693,347	693,347	504,000
Information Technology Operations	812,601	874,406	664,665	886,703
	<u>\$ 4,575,186</u>	<u>\$ 5,858,448</u>	<u>\$ 5,603,341</u>	<u>\$ 5,605,297</u>
EXPENDITURES BY CATEGORY:				
Salaries and Benefits	\$ 979,918	\$ 1,103,872	\$ 984,871	\$ 1,233,101
Services and Supplies	3,562,516	4,392,526	4,298,893	4,256,646
Capital Outlay	32,752	362,050	319,577	115,550
Total Expenditures	<u>\$ 4,575,186</u>	<u>\$ 5,858,448</u>	<u>\$ 5,603,341</u>	<u>\$ 5,605,297</u>
REVENUES BY FUND				
General Fund	\$ 1,774,444	\$ 1,502,390	\$ 1,506,349	\$ 1,610,430
Housing	3,538	5,324	4,359	5,379
Low & Mod Income	17,617	26,590	21,740	26,875
Water	42,078	82,631	70,203	83,663
Wastewater	44,271	74,880	79,262	88,463
Transit Fund	1,825,019	2,116,627	2,076,627	1,699,875
Information Technology Operations	812,601	874,406	664,665	886,703
Internal Operations Fund	-	1,101,170	1,119,298	1,130,178
Redevelopment Admin	55,618	74,430	60,838	73,731
Total Resources	<u>\$ 4,575,186</u>	<u>\$ 5,858,448</u>	<u>\$ 5,603,341</u>	<u>\$ 5,605,297</u>

Department Summary

Finance



	<u>2009-10</u> <u>Actual</u>	<u>2010-11</u> <u>Actual</u>	<u>2011-12</u> <u>Budget</u>
PERSONNEL:			
Full-time Positions	12.80	12.70	14.25
Regular Part-time Positions	1.35	1.35	
Total	14.15	14.05	14.25

	<u>2009-10</u> <u>Actual</u>	<u>2010-11</u> <u>Actual</u>	<u>2011-12</u> <u>Budget</u>
FULL TIME EQUIVALENT SUMMARY BY FUND:			
General Fund	10.15		
Internal Operations		7.30	7.25
Information Technology Operations	4.00	4.00	4.00
Low & Mod Income		0.25	0.25
Housing		0.05	0.05
Redevelopment Admin		0.70	0.70
Water		0.88	1.00
Wastewater		0.87	1.00
Total	14.15	14.05	14.25

General Government

DEPARTMENT: Finance

FUND: General Fund
Low & Mod Income
Housing
Water
Wastewater
Internal Operations Fund
Redevelopment Admin



PROGRAM: Finance

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

FUND: General Fund
 Low & Mod Income
 Housing
 Water
 Wastewater
 Internal Operations Fund
 Redevelopment Admin



PROGRAM: Finance

ACCOUNT: 41430

	<u>2009-10 Actual</u>	<u>2010-11 Amended Budget</u>	<u>2010-11 Estimated</u>	<u>2011-12 Budget</u>
PROGRAM EXPENDITURES:				
Salaries and Benefits	\$ 657,220	\$ 734,519	\$ 728,857	\$ 814,456
Services and Supplies	80,306	185,891	182,456	186,841
Capital Outlay	602	-	-	-
Total Expenditures	\$ 738,128	\$ 920,410	\$ 911,313	\$ 1,001,297

REVENUES BY FUND

General Fund	\$ 575,006	\$ -	\$ -	\$ -
Low & Mod Income	17,617	26,590	21,740	26,875
Housing	3,538	5,324	4,359	5,379
Water	42,078	82,631	70,203	83,663
Wastewater	44,271	74,880	79,262	88,463
Internal Operations Fund	-	656,555	674,911	723,186
Redevelopment Admin	55,618	74,430	60,838	73,731
Total Resources	\$ 738,128	\$ 920,410	\$ 911,313	\$ 1,001,297

	<u>2009-10 Actual</u>	<u>2010-11 Actual</u>	<u>2011-12 Budget</u>
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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	2.00	2.00
Accounting Technician	2.00	2.00	2.00
Accounting Specialist I/II (RPT)	0.75	0.75	
Senior Administrative Services Assistant (RPT)	0.60	0.50	
Administrative Services Assistant			0.25
Accounting Specialist I/II	2.80	2.80	4.00
Total	10.15	10.05	10.25

SERVICE LEVEL CHANGES:

The Accounting Specialist I/II position has ended its furlough of 20% and is now at 1.0 FTE.
 The Accounting Specialist I/II (RPT) position has been upgraded to 1.0 FTE
 The Senior Administrative Assistant (RPT) position has been eliminated and replaced with an Administrative Assistant position at .25 FTE in Finance and .75 FTE in the Personnel Department.

General Government

DEPARTMENT: Finance

FUND: General Fund
 Low & Mod Income
 Housing
 Water
 Wastewater
 Internal Operations Fund
 Redevelopment Admin



PROGRAM: Finance

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:			
	2009-10 Actual	2010-11 Target	2010-11 Estimated	2011-12 Budget
Invest 90% of available cash % of total cash actively invested	93%	95%	96%	90%
Earn market rate on investments Weighted average yield on investments	0.86%	2.00%	0.72%	0.72%
Issue third party reports on time Audit opinion issued by November 15	Jun 30 est	Nov 15	Dec 15	Nov 30
Single audit opinion issued by November 15	Jun 30 est	Nov 15	Dec 15	Nov 30
Bond disclosures filed by deadline	No	Yes	Yes	Yes
State Controllers' Report filed by deadline	Yes	Yes	Yes	Yes

General Government

DEPARTMENT: Finance

FUND: General Fund
 Low & Mod Income
 Housing
 Water
 Wastewater
 Internal Operations Fund
 Redevelopment Admin



PROGRAM: Finance

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:			
	2009-10 Actual	2010-11 Target	2010-11 Estimated	2011-12 Budget
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:			
	2009-10 Actual	2010-11 Target	2010-11 Estimated	2011-12 Budget
Implement banking efficiencies				
Implement on-line bill payments	Completed	Completed	Completed	Completed
Number of utility bills paid online	582	1,500	1,750	2,500
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	9,200	10,000
# of Accounts payable checks issued	6,220	5,000	5,400	5,700

General Government

DEPARTMENT: Finance

FUND: General Fund
 Low & Mod Income
 Housing
 Water
 Wastewater
 Internal Operations Fund
 Redevelopment Admin



PROGRAM: Finance

ACCOUNT: 41430

OPERATIONS (Continued)	PERFORMANCE MEASURES:			
	2009-10 Actual	2010-11 Target	2010-11 Estimated	2011-12 Budget
Supporting Program Objectives:				
# of Purchase Orders	1,153	1,400	1,400	1,400
Business Licenses processed	2,490	2,500	2,500	2,500
Dog licenses processed	2,469	2,400	2,500	2,500
Issue monthly statements to utility customers # of Utility statements issued	118,945	115,700	121,418	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:			
	2009-10 Actual	2010-11 Target	2010-11 Estimated	2011-12 Budget
Make annual review of fees & charges	Yes	Yes	Yes	Yes

General Government

DEPARTMENT: Finance

FUND: General Fund
Internal Operations

PROGRAM: Non-Departmental

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>2009-10 Actual</u>	<u>2010-11 Amended Budget</u>	<u>2010-11 Estimated</u>	<u>2011-12 Budget</u>
PROGRAM EXPENDITURES:				
Salaries and Benefits	\$ 69,846	\$ 56,600	\$ 46,059	\$ 86,000
Services and Supplies	1,129,592	1,890,405	1,904,677	1,931,422
Total Expenditures	<u>\$ 1,199,438</u>	<u>\$ 1,947,005</u>	<u>\$ 1,950,736</u>	<u>\$ 2,017,422</u>
REVENUES BY FUND				
General Fund	\$ 1,199,438	\$ 1,502,390	\$ 1,506,349	\$ 1,610,430
Internal Operations	-	444,615	444,387	406,992
Total	<u>\$ 1,199,438</u>	<u>\$ 1,947,005</u>	<u>\$ 1,950,736</u>	<u>\$ 2,017,422</u>

FULL TIME AND REGULAR PART-TIME POSITIONS:

None.

SERVICE LEVEL CHANGES:

None.

General Government

DEPARTMENT: Finance

FUND: General Fund
Internal Operations

PROGRAM: Non-Departmental

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:			
	2009-10 Actual	2010-11 Target	2010-11 Estimated	2011-12 Budget
Audit compliance for:				
Property Tax	Yes	Yes	Yes	Yes
Sales Tax and Transaction and Use Tax	Yes	Yes	Yes	Yes
Transient Occupancy Tax	0	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:			
	2009-10 Actual	2010-11 Target	2010-11 Estimated	2011-12 Budget
Number of community organizations supported	3	0	0	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>2009-10 Actual</u>	<u>2010-11 Amended Budget</u>	<u>2010-11 Estimated</u>	<u>2011-12 Budget</u>
PROGRAM EXPENDITURES:				
Salaries and Benefits	\$ -	\$ -	\$ -	\$ 27,702
Services and Supplies	1,342,313	1,363,280	1,318,280	1,168,173
Capital Outlay	9,226	60,000	65,000	-
Total Expenditures	<u>\$ 1,351,539</u>	<u>\$ 1,423,280</u>	<u>\$ 1,383,280</u>	<u>\$ 1,195,875</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>2009-10 Actual</u>	<u>2010-11 Target</u>	<u>2010-11 Estimated</u>	<u>2011-12 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	\$3.66	\$3.50	\$3.75	\$3.90
Cost per hour	55.24	55.00	60.00	62.00
Passengers per service hour	15	17	15	18
Total passengers	224,284	225,000	224,000	225,000
Cost per mile	5.09	5.00	5.20	6.00
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>2009-10 Actual</u>	<u>2010-11 Amended Budget</u>	<u>2010-11 Estimated</u>	<u>2011-12 Budget</u>
PROGRAM EXPENDITURES:				
Services and Supplies	\$ 473,480	\$ 505,847	\$ 505,847	\$ 504,000
Capital Outlay	-	187,500	187,500	-
Total Expenditures	<u>\$ 473,480</u>	<u>\$ 693,347</u>	<u>\$ 693,347</u>	<u>\$ 504,000</u>

FULL TIME AND REGULAR PART-TIME POSITIONS:

None.

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 a 24-hour reservation process for clients was completed in Fiscal Year 2008-09. That, with other system changes, has allowed the City to reduce overall Paratransit costs. In 2011-12, we will continue to renegotiate the contract with the County for their share of transit operations (currently set at 27% of costs).

<u>Supporting Program Objectives:</u>	PERFORMANCE MEASURES:			
	<u>2009-10 Actual</u>	<u>2010-11 Target</u>	<u>2010-11 Estimated</u>	<u>2011-12 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	\$4.41	\$4.50	\$4.60	\$4.70
Cost per passenger	11.94	12.00	12.20	12.45
Cost per hour	33.32	36.00	37.00	40.00
Passengers per service hour	3	3	3	3
Total passengers	39,649	41,000	41,200	41,000
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>2009-10 Actual</u>	<u>2010-11 Amended Budget</u>	<u>2010-11 Estimated</u>	<u>2011-12 Budget</u>
PROGRAM EXPENDITURES:				
Salaries and Benefits	\$ 252,852	\$ 312,753	\$ 209,955	\$ 304,943
Services and Supplies	536,825	447,103	387,633	466,210
Capital Outlay	22,924	114,550	67,077	115,550
Total Expenditures	<u>\$ 812,601</u>	<u>\$ 874,406</u>	<u>\$ 664,665</u>	<u>\$ 886,703</u>

	<u>2009-10 Actual</u>	<u>2010-11 Actual</u>	<u>2011-12 Budget</u>
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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>2009-10 Actual</u>	<u>2010-11 Target</u>	<u>2010-11 Estimated</u>	<u>2011-12 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>2009-10 Actual</u>	<u>2010-11 Target</u>	<u>2010-11 Estimated</u>	<u>2011-12 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)	2009-10 Actual	2010-11 Target	2010-11 Estimated	2011-12 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	325,000	400,000
Pieces of first class mail processed	190,000	180,000	215,600	190,000

