

Fiscal Year 2017-18
Adopted Budget



Adopted ANNUAL BUDGET

July 1st, 2017 – June 30th, 2018

Mayor

Frank Jager

Councilmembers

Ward 1 **Marian Brady**

Ward 4 **Austin Allison**

Ward 2 **Heidi Messner**

Ward 5 **Natalie Arroyo**

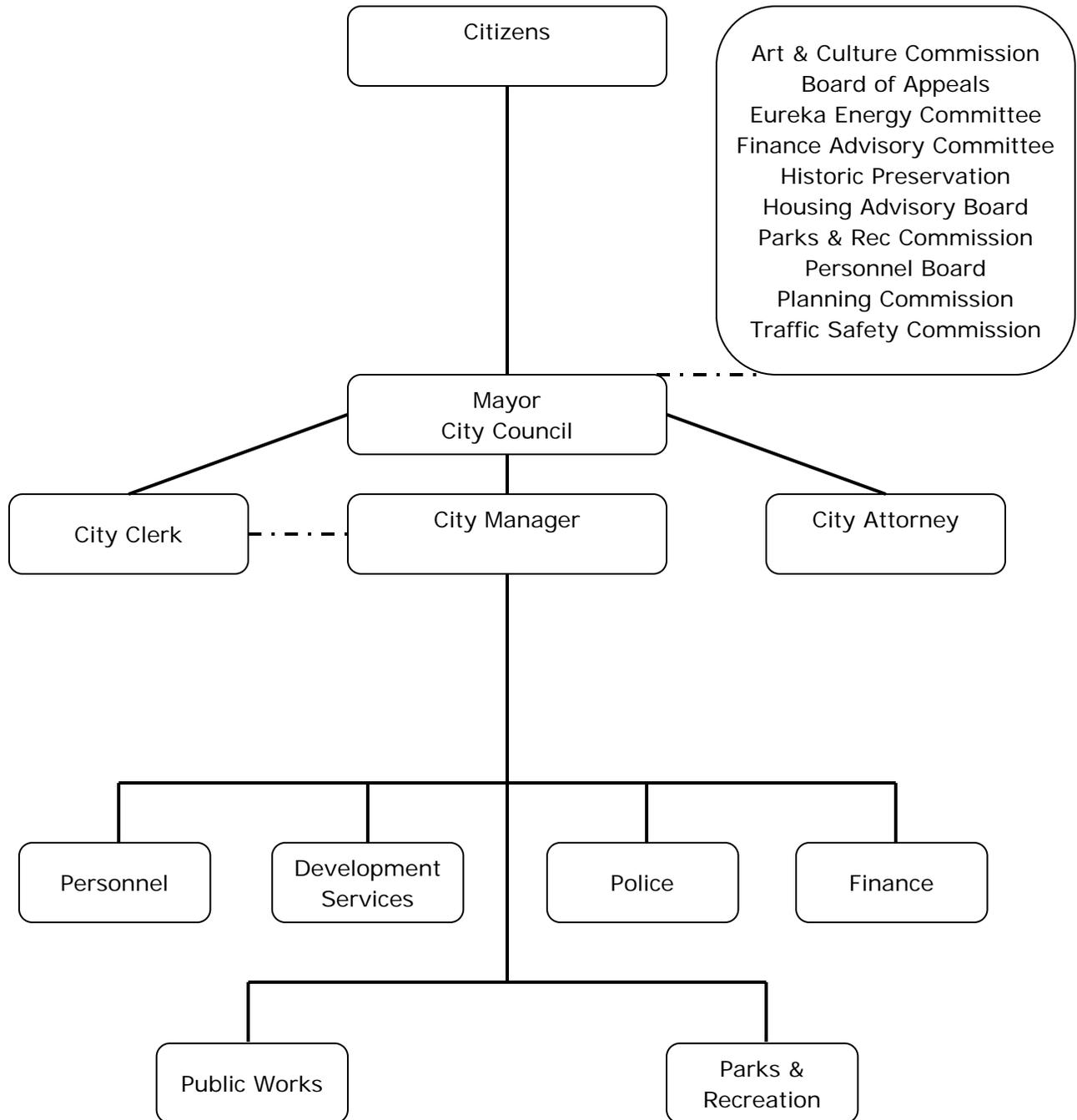
Ward 3 **Kim Bergel**

City Manager

Greg Sparks



The City of Eureka Organizational Chart



Section A:

Introduction



City Manager's Transmittal



April 25, 2017

Honorable Mayor and City Council:

I am pleased to submit the Adopted Budget for the 2017-18 Fiscal Year. This budget message outlines principles and important issues of the City's financial planning efforts. The 2017-18 Budget includes the recommended operating programs and Capital Improvement Plan (CIP) projects.

The budget serves as the primary programming tool for the implementation of the key policy documents which have been adopted by the City Council. Although the budget helps manage the City's immediate future by tying programs and service delivery activities to policies, goals, and fiscal resources, it is important to emphasize that managing programs and fiscal resources is an on-going process that is not limited to the City's formal budgetary process.

The adopted operating programs are designed to maintain existing service levels to the greatest extent possible. City departments continuously scrutinize services to maximize operational efficiencies. The 2017-18 Adopted Budget maintains the size of the City workforce and implements the phased in state minimum wage. This budget continues to see improved revenues-primarily from sales and lodging taxes. Cost controls and organization right-sizing continue to be a high priority.

Key Budget Principles

As in past years, the 2017-18 Budget is based on policies which govern the stewardship of public funds and reflect the City's commitment to balanced financial planning. While all the policies and objectives were utilized in composing the budget, there were several major principles which most influenced the shape of the financial plan. These include:

- ❖ The recommended Budget will balance recurring expenditures with recurring revenues.
- ❖ Basic services will be maintained to the greatest extent possible.
- ❖ Working capital will be maintained at levels which will reasonably protect the City from future uncertainties.
- ❖ Revenues will be estimated at realistic levels.
- ❖ Program costs will be developed to reflect a true picture of the cost of operation.
- ❖ Personnel layoffs will be avoided to the greatest extent possible.
- ❖ The recommended budget will comply with provisions of the State Constitution, City Charter, Municipal Code, and sound fiscal policy.

Basis of Budgeting

The basis of budgeting is explained here to assist readers of the budget document, and to provide a bridge between the budget presentation in this document and the accounting presentation in the Comprehensive

City Manager's Transmittal



Annual Financial Report (CAFR). The City's governmental funds consist of the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds for both the City and Successor Agency. Governmental fund budgets are developed using the modified accrual basis of accounting. To summarize, under this basis, revenues are estimated for the fiscal year if they are susceptible to accrual, e.g. amounts can be determined and will be collected within the current period. Principal and interest on general long-term debt are budgeted as expenditures when due, whereas other expenditures are budgeted for liabilities expected to be incurred during the current period.

Proprietary fund budgets are adopted using the full accrual basis of accounting whereby revenues are recognized when earned, and expenses are recognized when incurred. The City's Enterprise Fund types consist of the Water, Sewer, Transit, Harbor, Building and Golf Course funds. Principal and interest on long-term debt are budgeted as expenses within the proprietary debt service funds.

City Council Goals & Objectives

All of the adopted Program and Capital Budgets for the 2017-18 fiscal year are integral to the accomplishment of the City Council's March 2017 Strategic Plan. Those goals encompass quality of life, safety within the community, and continued financial stability. As our city moves into the next year, departments are carrying out programs to meet City Council and General Plan goals in the areas of:

- Optimizing City Operations
- Enhancing Economic Vitality
- Empowering and Engaging for Healthy Community

Financial Condition Summary

Financial Outlook

For FY 2017-18, the overall economic outlook for the City of Eureka remains stable. Leading indicators, such as Sales Tax, Transient Occupancy Tax, and Property Tax revenues are projected to increase slightly. However, the following fiscal year, 2018-19 the city will begin to feel the impact of increased CalPERS expenses. These costs are a result of the state pension board phasing in a lower rate of projected investment returns over the long term. The result will be increased pension costs to address the unfunded liability.

As the City works to improve our long term financial sustainability, it is imperative to fund public infrastructure-streets, water, and sewer maintenance and improvements to ensure to the highest level possible that future expenses are minimized. The City does not have the financial capacity to take on new programs unless they have funding sources, such as fees or grants. The City has a modest General Fund reserve, which limits flexibility in addressing unanticipated costs. It is a priority to restore reserves to pre-recession levels, in all funds over the coming years. Fiscal recovery includes the implementation of policies and practices that will assist the City in becoming more adaptable to changing conditions and to better withstand future economic downturns. This budget continues the practice that began two years ago in rebuilding General Fund reserves, while also making modest improvements to streets and facilities.

Budget Content

The recommended budget is consistent with the City Council direction of keeping public safety as the number one budget priority with funding for police and fire comprising approximately 69% or \$19.7 million of the City's General Fund budget. A range of other City services comprise the balance of the City's budget. The budget balancing plan for FY 2017-18 continues ongoing strategies aimed at improving the City's long-term financial stability.

Financial Plan Overview

The total Adopted Operating Budget for the City is nearly \$57.7 million for 2017-18. This represents a 2% increase from the 2016-17 Adopted Budget. A majority of the \$1 million increase in operating budgets is due to increased pension, health insurance and transit related costs. In addition, this is the third year of projecting a second year budget estimate, which provides the City Council and the community a higher level of information regarding the financial strengths and challenges facing the City of Eureka.

General Fund Highlighted

The General Fund is the primary funding source for the delivery of essential City services, ranging from public safety to planning. Unlike the enterprise operations - such as water, sewer, or building regulation, that are somewhat able to set fees at levels necessary to recover their costs - General Fund programs have limited sources of non-tax funding.

Expenditures: Total General Fund appropriations are \$28.4 million for 2017-18, which includes an increase in the operating expenditure budget of 3%, or \$700,000, from the prior fiscal year.

General Fund Appropriations (in thousands)	2016-17 Projected	2017-18 Adopted	2018-19 Projected
Operating Budgets	\$ 26,714	\$ 27,415	\$ 27,815
Debt Service	130	130	130
Capital Projects	870	475	-
Transfers	500	368	368
Total General Fund	\$ 28,214	\$ 28,388	\$ 28,313

The estimated General Fund working capital at June 30, 2017, is \$3.6 million, or 14% of the total General Fund operating budget, which is lower than the City's goal of 60 days of operating expenditures (16.7%; or approximately \$4.6 million). However, it is an increase of \$2 million from what was projected for the current year budget.

City Manager's Transmittal



Revenues: The Budget relies on revenue projections which indicate the amount of resources available to be allocated to city services over the coming year. Forecasts of the major General Fund Revenues, Sales Tax; Transaction and Use Tax; and Property Tax, were based on recommendations from the City's tax compliance consultant.

The following assumptions regarding revenue projections are reflected in the budget:

- Sales tax is expected to increase slightly for the next year;
- Adopted by the voters in November 2014, Measure "Q" funds, re-authorized the ½-cent City Sales Tax that was originally approved as Measure "O" in 2010. This general purpose revenue measure is projected to generate \$4.5 million in 2017-18. This funding enables the City to provide important and valued services to the community-particularly public safety services.
- Property values in Eureka remain stable;
- No major changes in the structure of existing local government revenues.
- Increases to various City fees and charges, based on cost of service, will be approved, implemented, and will achieve the revenue targets.

Operating Program Expenditures

The City of Eureka has traditionally delivered a high level of basic police and fire services to the community. However, funding for basic street maintenance and other public infrastructure has

significantly fallen behind acceptable levels of service. The 2017-18 budget includes new state funding to support street maintenance, but additional local resources are necessary to make any significant improvement to the overall condition of city streets. The community should consider an increase to the sales tax in 2018 to fund street improvements.

Issues and initiatives for the coming year

The City continually strives to improve the level and quality of service provided to its citizenry as has been demonstrated through the various on-going service levels contained with this budget. In future years, the City's goals and objectives will continue to be reflective of the desire to improve the quality of life and economic prosperity for Eureka's citizens.

➤ **Critical Future of the General Fund.** This year our goal is to adopt a balanced General Fund budget, with recurring revenues equaling or exceeding recurring expenditures. We need to be continually focused on creating and maintaining a fiscally sound and sustainable budget. The comprehensive financial picture is made up of several components: contingency reserves that cushion annual fluctuations in revenue collections, sufficient working capital to protect against disaster and uncertainty, ongoing and consistent capital planning and improvements, adequate funding of liabilities, and strive to provide competitive compensation for our workforce.

- **Retirement Benefit Costs** CalPERS has implemented reforms including a tiered system called PEPRA, which has reduced retirement benefits thereby reducing costs from what they would have been. PEPRA has long term benefit, but in the short term, retirement costs continue to increase, primarily as a result of unfunded liability and decreased investment earnings. CalPERS costs will continue to be a significant budget driver in years to come that will impact the current level of city services.
- **Health Insurance Costs.** The City's health insurance premium projection includes a 6% increase for FY17/18.
- **Waterfront Maintenance and Development.** With the investment of nearly \$60 million during the past fifteen years to develop the waterfront and boardwalk area in Eureka, it is critical that these aesthetic additions to our community be maintained. To attract new construction and development investment in the future, this area must have adequate funding both to maintain and improve public infrastructure. To that end, staff has created a 5-Year Harbor Plan with the goal of providing policy direction that will enhance future revenues.
- **Street & Road Maintenance.** Clearly, one of the greatest challenges facing Eureka is the need to maintain the City's street and road infrastructure. In FY 2017-18 and beyond, the City is faced with the need to fund approximately \$3 million per year related to street maintenance. The adopted budget includes a projected increase in state funding for road maintenance and improvements, but the city continues to be well below the funding necessary to maintain the system. Due to this long term shortfall in funding, city staff is recommending a sales tax measure for streets on the November 2018 ballot.
- **Business Development and Retention.** We continue to work in partnership with the business community and local organizations to improve the city's business climate. Measures such as the Strategic Arts and Culture Plan, Opera Alley Plan, and Strategic Economic Development Plan are all focused on improving Eureka as a tourist destination and for expanding the job and tax base of the community.
- **Infrastructure Construction and Improvements.** With the exception of the water and wastewater capital improvements which continue this year, we fall far short of meeting the City's infrastructure needs. Most available funding continues to find application in operational budgeting areas, meaning that the rate of decline in the usefulness of our City's infrastructure base has outpaced our ability to carry out needed capital upgrading and replacement.

Measures "O" and "Q"

Adopted by the voters in November 2010, Measure "O" established a ½-cent City Transaction and Use Tax. Measure "Q" approved in November 2014 extended this tax for an additional five years. This general purpose revenue is projected to generate \$4.5 million in FY 2017-18. Measure "Q" is reviewed annually by a citizen committee. This funding is primarily directed to maintaining police and fire services.

Summary

Although the City continues to operate in a challenging economic environment, we have made strides in our goal of financial sustainability. For the next year, our goal has been to develop a budget that will meet the needs of the community without compromising the future. The adopted budget has deficiencies in the

City Manager's Transmittal



maintenance of city facilities and road infrastructure yet seeks to preserve our long-term fiscal health by aligning revenues and costs.

While the recommended budget is balanced, the City Council and community must be mindful that there are a number of uncertainties still facing the community. Costs continue to increase despite a ratcheting down of discretionary expenses and a leaner public work force. Nonetheless, we will continue to adhere to sound financial practices that will allow us in the long term to successfully meet the challenges of providing quality public services.

I would like to express my thanks to the management team and to Wendy Howard and Lane Millar of the Finance Department, for all of their efforts and diligent work in crafting this budget document. The City Council and the management team are focused on high-quality service to the citizens of Eureka. I appreciate the Council's vision and continued support of the organization as we fulfill that vision.

Respectfully submitted for your consideration,

Greg L. Sparks
City Manager

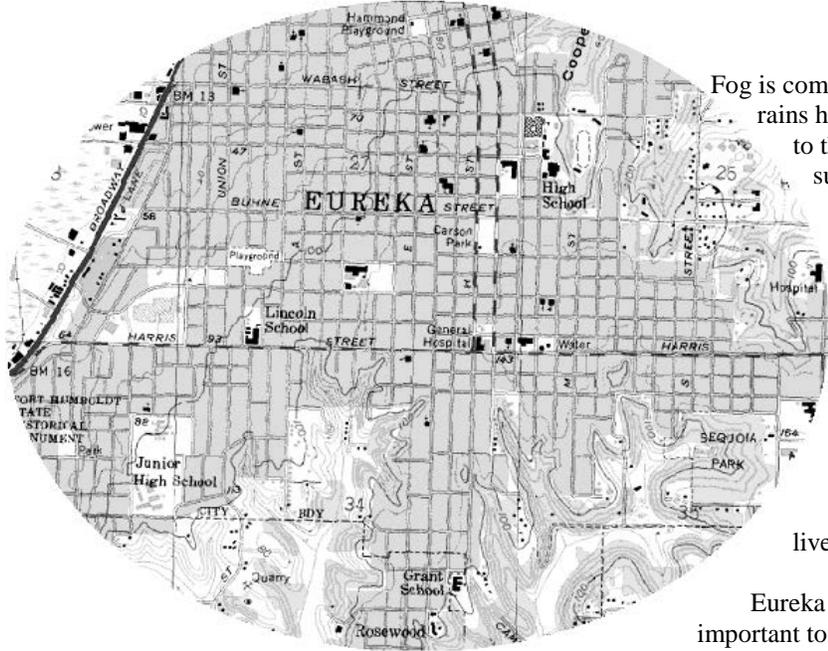
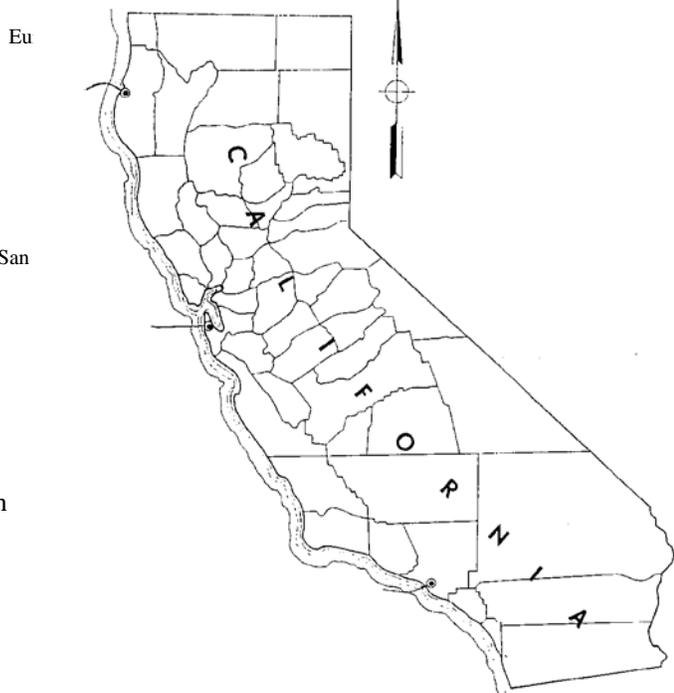
Community Profile

Bustling into Western history during the famous California Gold Rush, the City of Eureka thrived for many years on the area's rich abundance of redwood timber. Quickly establishing itself as the commercial hub of the North Coast, Eureka fused a stunning array of Victorian architecture with the rugged beauty of the Northwest to create a truly unique community.

Today, Eureka is an established *State Historical Landmark* due to the presence of so many examples of Victorian and other "period" architecture. Many of these homes and buildings have been preserved and painstakingly restored. Eureka still maintains the highest level of Victorian homes per capita in California.

Eureka is located on Humboldt Bay, with the Pacific Ocean to the west and mountains and forests to the east, north, and south. It is the North Coast's largest coastal town north of San Francisco and the central location for the area's government, commerce and culture.

A moderate climate prevails, summer and winter.



Fog is common. Bring your umbrella, because it rains here - fall, winter, and spring. Due to the geographical diversity of the area, summer temperatures in the nearby mountains and in Southern Humboldt County, just minutes from Eureka, range into the 90's.

Eureka's population is approximately 26,946. Another 14,000 reside immediately adjacent to the city limits. Hence, the greater Eureka population is approximately 41,000. About 100,000 people, or 85 percent of Humboldt County's total population, live within a 20-mile radius of Eureka.

Eureka and the nearby cities reflect what is important to our community - family, work, the outdoors, the environment, the arts, and community service. In Humboldt County the lifestyle is relaxed. Many

residents live in rural settings, away from neighbors, yet within minutes of jobs, schools, rivers, woods, and the beach. Traffic jams and crowded beaches don't exist and natural beauty is available at every turn.

Community Profile

Shopping, services, and recreation are abundant in Eureka. As “the hub city” for Northwestern California, Eureka offers a broad range of cultural resources and amenities such as museums, libraries, parks, galleries, theaters, fitness and recreational facilities along with retail outlets, medical care, automotive services, restaurants, accommodations, professional, and technical services.

Fun and fitness are valued in Humboldt County, but activities aren’t limited to golf, tennis, dancing, swimming, bicycling, organized sports, or classes. National and state parks, National Forests, acreage managed by the Bureau of Land Management, and proximity to rivers and wilderness areas provide terrific hiking, hunting, fishing, sailing, rafting, and camping. The Eureka area is also especially attractive to recreational and sports enthusiasts, boasting some of the most exciting ocean and river fishing in the world.

Eureka’s visitors enjoy friendly and unpretentious attitudes among the people they meet.

People are generous here and many examples of this generosity and commitment to community exist in Eureka, where people live and work together to build community assets.

The raw pioneer spirit that grabbed opportunity at every chance has evolved into a more sophisticated version - a version that looks at the new century demands of tomorrow. Our residents are active in business and government giving the community a vision of the future. City and community leaders along with governmental agencies are setting a swift and concerted pace on behalf of the community to achieve exceptional progress. They acknowledge that the whole is greater than the sum of the parts because Eureka is a place where voices and viewpoints are heard.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Eureka
California**

For the Fiscal Year Beginning

July 1, 2016

Jeffrey R. Emswiler

Executive Director

City of Eureka, California



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Strategic Planning

March

2017



MISSION						
To be financially responsible and to provide effective municipal services in a personal, responsive manner and in partnership with community.						
Eureka is a Beautiful, Dynamic, Seaport City						
		Eureka has an alive waterfront, Old Town, and Downtown and thriving regional economy		Eureka residents enjoy a livable and sustainable community & abundant choices for leisure time		
Financially stable, effectively run city with an engaged public	Strong, collaborative relationships with partner organizations and community	Unique and abundant attractions/ tourism choices for the community and visitors to enjoy	Community that attracts and retains diverse, skilled workforce thru business investment	Adequate supply of market rate and affordable housing	Vibrant, flourishing and safe community where people want to live and visit	Aesthetically captivating and artistic community with beautiful neighborhoods
<p>Infrastructure maintenance fund</p> <p>Sustainable harbor fund</p> <p>Long-term wastewater treatment plan is done for next 50 years</p> <p>City has a unified public message</p> <p>Sustainable dredging of bay</p> <p>Broad citizen participation and inclusion</p> <p>Sales tax for roads</p> <p>Funding in place for street maintenance</p> <p>Improved recruitment and retention of city staff-EPD full, Diverse staff</p>	<p>Medical detox treatment center has been operational</p> <p>Collaborated healthcare and substance abuse solutions</p> <p>Citizen engagement</p>	<p>Way-finding signage has been implemented</p> <p>Completed zoo master plan-canopy walk, etc.</p> <p>Tourist train around the Bay</p> <p>17 cruise ships per year</p> <p>15% increase TOT</p> <p>Multi-use, all-weather sports complex</p>	<p>Industrial park – Balloon Track</p> <p>Sensible approach to cannabis (diverse economy)</p> <p>Increase skilled-labor employment by 15% (manufacturing, high tech, health care)</p> <p>Renewable energy projects</p> <p>Business incubator up and running</p> <p>Sustainable (dredged) bay with plan for upkeep</p> <p>Workers being drawn to community</p>	<p>More affordable housing</p> <p>New affordable housing units</p> <p>Reduction in homelessness</p> <p>City/County partnership in transitional/permanent housing</p> <p>More upper floor urban housing</p>	<p>Construction of C2F development and waterfront hotel</p> <p>Reduction in crime and improved public safety</p> <p>Opera Alley Phase I completed</p> <p>Perception of improved safety</p> <p>Healthier lifestyles and opportunities for kids</p> <p>Increase bike and pedestrian traffic throughout Eureka</p> <p>All-weather sports complex</p> <p>Plan in place for trail connections to Loop Trail and North-South</p>	<p>Revitalized HWY 101 through Eureka</p> <p>Artistic City entrance sign</p> <p>Beautified arterials through street trees, traffic calming and wayfinding signs</p> <p>Established incentives for property owners to make improvements</p> <p>A private property improvement and beautification plan in place</p> <p>One art project a year</p> <p>Revitalized city properties</p>

► UNDERLYING OBSTACLES

— WHAT IS PREVENTING US, OR HOLDING US BACK FROM REALIZING OUR VISION?

<p>Ego, obstinance, and closed-mindedness make compromise difficult, blocking effective decision making and efforts toward progress</p>	<p>Absolute power in their best interest to say 'no' to maintain status quo</p>	<p>Individual and collective lack of investment in well-being of Eureka leads to scarce resources for treatment, disrupts family cohesion, creates isolation and diverts City attention and resources from critical needs and opportunities</p>	<p>Unwillingness to accept consensus and inevitable change creates a waste of time, frustration, inefficiency, and ineffectiveness</p>	<p>Antiquated and illegal codes prevent and restrict development and our ability to operate in a legal and efficient manner</p>	<p>Fear and dichotomy blinds us to the vision, blocking compromised decisions, innovation and effective communication/ Inadequate messaging and communication channels fail to promote the positive Eureka stories, supporting negative narratives.</p>
<p>Unwillingness to compromise Inability to achieve consensus on direction Opposition without alternative options Politics and opinions that prevent people from compromising to find solutions Ego, attitude insecurities Conflicts of - council to council – staff to staff and council to staff Past obstacles deferred create larger challenges today</p>	<p>Regulatory restrictions (outside agencies) Not always in our control Outside agency constraints – i.e. CCC, Caltrans, DHHS Bureaucracy Regulations by and relationships with other agencies</p>	<p>Pervasive drug culture Black market cannabis contributing to a culture of lawlessness Drug Culture Anti-establishment and defiance Negative view and perception of Eureka by Eurekaans Hyper-focused enforcement mentally ill</p>	<p>Stakeholders not on the same page Too many competing needs for funding Need more quality of life resources to attract investment and skilled workers Bare bones staffing at City Ineffective use of staff and resources due to deviation from the vision Community and organization motivation</p>	<p>Conflict for space between retail and industrial Outdated municipal code and city policies Outdated codes and policies Outdated polices, laws, and codes</p>	<p>Lack of vision and leadership Fear of change Fear of change to protect the 'status quo' Relationship between public and private sector Legacy reputation Fear of public criticism and transparency Not effectively telling the City's story Challenge building support for public infrastructure needs Siloed thinking – limited collaboration Don't communicate 'wins' Community isolationism and miscommunication</p>

► **STRATEGIC DIRECTIONS | Definition and Summary**

In the Strategic Directions workshop, participants are asked to focus on creative, practical actions that will move the community towards its practical vision. By planning strategically, that is, in relation to its real situation and the underlying challenges and its practical vision, the community has a chance to realize its vision. The strategic directions workshop asks: *What innovative, substantial actions can we take to address the underlying contradictions and move toward our vision?*

Improve Operational Effectiveness and Efficiency	Improve relationships with outside Agencies	Improve Council Knowledge and Awareness	
<p>Develop policies that result in the City being run more like a business Develop a unified City Approach to pursuing funding</p> <p>Update and complete EMC plan Improve employee production and retention with greater allocation of resources toward salaries and benefits</p> <p>Complete and approve all strategic plans</p>	<p>Individual relationship building with outside agencies Building of one project to change the narrative with regulatory agencies</p> <p>Partner on grant-funded projects/opportunities that benefit community as a whole Partner with the county and non-profits to pursue 'No place like home funding'</p>	<p>Create and implement sunshine ordinance Plan twice a year strategic plan check-in</p> <p>In-depth special study sessions on important issues (port closure impact, mid-year strategic plan check-in) Update code of conduct</p> <p>Quarterly data dashboard Start quarterly team building exercises</p>	<p>Optimizing City Operations</p> <p>Empowering and Engaging for Healthy Community</p> <p>Enhancing Economic Vitality</p>
Engage Community	Increase Positive Messaging	Programs to support Healthy Lifestyle	
<p>Partner with CR and ECS to implement a CTE program at City facilities Engage community neighborhoods through workshops to take ownership of ideas and visions</p> <p>Develop a neighborhood safety strategy Support and assist community-led neighborhood block parties</p> <p>Develop a community engagement strategy Engage youth to involve them in government</p> <p>Quarterly data dashboard</p>	<p>Media PR group from all depts. for unified message Survey community about ways they get info & do positive messaging campaign</p> <p>Create City and media retreat to work on positive messages for City and Community Implement a survey to determine effective outreach platforms</p> <p>Develop a unified and cohesive communication strategy</p>	<p>Cannabis tax used for Educational outreach on drug culture Researched sugar tax allocated to Park and Rec for healthy lifestyles and youth programs</p> <p>Plan to develop a YMCA in Eureka Complete 5-year plan to eliminate sidewalk gaps</p>	
Develop Plan for Cannabis Impact	Increase Economic Development	Beautify City	
<p>Cannabis tax for proactive vs. reactive program to change perspective on drug culture (education and outreach)</p> <p>Develop a clear and consistent strategy for cannabis in Eureka</p>	<p>Annual developer and business outreach workshop/program to encourage development and business growth</p> <p>Implement renewable energy project timeline as part of Climate Action plan</p>	<p>Implement strategic art plan Implement specific phase 2 S.A.P. projects – Opera Alley, Wayfinding, street trees</p> <p>Complete Broadway beautification: F Street Arch, entrance sign, banners Develop plan for public pride and ownership in neighborhood care</p>	

► **FOCUSED IMPLEMENTATION | 1st Year Priorities**

Focus Question: *What will be our ONE YEAR priorities for each Strategic Direction?*

Strategic Direction	Current Reality	1st Year PRIORITIES	Two-year Success
 <p>1. Optimizing City Operations</p>	<ul style="list-style-type: none"> • Outdated Codes and Policies • Costly infrastructure and operational needs • Low morale and pay (but solid benefits) • Challenging relationships between internal and external decisions makers • No active Safety Committee 	<ul style="list-style-type: none"> • Code of Conduct for Council • Create team to update EMC and policies • Implement sunshine ordinance • Educational outreach for roads sales tax • Analyze options for new revenue (identify sustainable funding sources for facilities maintenance) • Have field tours with regulatory agencies • Implement plan for minimum wage increase • Reinstate safety committee 	<ul style="list-style-type: none"> • Comprehensively updated EMC and Policy manual • Water/Sewer rates implemented • Sales tax for street maintenance passed • Plan for increased pay/benefits to increase morale • Council lives up to code of conduct • Successful in finding new sources of funding • Working relationships developed with outside agencies • Awareness of morale, recruitment and retention problems
 <p>2. Enhancing Economic Vitality</p>	<ul style="list-style-type: none"> • Inadequate housing • Harbor issues • Aesthetic problems • Lack of industrial businesses • High # of business startups • Transportation / shipping issues • Negative “legacy” reputation • Need for pre-permitted sites • Underdeveloped waterfront • Need for wayfinding 	<ul style="list-style-type: none"> • General Plan and Zoning Code update • Permit for dredge spoils disposal • Lobbying plan for new city signs • Final architectural plans for city-wide wayfinding • Visit Eureka website and utilize existing apps (i.e. Groupon) • Complete strategic plan to create manufacturing jobs • Positive messaging • Council adopts surplus property list • Hotel identified and in negotiations • Get electronic billboard on 101 / Broadway 	<ul style="list-style-type: none"> • Streamlining of accessory dwelling units • Harbor completely dredged • Beautiful city entrance sign and wayfinding • Implement plan to attract new manufacturing businesses • Eureka welcomes businesses • Surplus City properties pre-permitted or sold • Waterfront hotel under construction • Tourists find attractions easily

2017/2018 Project Calendar

FOUS AREA	March/April	May/June	July/August	September/Oct	Nov/Dec	2018 and beyond
Optimizing City Operations	[1], [3], [7] 7. Adopt and implement plan for min-wage increases (Gary, Wendy, Greg, Pam, Council, Miles)	[6] 1. Code of conduct (council) 6. Field tours with regulatory agencies (Greg, Brian, Rob, Miles) 3. Draft and adopt sunshine Ord. (Pam, Cyndy, Council)	[2], [5], [8] 2. Create team to update EMC & policies (Pam, Cyndy) 8. Reinstate safety committee (Gary, Pam) 5. Analyze options for new revenue (Greg, Wendy)	[4], [9], [10] 10. Mid-year strategic plan check-in (Greg, Council, all)		4. Education outreach for road sales tax (Greg, Brian) 9. Revise ward boundaries (Greg, Cyndy, Pam)
Empowering and Engaging for a Healthy Community	[11], [7], [9], [2], [3], [4], [8], [10], [5] 2. Council participation to Next Gen and with Raven YSB	[1], [6] for 1 park ADA bathroom	7. Temp seasonal closure of 2 nd Ped plaza (Brian) 9. Incorporate C.A.P.E. (Miles) 8. Boost social media (facebook) (Pam)	[12] 1. Survey media to better reach targets (Pam) 11. Seek & Secure grant \$Rotaract (Miles) 10. Fieldtrips promotion to CH and facilities w/schools (Kim +) 12. Dev youth Council (CC) 6. Dev Neighborhood clean-up groups (Miles) 5. Expand VTS to other portions of trail (Miles) 4. Finalize waterfront trail (Miles)	3. Work with county on grant program (Miles)	
Enhancing Economic Vitality	[1], [2], [3], [4], [6], [7], [9], [10]	[5]	[8] 6. Council adopts surplus property list (Rob H.) 7. Dredge permitting (Miles)	9. Get tourism related E-billbrd on Broadway (Marian) 10. Biz outreach program (includes Council) (Rob H)	4. Citywide wayfinding plan and designs (Rob) 8. Waterfront hotel ID'd and in negotiations (Rob)	1. Implement strategic arts plan & opera alley (Rob) 3. GPU & ZCU (Rob) 2. Complete Strategi Plan to created Manufacturing jobs (Rob) 5. Visit Eureka website and Apps (Rob H)

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Section B:

Budget Graphs & Summaries



Budget Graphs & Summaries - Overview

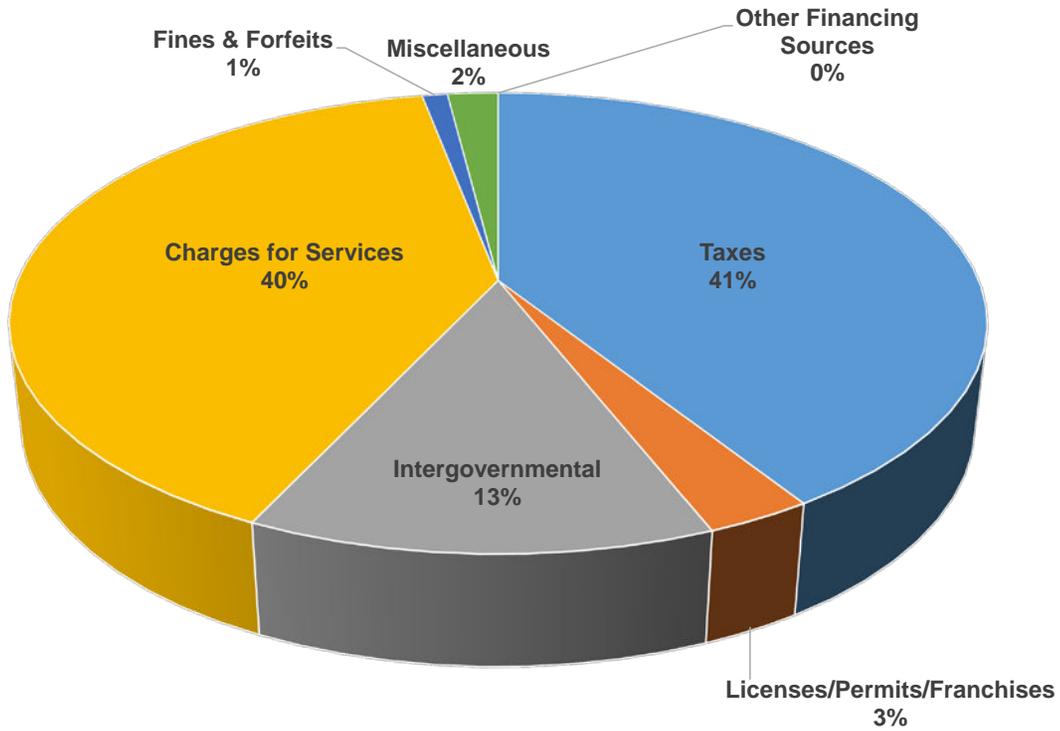
The budget charts and tables in this section highlight key financial relationships and trends. This section summarizes the budget document with the following charts and tables:

- Summary of Revenue by Source
- Revenue Summary by Fund Type
- Summary of Operating Program Expenditures by Type
- Summary of Operating Program Expenditures by Function
- Operating Expenditures Summary by Department
- General Fund Sources
- General Fund Uses
- General Fund Revenue Trends & Description of Revenues
- Summary of Changes in FTE Positions
- Full-Time Equivalent Positions by Department
- Recap of Funds 2016-17; 2017-18; 2018-19

Generally, charts are for the 2017-18 fiscal year, while tables present information for four fiscal periods: 2015-16 Actual, 2016-17 Amended Budget, 2016-17 Estimates (Estimated Actual's) and 2017-18 Adopted Budget and 2018-19 Projected Budget.

SUMMARY OF REVENUE BY SOURCE

FY2017-18 Total Revenue - \$64,074,221



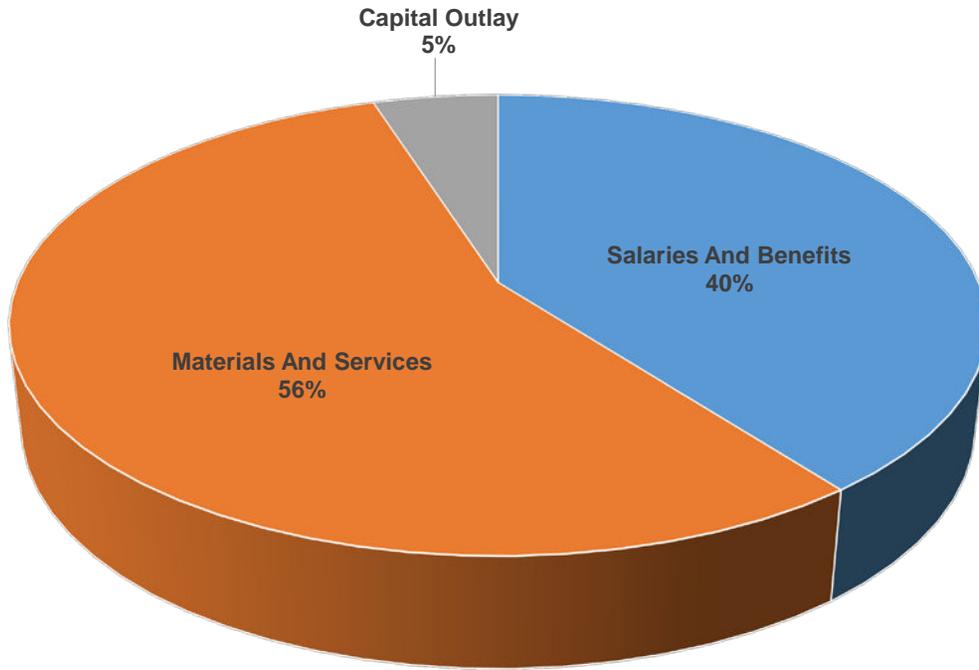
Revenue Source	2015/16 Actual	2016/17 Amended Budget	2016/17 Estimated Actual	2017/18 Budget	2018/19 Budget
Taxes	27,013,793	25,289,720	25,289,720	26,546,220	26,154,857
Licenses/Permits/Franchises	1,728,145	1,743,500	1,721,500	1,801,800	1,801,800
Intergovernmental	8,513,957	8,745,221	7,744,812	8,084,856	7,226,552
Charges for Services	25,227,970	25,676,225	25,654,225	25,543,578	25,458,120
Fines & Forfeits	751,902	619,000	725,248	652,500	652,500
Miscellaneous	1,029,705	3,467,110	3,880,342	1,445,267	1,445,267
Other Financing Sources	5,142	0	0	0	0
TOTAL	64,270,614	65,540,776	65,015,847	64,074,221	62,739,096

REVENUE SUMMARY BY FUND TYPE

Fund Type	Revenue Source	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
GENERAL FUND						
	Taxes	22,243,009	21,751,693	21,751,693	22,736,229	22,736,229
	Licenses/Permits/Franchises	1,282,621	1,231,300	1,231,300	1,293,800	1,293,800
	Intergovernmental	2,479,323	2,395,920	2,395,920	2,464,000	2,464,000
	Charges for Services	1,111,408	1,145,950	1,145,950	1,128,350	1,128,350
	Fines & Forfeits	224,087	199,000	199,000	210,500	210,500
	Miscellaneous	178,226	141,460	184,692	144,300	144,300
	Other Financing Sources	1,392	-	-	-	-
	Subtotal	27,520,066	26,865,323	26,908,555	27,977,179	27,977,179
SPECIAL REVENUE FUNDS						
	Taxes	706,102	-	-	50,000	50,000
	Licenses/Permits/Franchises	54,999	61,200	39,200	57,000	57,000
	Intergovernmental	4,639,762	4,620,244	3,666,698	3,995,076	3,216,250
	Charges for Services	67,266	30,000	30,000	30,000	30,000
	Fines & Forfeits	179,496	140,000	246,248	142,000	142,000
	Miscellaneous	630,865	61,000	431,000	11,000	11,000
	Other Financing Sources	-	-	-	-	-
	Subtotal	6,278,490	4,912,444	4,413,146	4,285,076	3,506,250
DEBT SERVICE FUNDS						
	Taxes	3,840,400	3,538,027	3,538,027	3,535,709	3,144,346
	Charges for Services	-	-	-	-	-
	Miscellaneous	2,367	-	-	-	-
	Other Financing Sources	-	-	-	-	-
	Subtotal	3,842,767	3,538,027	3,538,027	3,535,709	3,144,346
CAPITAL PROJECTS FUNDS						
	Miscellaneous	892	-	-	-	-
	Subtotal	892	-	-	-	-
ENTERPRISE FUNDS						
	Taxes	224,282	-	-	224,282	224,282
	Licenses/Permits/Franchises	390,525	451,000	451,000	451,000	451,000
	Intergovernmental	1,394,872	1,544,120	1,497,257	1,462,161	1,382,683
	Fines & Forfeits	348,319	280,000	280,000	300,000	300,000
	Charges for Services	14,792,821	15,312,600	15,290,600	14,999,250	14,999,250
	Miscellaneous	169,280	3,264,650	3,264,650	1,289,967	1,289,967
	Other Financing Sources	-	-	-	-	-
	Subtotal	17,320,099	20,852,370	20,783,507	18,726,660	18,647,182
INTERNAL SERVICE FUNDS						
	Taxes	-	-	-	-	-
	Intergovernmental	-	184,937	184,937	163,619	163,619
	Charges for Services	8,859,380	8,787,566	8,787,566	8,985,869	8,985,869
	Miscellaneous	48,075	-	-	-	-
	Other Financing Sources	3,750	-	-	-	-
	Subtotal	8,911,205	8,972,503	8,972,503	9,149,488	9,149,488
TRUST FUNDS						
	Charges for Services	397,095	400,109	400,109	400,109	314,651
	Miscellaneous	-	-	-	-	-
	Subtotal	397,095	400,109	400,109	400,109	314,651
GRAND TOTAL		64,270,614	65,540,776	65,015,847	64,074,221	62,739,096

SUMMARY OF OPERATING PROGRAM EXPENDITURES BY TYPE

FY2017-18 Total Operating Expenditures - \$57,632,891

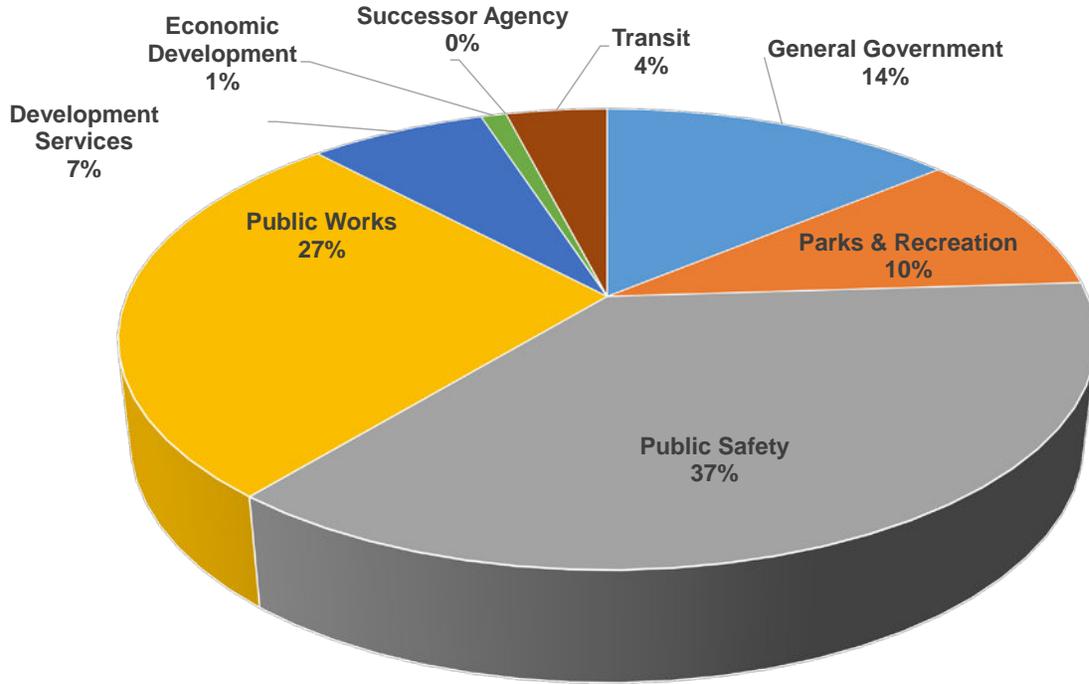


Expenditure Type	2015/16 Actual	2016/17 Amended Budget	2016/17 Estimated Actual	2017/18 Budget	2018/19 Budget
Salaries And Benefits	20,903,091	22,821,197	21,798,120	22,796,434	24,321,740
Materials And Services	32,743,479	33,685,327	31,584,271	32,063,531	30,113,228
Capital Outlay	703,386	2,240,280	1,939,048	2,772,926	1,400,730
TOTAL*	54,349,956	58,746,804	55,321,439	57,632,891	55,835,698

* Does not include Projects or Other Financing Uses

SUMMARY OF OPERATING PROGRAM EXPENDITURES BY FUNCTION

FY2017-18 Total Operating Expenditures - \$57,632,891



Function	2015/16 Actual	2016/17 Amended Budget	2016/17 Estimated Actual	2017/18 Budget	2018/19 Budget
General Government	7,642,774	8,387,819	8,389,990	8,280,331	8,380,296
Parks & Recreation	5,281,288	5,272,943	5,309,188	5,760,063	5,828,485
Public Safety	18,908,905	19,999,014	18,844,237	21,361,852	20,171,405
Public Works	15,275,764	16,695,507	16,801,897	15,664,471	16,567,843
Development Services	1,680,247	3,874,720	3,621,452	3,794,094	2,653,589
Economic Development	3,294,947	2,352,926	90,999	458,000	0
Successor Agency	185,141	250,000	321,880	250,000	250,000
Transit	2,080,890	1,913,875	1,941,796	2,064,080	1,984,080
TOTAL*	54,349,956	58,746,804	55,321,439	57,632,891	55,835,698

* Does not include Projects or Other Financing Uses

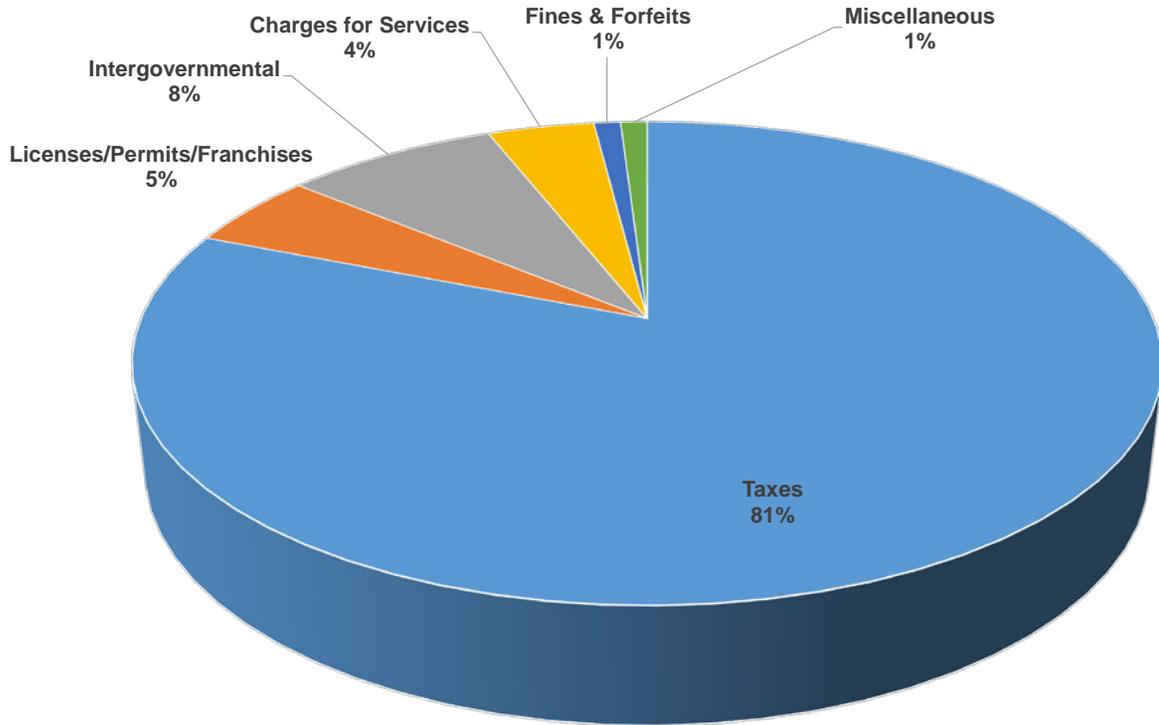
OPERATING EXPENDITURES SUMMARY BY DEPARTMENT

Department	Expenditure Type	2015/16 Actual	2016/17 Amended Budget	2016/17 Estimated Actual	2017/18 Budget	2018/19 Budget
LEGISLATIVE						
	Salaries and Benefits	105,899	103,976	114,491	127,955	135,437
	Materials and Services	44,240	40,684	40,684	39,520	39,520
	Capital Outlay	-	-	-	-	-
	Subtotal	150,139	144,660	155,175	167,475	174,957
CITY MANAGER						
	Salaries and Benefits	254,432	266,864	264,960	277,360	287,611
	Materials and Services	27,970	31,048	31,048	31,146	31,146
	Capital Outlay	-	700	700	700	700
	Subtotal	282,402	298,612	296,708	309,206	319,457
CITY CLERK						
	Salaries and Benefits	487,109	506,970	518,532	576,599	605,206
	Materials and Services	2,584,263	2,748,047	2,778,047	2,719,033	2,719,033
	Capital Outlay	104,105	157,500	157,500	40,000	40,000
	Subtotal	3,175,477	3,412,517	3,454,079	3,335,632	3,364,239
HUMAN RESOURCES						
	Salaries and Benefits	414,336	425,859	432,539	463,993	483,807
	Materials and Services	84,731	105,535	102,535	100,492	100,492
	Capital Outlay	102	1,000	1,000	1,500	1,500
	Subtotal	499,169	532,394	536,074	565,985	585,799
FINANCE						
	Salaries and Benefits	766,297	1,004,918	982,300	948,307	1,054,231
	Materials and Services	3,943,582	3,959,093	3,992,689	4,144,920	3,974,662
	Capital Outlay	5,840	1,000	1,000	1,000	1,000
	Subtotal	3,949,422	3,960,093	3,993,689	4,145,920	3,975,662
CITY ATTORNEY						
	Salaries and Benefits	360,736	377,173	386,428	410,517	428,662
	Materials and Services	160,631	180,218	180,218	160,718	160,718
	Capital Outlay	190	5,000	5,000	-	-
	Subtotal	521,557	562,391	571,646	571,235	589,380
POLICE						
	Salaries and Benefits	8,635,302	9,399,715	8,792,571	9,609,981	9,862,749
	Materials and Services	3,394,930	3,394,424	3,360,023	3,504,046	3,433,027
	Capital Outlay	355,147	857,050	343,818	1,653,196	281,000
	Subtotal	12,385,379	13,651,189	12,496,412	14,767,223	13,576,776
FIRE						
	Salaries and Benefits	-	-	-	-	-
	Materials and Services	6,447,136	6,333,825	6,333,825	6,580,629	6,580,629
	Capital Outlay	52,023	-	-	-	-
	Subtotal	6,499,159	6,333,825	6,333,825	6,580,629	6,580,629
PARKS & RECREATION						
	Salaries and Benefits	2,924,451	3,127,133	3,103,541	3,331,226	3,425,429
	Materials and Services	2,311,507	2,097,810	2,157,647	2,379,337	2,353,556
	Capital Outlay	45,330	48,000	48,000	49,500	49,500
	Subtotal	5,281,288	5,272,943	5,309,188	5,760,063	5,828,485
PUBLIC WORKS						
	Salaries and Benefits	5,514,788	5,989,322	5,795,508	5,540,104	6,459,676
	Materials and Services	9,763,762	9,958,761	9,999,011	9,503,007	9,563,007
	Capital Outlay	138,202	1,170,030	1,382,030	1,027,030	1,027,030
	Subtotal	15,416,752	17,118,113	17,176,549	16,070,141	17,049,713

OPERATING EXPENDITURES SUMMARY BY DEPARTMENT

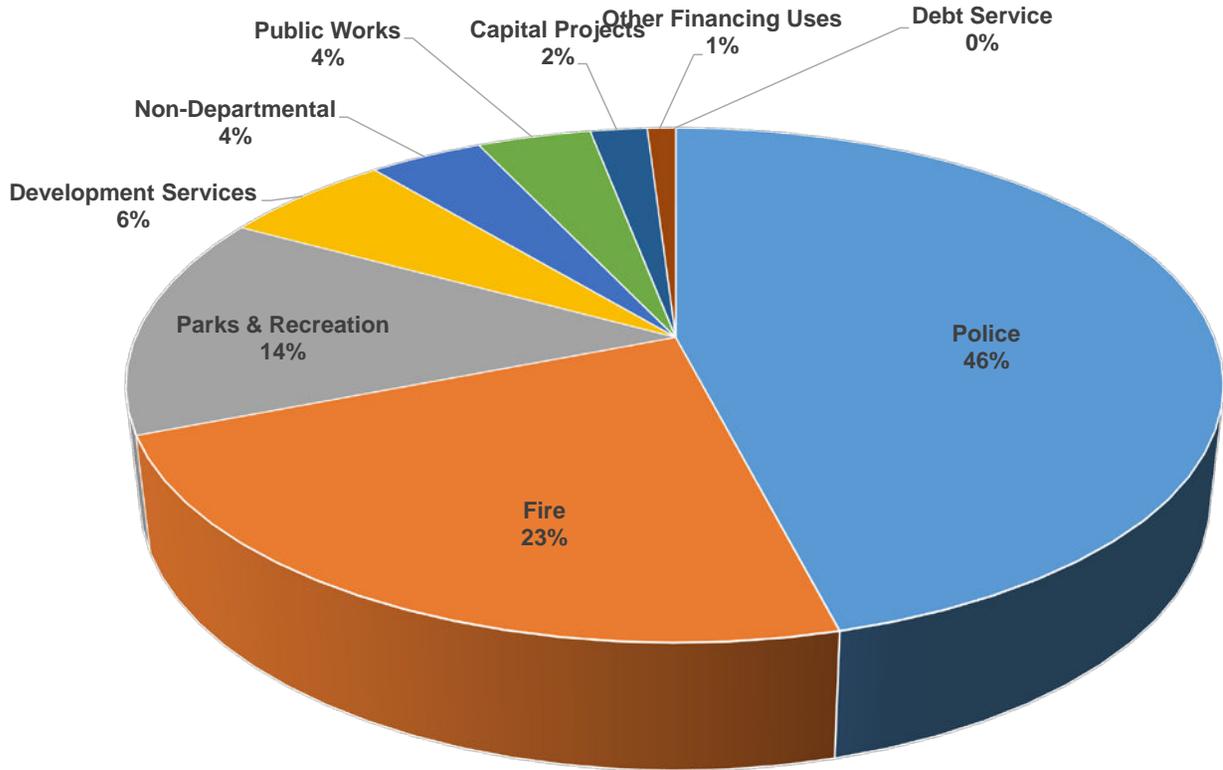
Department	Expenditure Type	2015/16 Actual	2016/17 Amended Budget	2016/17 Estimated Actual	2017/18 Budget	2018/19 Budget
DEVELOPMENT SERVICES						
	Salaries and Benefits	932,381	1,219,158	1,050,844	1,195,741	1,264,281
	Materials and Services	3,899,378	4,585,882	2,286,955	2,650,683	907,438
	Capital Outlay	2,447	-	-	-	-
	Subtotal	4,834,206	5,805,040	3,337,799	3,846,424	2,171,719
SUCCESSOR AGENCY						
	Salaries and Benefits	106,542	-	291	-	-
	Materials and Services	78,599	250,000	321,589	250,000	250,000
	Subtotal	185,141	250,000	321,880	250,000	250,000
OTHER OPERATING EXPENDITURES:						
	<u>Fire & Police Retirement Fund</u>					
	Salaries and Benefits	400,818	400,109	356,115	314,651	314,651
	Materials and Services	2,750	-	-	-	-
	Subtotal	403,568	400,109	356,115	314,651	314,651
GRAND TOTAL*		\$ 54,349,956	\$ 58,746,804	\$ 55,321,439	\$ 57,632,891	\$ 55,835,698

GENERAL FUND SOURCES



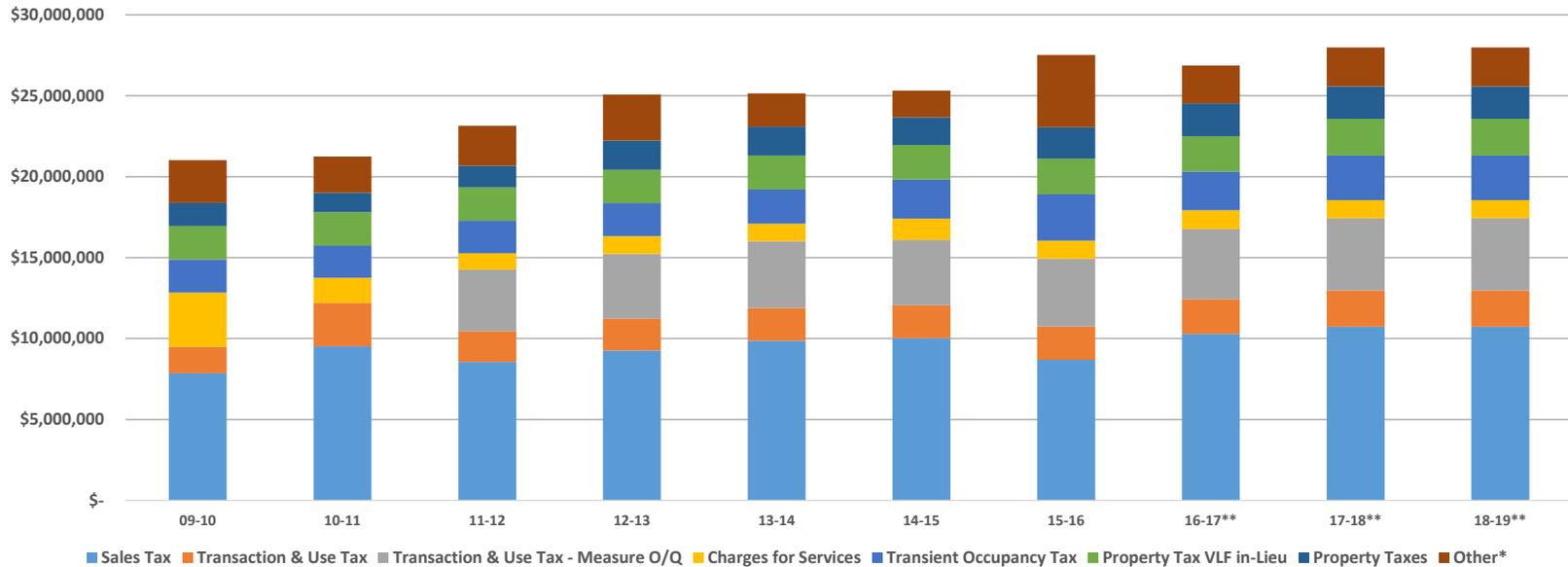
Source	2017/18 Budget
Taxes	22,736,229
Licenses/Permits/Franchises	1,293,800
Intergovernmental	2,464,000
Charges for Services	1,128,350
Fines & Forfeits	210,500
Miscellaneous	144,300
TOTAL	<u>27,977,179</u>

GENERAL FUND USES



Use	2017/18 Budget
Police	13,097,766
Fire	6,594,629
Parks & Recreation	3,881,617
Development Services	1,427,058
Non-Departmental	1,268,228
Public Works	1,145,452
Capital Projects	475,000
Other Financing Uses	368,000
Debt Service	129,542
TOTAL	<u>28,387,292</u>

GENERAL FUND REVENUE TRENDS



	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17**	17-18**	18-19**
Sales Tax	\$ 7,860,886	\$ 9,518,499	\$ 8,556,098	\$ 9,268,711	\$ 9,860,760	\$ 10,037,011	\$ 8,685,077	\$ 10,297,967	\$ 10,737,000	\$ 10,737,000
Transaction & Use Tax	1,628,022	2,688,403	1,900,000	1,966,634	2,037,130	2,005,554	2,067,348	2,142,000	2,230,000	2,230,000
Transaction & Use Tax - Measure O/Q	-	-	3,800,000	4,004,028	4,120,798	4,054,688	4,184,218	4,335,000	4,460,000	4,460,000
Charges for Services	3,356,328	1,539,094	1,017,791	1,092,381	1,074,450	1,304,995	1,111,408	1,145,950	1,128,350	1,128,350
Transient Occupancy Tax	2,032,584	2,002,077	2,019,361	2,032,949	2,125,469	2,419,501	2,871,396	2,400,000	2,750,000	2,750,000
Property Tax VLF in-Lieu	2,072,725	2,060,682	2,051,626	2,060,744	2,085,640	2,132,491	2,198,121	2,175,456	2,270,000	2,270,000
Property Taxes	1,437,587	1,192,487	1,325,932	1,810,383	1,788,314	1,707,505	1,928,959	2,022,943	1,997,229	1,997,229
Other*	2,630,601	2,243,214	2,476,657	2,830,049	2,060,540	1,650,201	4,473,539	2,346,007	2,404,600	2,404,600
Total	\$ 21,018,733	\$ 21,244,456	\$ 23,147,465	\$ 25,065,879	\$ 25,153,101	\$ 25,311,946	\$ 27,520,066	\$ 26,908,555	\$ 27,977,179	\$ 27,977,179

"Major revenue sources" include all revenues and other financing sources except certain one-time or windfall revenues, such as special grants, refunds and transfers in. They basically represent what is available for funding the ongoing operations of the General Fund on a consistent basis.

* Includes Business License Tax, Licenses, Permits & Franchises, Intergovernmental Revenues, Fines & Forfeits, Miscellaneous Revenues and other taxes.

** Estimates

Description of Revenues

MAJOR REVENUES OF THE GENERAL FUND

Sales Tax is the largest source of revenue to the General Fund. In accordance with the State Revenue Taxation Code and the Bradley-Burns Uniform Local Sales and Use Tax Law of 1955, the State imposes a 7.25% Sales and Use Tax on taxable sales in the City. The City receives 99.18% of the local 1% share of the 7.25% sales tax. The remaining .82% is retained by the State for administration.

Transaction & Use Tax

In November 2008 the voters of the City of Eureka approved a 0.25% retail transactions and use tax with the passage of Measure D, which also required the repeal of the Utility User's Tax. Both changes were effective April 1, 2009. In November 2009, the voters of the City of Eureka approved a 0.50% transactions and use tax with the passage of Measure O, effective April 1, 2011, which sunsets June 30, 2016. In November 2015 the voters extended this with the passage of Measure Q, which also has a five year sunset, and expires June 30, 2021.

Transient Occupancy Tax (TOT) is a tax on room charges for hotel and motel occupancy of less than thirty (30) days. The rate was increased in fiscal year 1992-93 from 8% to 9% and then in November 2008, the voters approved a 1% increase from 9% to 10% with the passage of Measure E that became effective April 1, 2009.

Property Tax is derived from the tax imposed on real property and tangible personal property. Since the passage of California Proposition 13, the tax is based on either a 1% rate applied to the 1975-76 assessed value of the property (which can increase by a maximum of 2% per year), or on 1% of the sales price of the property on sales transactions and construction which occur after the 1975-76 assessment. The amount collected by the County is distributed in accordance with State law to the various public agencies. Property tax currently funds about 5% of the General Fund's operating expenditures. Projections for property tax revenues are based on home valuations and the 2% maximum annual growth.

Business License Tax is a tax on businesses operating within the City. There is a minimum flat fee with an additional fee or fees added based on number of employees.

Franchise Taxes are charged to three entities by the City for granting a right-of-way or special privilege to conduct business within the City of Eureka. The tax for Pacific Gas & Electric is calculated by miles of line at 2%, or gross revenue receipts at 5%, whichever is greater. Sudden Link is charged 5% of gross sales in Eureka. City Garbage is charged 9% of gross sales in Eureka.

Motor Vehicle License Fee (In-Lieu Tax) is derived from an annual fee paid by automobile owners registering their vehicles with the State of California Department of Motor Vehicles in lieu of local property tax. The current tax rate is 0.65 percent (0.65%) of the market value of the vehicle. Section 11005(a) of the Revenue and Taxation Code specifies that 81.25% of the revenues are to be divided equally between cities and counties and apportioned on the basis of population. In 1998, a law was enacted that cut the Vehicle License Fee (VLF) by 25% beginning in 1999, this percentage went up briefly in 2003 but was taken back down to the 25% level by the Governor. In May 2009, the tax rate was increased to 1.15 percent for most vehicles, or an increase of 0.5 percent, but was brought back down to 0.65 percent on July 1, 2011. Motor vehicle in-lieu is one of the City's largest sources of discretionary revenue.

Charges for Services are fees that the City collects for specific services performed. In the General Fund, the highest fees are from recreation totaling 32%. Examples of other charges are special police, special custodian, fire watch, zoning changes, animal shelter, and State Highway sweeping charges. Costs are allocated on various bases including FTE, square foot measurements of space, transaction counts, etc, as appropriate. Other fees have rates that are set annually by resolution. Each fee is analyzed separately to estimate revenues for the coming year.

Fine and Forfeitures consist of parking fines, vehicle code fines, and court fines. These revenues fluctuate from year to year, depending upon changes in State law and the level of enforcement.

Continued...

Description of Revenues

MAJOR REVENUES OF OTHER CITY FUNDS

Charges for Services are the primary source of revenue to the City's enterprise and internal service funds, and are collected for specific services provided the City. The most important external sources of revenue in this category are charges for water and wastewater service, transit fares, mooring fees, and building plan check and inspection fees. Internal service funds charge other funds of the City for services provided. These include charges for usage of the City's vehicles and equipment, for workers' compensation, liability and health insurance, and replacement of computer related equipment. External revenues are estimated based on numbers of users and current rates. Equipment usage charges are based on estimated replacement costs and actual maintenance costs of the prior year. Insurance charges are based on estimated costs and are allocated to various funds based on usage. Computer replacement charges are based on the age and usage of equipment within a department.

Gas Taxes come from the tax applied to the sale of gasoline. A portion of the revenue from this tax is allocated by the State of California to cities and counties on a formula that is based on population, plus a fixed apportionment amount. The funds are to be used only for street purposes. Estimates are based on experience and State estimates. Other State Highway Account funds are allocated to the City through the regional County Association of Governments under SB1435 and SB45. These funds can be used in a manner similar to gas tax, and come from both state and federal monies. Through legislation, AB 2928 Traffic Congestion Relief funds were allocated to each city directly from the State.

Grants and Other Intergovernmental allocations are a significant source of revenue for the City. Apart from motor vehicle in-lieu, gas taxes and other State Highway Account funds mentioned above, the City receives numerous grants. Grants are restricted to specific uses, which can be for either operating or capital purposes. They are accounted for primarily in "special revenue" funds. The City currently has grants for such wide-ranging activities as police services, transit buses, various types of housing loan programs, airport improvements, wetlands enhancement, seismic retrofitting of City buildings, a multiple assistance center for homeless people and a grant for historical records preservation.

Permits are derived from fees paid by persons for activities within the City that require permits by either State or City law. Primary examples are for building, electrical, and plumbing.

Investment Interest is revenue earned on the City's funds that are held until needed in several types of investments. The monies of individual funds are pooled for investment purposes. The City has funds invested in the State's Local Agency Investment Fund (LAIF), securities are managed by an outside investment advisor, and some are held by trustees for bond issues. All the City's investments are governed by an investment policy which is updated annually and must conform to State law.

Other Financing Sources and Uses consist primarily of operating transfers between funds of the City, as well as other non-operating or unusual transactions, such as proceeds from capital leases or sale of property.

SUMMARY OF CHANGES IN FTE POSITIONS

	FTE Added(Removed)
PERSONNEL	
Personnel Analyst I/II reclassified to Senior Personnel Analyst	-
Subtotal	-
FINANCE	
Finance Office Supervisor reclassified to Accountant I/II	-
Subtotal	-
POLICE	
Information Services Analyst I/II Created	1.00
Communications Dispatcher Eliminated	(1.00)
Subtotal	-
PARKS & RECREATION	
Zoo Education and Operations Supervisor reclassified to Zoo Education Curator (9/20/2016 - B.4)	-
Zoo Attendant reclassified to Senior Zoo Attendant (9/20/2016 - B.4)	-
Animal Care Supervisor retitled to Animal Curator (9/20/2016 - B.4)	-
Zoo Manager retitled to Zoo Director (9/20/2016 - B.4)	-
Recreation Activities Coordinator retitled to Recreation/Zoo Activities Coordinator (11/15/2016 - B.7)	-
Electrician Eliminated (12/13/2016 - C.4)	(1.00)
Facilities Maintenance Technician Created (12/13/2016 - C.4)	1.00
Facilities Maintenance Technician (RPT) Created (12/13/2016 - C.4)	0.70
Recreation Coordinator reclassified to Project Manager (2/21/2017 - C.1)	-
Ass. Recreation Coordinator (RPT) reclassified to Ass. Recreation Coordinator (2/21/2017 - C.1)	0.30
Subtotal	1.00
PUBLIC WORKS	
Code Enforcement Inspector Created (2/21/2017 - C.1)	1.00
Subtotal	1.00
DEVELOPMENT SERVICES	
Principal Planner retitled to Deputy Development Services Director	-
Subtotal	-
Total Change in FTE Positions	2.00

FULL-TIME EQUIVALENT POSITIONS BY DEPARTMENT

Department / Position	2015-16 Actual	Revised 2016-17 Budget	Adopted 2017-18 Budget	Projected 2018-19 Budget
CITY MANAGER				
City Manager	1.00	1.00	1.00	1.00
Executive Assistant / Deputy City Clerk	0.50	0.50	0.50	0.50
Subtotal	1.50	1.50	1.50	1.50
CITY CLERK / INFORMATION TECHNOLOGY				
City Clerk / Chief Information Officer	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	-	-	-
Executive Assistant / Deputy City Clerk	0.50	0.50	0.50	0.50
Information Services Analyst I/II	1.00	1.00	1.00	1.00
Information Services Manager	1.00	1.00	1.00	1.00
Senior Information Services Analyst	1.00	1.00	1.00	1.00
Subtotal	5.50	4.50	4.50	4.50
PERSONNEL				
Personnel Director	1.00	1.00	1.00	1.00
Personnel Analyst I/II	1.00	1.00	-	-
Personnel Manager	-	1.00	1.00	1.00
Senior Administrative Assistant-Confidential	1.00	1.00	1.00	1.00
Senior Personnel Analyst	1.00	-	1.00	1.00
Subtotal	4.00	4.00	4.00	4.00
FINANCE				
Finance Director	1.00	1.00	1.00	1.00
Accountant I/II	1.00	1.00	2.00	2.00
Accounting Specialist I/II	5.00	4.00	4.00	4.00
Accounting Technician I/II	2.00	3.00	3.00	3.00
Administrative Assistant	-	1.00	1.00	1.00
Deputy Finance Director	1.00	1.00	1.00	1.00
Finance Office Supervisor	1.00	1.00	-	-
Subtotal	11.00	12.00	12.00	12.00
CITY ATTORNEY				
City Attorney	1.00	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00	1.00
Legal Assistant	1.00	1.00	1.00	1.00
Subtotal	3.00	3.00	3.00	3.00
POLICE				
Police Chief	1.00	1.00	1.00	1.00
Administrative Technician I/II	2.00	1.00	1.00	1.00
Animal Control Officer	1.00	1.00	1.00	1.00
Communications Dispatcher	8.00	8.00	7.00	7.00
Communications Supervisor	1.00	1.00	1.00	1.00
Crime Analyst	-	1.00	1.00	1.00
Evidence Technician	1.00	1.00	1.00	1.00
Information Services Analyst I/II	-	-	1.00	1.00
Neighborhood Oriented Policing Officer	1.00	-	-	-
Police Captain	2.00	2.00	2.00	2.00
Police Officer	43.00	43.00	43.00	43.00
Police Property Coordinator	1.00	-	-	-
Police Property Technician	1.00	2.00	2.00	2.00
Police Records Specialist I/II	5.00	5.00	5.00	5.00

FULL-TIME EQUIVALENT POSITIONS BY DEPARTMENT

Department / Position	2015-16 Actual	Revised 2016-17 Budget	Adopted 2017-18 Budget	Projected 2018-19 Budget
POLICE (Continued)				
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Sergeant	8.00	9.00	9.00	9.00
Senior Administrative Services Assistant	1.00	1.00	1.00	1.00
Senior Communications Dispatcher	3.00	3.00	3.00	3.00
Support Services Manager	1.00	1.00	1.00	1.00
Subtotal	81.00	81.00	81.00	81.00
PARKS & RECREATION				
Parks & Recreation Director	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Technician	1.00	1.00	1.00	1.00
After School Programs Coordinator (RPT)	0.70	0.70	0.70	0.70
Animal Care Supervisor	1.00	1.00	1.00	1.00
Assistant Recreation Coordinator (RPT)	0.70	-	-	-
Assistant Recreation Coordinator	-	1.00	1.00	1.00
Custodian	4.00	4.00	4.00	4.00
Deputy Parks & Recreation Director	1.00	1.00	1.00	1.00
Electrician	2.00	1.00	1.00	1.00
Facilities Maintenance Superintendent	1.00	1.00	1.00	1.00
Facilities Maintenance Technician	-	1.70	1.70	1.70
Harbor Operations Supervisor	1.00	1.00	1.00	1.00
Harbor Operations Technician I/II	2.00	2.00	2.00	2.00
Harbor Recreation Coordinator	1.00	1.00	1.00	1.00
Maintenance Worker I/II	5.00	5.00	5.00	5.00
Maintenance Worker I/II (RPT)	0.70	0.70	0.70	0.70
Parks Maintenance Supervisor	1.00	1.00	1.00	1.00
Parks & Recreation Manager	1.00	1.00	1.00	1.00
Project Manager	-	1.00	1.00	1.00
Recreation/Zoo Activities Coordinator (RPT)	0.64	0.64	0.64	0.64
Recreation Coordinator	2.00	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	1.00	1.00
Senior Zoo Attendant	-	1.00	1.00	1.00
Zoo Attendant	1.00	-	-	-
Zoo Education Curator	-	1.00	1.00	1.00
Zoo Education & Operations Supervisor	1.00	-	-	-
Zoo Director	1.00	1.00	1.00	1.00
Zookeeper	3.00	3.00	3.00	3.00
Zookeeper (RPT)	1.30	1.30	1.30	1.30
Subtotal	36.04	37.04	37.04	37.04
PUBLIC WORKS				
Public Works Director / Chief Building Official	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00
Administrative Technician I/II	4.00	3.00	3.00	3.00
Building Inspector I/II	2.00	2.00	2.00	2.00
Code Enforcement Inspector	1.00	2.00	2.00	2.00
Deputy PW Director - Engineering	1.00	1.00	1.00	1.00
Deputy PW Director - Field Operations	1.00	1.00	1.00	1.00
Deputy PW Director - Utility Operations	1.00	1.00	1.00	1.00
Electrical & Instrumentation Technician	1.00	1.00	1.00	1.00
Engineering Technician I/II	3.00	4.00	4.00	4.00
Equipment Mechanic	4.00	4.00	4.00	4.00

FULL-TIME EQUIVALENT POSITIONS BY DEPARTMENT

Department / Position	2015-16 Actual	Revised 2016-17 Budget	Adopted 2017-18 Budget	Projected 2018-19 Budget
PUBLIC WORKS (Continued)				
Equipment Services Technician	1.00	1.00	1.00	1.00
Field Superintendent	1.00	1.00	1.00	1.00
Fleet Services Manager	1.00	1.00	1.00	1.00
Heavy Equipment Operator	1.00	1.00	1.00	1.00
Infiltration & Inflow Coordinator	1.00	1.00	1.00	1.00
Inventory Control Specialist	1.00	1.00	1.00	1.00
Maintenance Supervisor	1.00	1.00	1.00	1.00
Maintenance Worker I/II	6.50	6.50	6.50	6.50
Plans Examiner / Senior Building Inspector	1.00	1.00	1.00	1.00
Project Manager	2.00	2.00	2.00	2.00
Senior Equipment Mechanic	1.00	1.00	1.00	1.00
Senior Maintenance Worker	1.00	1.00	1.00	1.00
Senior Utility Worker	5.00	5.00	5.00	5.00
Source Control Inspector	1.00	1.00	1.00	1.00
Transportation Special Projects Manager	1.00	1.00	1.00	1.00
Treatment Plant Operator I/II	4.00	4.00	4.00	4.00
Utility Maintenance Supervisor	2.00	2.00	2.00	2.00
Utility Operations Supervisor	2.00	2.00	2.00	2.00
Utility Worker I/II	13.50	13.50	13.50	13.50
Water Quality Supervisor	1.00	1.00	1.00	1.00
Water Quality Technician	2.00	2.00	2.00	2.00
Subtotal	70.00	71.00	71.00	71.00
DEVELOPMENT SERVICES				
Development Services Director	1.00	1.00	1.00	1.00
Assistant/Associate Planner	3.00	2.00	2.00	2.00
Deputy Development Services Director	-	-	1.00	1.00
Housing Technician	-	1.00	1.00	1.00
Principal Planner	-	1.00	-	-
Project Manager (Econ Dev)	1.00	1.00	1.00	1.00
Project Manager (Housing)	1.00	1.00	1.00	1.00
Project Manager (Property)	1.00	1.00	1.00	1.00
Senior Administrative Assistant	2.00	1.00	1.00	1.00
Senior Planner	2.00	2.00	2.00	2.00
	11.00	11.00	11.00	11.00
TOTAL	223.04	225.04	225.04	225.04

Recap of Funds - FY 2016/17

Fund Description	Beginning Working Capital	Projected Revenues	Transfers In	Operating Budgets	Debt Serv	Projects	Transfers Out	Ending Working Capital
CITY FUNDS								
General	3,641,225	26,865,323	0	26,009,947	129,542	475,000	250,000	3,642,059
Donations	191,268	43,232	0	46,625	0	0	0	187,875
Economic Development	(24,990)	600,000	0	90,999	0	0	0	484,011
Gas Tax	(181,093)	2,657,863	0	585,830	0	1,015,300	0	875,640
Habitat Acq. & Rest.	27,862	203,835	0	0	0	95,000	0	136,697
Environmental Programs	273,476	45,000	0	57,866	0	0	0	260,610
Police Special Revenue	785,260	724,248	0	237,089	0	0	0	1,272,419
Parking Fund	(48)	111,200	0	160,608	0	15,000	0	(64,456)
Street Improvements	4,554	0	0	0	0	0	0	4,554
Demolition Projects	(1,269,941)	0	0	0	0	50,000	0	(1,319,941)
Airport	(9,006)	21,000	0	125,364	0	0	0	(113,370)
Housing	2,958,202	50,000	50,000	1,775,377	0	0	0	1,282,825
Water	8,757,917	7,902,500	0	6,265,961	1,766,548	169,400	0	8,458,508
Water Capital	4,875,005	0	0	0	0	3,470,000	0	1,405,005
Wastewater Operating	3,491,351	6,944,100	0	6,893,913	1,296,997	68,400	0	2,176,141
Wastewater Capital	5,829,968	2,466,645	0	0	0	5,805,000	0	2,491,613
Transit	(111,319)	1,857,257	0	1,941,796	0	0	0	(195,858)
Humboldt Bay	(596,473)	698,005	224,283	824,840	174,282	100,000	0	(773,307)
Building	(1,001,036)	890,000	0	696,880	0	0	0	(807,916)
Golf Course	115,270	25,000	0	1,709	0	80,000	0	58,561
Equipment Operations	2,198,773	2,000,488	0	2,090,438	0	0	0	2,108,823
Risk Management	(917,980)	2,115,026	0	1,973,383	0	0	0	(776,337)
Information Technology Oper	653,871	1,239,838	0	1,176,293	60,402	0	0	657,014
Internal Operations	(291,431)	2,901,765	0	2,956,247	0	0	0	(345,913)
Facilities Operations	0	715,386	250,000	732,279	0	250,000	0	(16,893)
F & P Retirement	(1,702)	400,109	0	356,115	0	0	0	42,292
	<u>29,398,983</u>	<u>61,477,820</u>	<u>524,283</u>	<u>54,999,559</u>	<u>3,427,771</u>	<u>11,593,100</u>	<u>250,000</u>	<u>21,130,656</u>
SUCCESSOR AGENCY / ERA FUNDS								
Successor Agency-Debt Svc	52,288	3,538,027	0	250,291	3,013,739	0	274,283	52,002
Successor Agency-Cap Proj	71,589	0	0	71,589	0	0	0	0
	<u>123,877</u>	<u>3,538,027</u>	<u>0</u>	<u>321,880</u>	<u>3,013,739</u>	<u>0</u>	<u>274,283</u>	<u>52,002</u>
TOTAL - ALL FUNDS	<u><u>29,522,860</u></u>	<u><u>65,015,847</u></u>	<u><u>524,283</u></u>	<u><u>55,321,439</u></u>	<u><u>6,441,510</u></u>	<u><u>11,593,100</u></u>	<u><u>524,283</u></u>	<u><u>21,182,658</u></u>

Recap of Funds - FY 2017-18

Fund Description	Beginning Working Capital	Projected Revenues	Transfers In	Operating Budgets	Debt Serv	Projects	Transfers Out	Ending Working Capital
CITY FUNDS								
General	3,642,059	27,977,179	0	27,414,750	129,542	475,000	368,000	3,231,946
Donations	187,875	0	0	187,875	0	0	0	0
Economic Development	484,011	1,100,000	0	1,558,000	0	0	0	26,011
Gas Tax	875,640	2,465,241	0	581,157	0	2,003,377	0	756,347
Habitat Acq. & Rest.	136,697	203,835	0	0	0	95,000	0	245,532
Environmental Programs	260,610	66,000	0	100,387	0	0	0	226,223
Police Special Revenue	1,272,419	230,000	26,000	1,571,196	0	0	0	(42,777)
Parking Fund	(64,456)	149,000	0	105,311	0	15,000	0	(35,767)
Street Improvements	4,554	0	0	0	0	0	0	4,554
Demolition Projects	(1,319,941)	0	146,000	0	0	50,000	0	(1,223,941)
Airport	(113,370)	21,000	0	82,806	0	0	0	(175,176)
Housing	1,282,825	50,000	0	705,838	0	0	0	626,987
Water	8,458,508	7,701,250	0	6,381,654	1,406,382	30,000	0	8,341,722
Water Capital	1,405,005	0	0	0	0	1,143,000	0	262,005
Wastewater Operating	2,176,141	6,772,000	0	5,888,449	1,293,582	68,400	0	1,697,710
Wastewater Capital	2,491,613	524,523	0	0	0	3,681,000	0	(664,864)
Transit	(195,858)	1,839,161	0	2,064,080	0	0	0	(420,777)
Humboldt Bay	(773,307)	940,726	0	848,886	174,282	651,000	0	(1,506,749)
Building	(807,916)	910,000	196,000	882,627	0	0	0	(584,543)
Golf Course	58,561	39,000	0	0	0	0	0	97,561
Equipment Operations	2,108,823	1,777,309	0	1,777,316	0	0	0	2,108,816
Risk Management	(776,337)	2,146,889	0	1,897,240	0	0	0	(526,688)
Information Technology Oper	657,014	1,110,013	0	1,105,389	0	0	0	661,638
Internal Operations	(345,913)	3,211,886	0	3,011,887	0	0	0	(145,914)
Facilities Operations	(16,893)	903,391	0	903,392	0	0	0	(16,894)
F & P Retirement	42,292	400,109	0	314,651	0	0	0	127,750
	21,130,656	60,538,512	368,000	57,382,891	3,003,788	8,211,777	368,000	13,070,712
SUCCESSOR AGENCY FUNDS								
Successor Agency-Debt Svc	52,002	3,535,709	0	250,000	3,124,530	0	0	213,181
TOTAL - ALL FUNDS	21,182,658	64,074,221	368,000	57,632,891	6,128,318	8,211,777	368,000	13,283,893

Recap of Funds - FY 2018/19

Fund Description	Beginning Working Capital	Projected Revenues	Transfers In	Operating Budgets	Debt Serv	Projects	Transfers Out	Ending Working Capital
CITY FUNDS								
General	3,231,946	27,977,179	0	27,815,580	129,543	0	368,000	2,896,002
Donations	0	0	0	0	0	0	0	0
Economic Development	26,011	0	0	0	0	0	0	26,011
Gas Tax	756,347	2,786,415	0	595,920	0	1,900,000	0	1,046,842
Habitat Acq. & Rest.	245,532	203,835	0	0	0	95,000	0	354,367
Environmental Programs	226,223	66,000	0	101,939	0	0	0	190,284
Police Special Revenue	(42,777)	230,000	26,000	199,552	0	0	0	13,671
Parking Fund	(35,767)	149,000	0	168,873	0	15,000	0	(70,640)
Street Improvements	4,554	0	0	0	0	0	0	4,554
Demolition Projects	(1,223,941)	0	146,000	0	0	50,000	0	(1,127,941)
Airport	(175,176)	21,000	0	83,223	0	0	0	(237,399)
Housing	626,987	50,000	0	525,935	0	0	0	151,052
Water	8,341,722	7,701,250	0	6,718,771	1,409,587	30,000	0	7,884,614
Water Capital	262,005	0	0	0	0	596,000	0	(333,995)
Wastewater Operating	1,697,710	6,772,000	0	6,357,228	1,293,576	68,400	0	750,506
Wastewater Capital	(664,864)	524,523	0	0	0	0	0	(140,341)
Transit	(420,777)	1,759,683	0	1,984,080	0	0	0	(645,174)
Humboldt Bay	(1,506,749)	940,726	0	913,071	174,283	537,000	0	(2,190,377)
Building	(584,543)	910,000	196,000	1,025,699	0	0	0	(504,242)
Golf Course	97,561	39,000	0	0	0	0	0	136,561
Equipment Operations	2,108,816	1,777,309	0	1,801,329	0	0	0	2,084,796
Risk Management	(526,688)	2,146,889	0	1,897,240	0	0	0	(277,039)
Information Technology Oper	661,638	1,110,013	0	1,126,224	0	0	0	645,427
Internal Operations	(145,914)	3,211,886	0	3,099,889	0	0	0	(33,917)
Facilities Operations	(16,894)	903,391	0	856,494	0	0	0	30,003
F & P Retirement	127,750	314,651	0	314,651	0	0	0	127,750
	13,070,712	59,594,750	368,000	55,585,698	3,006,989	3,291,400	368,000	10,781,375
SUCCESSOR AGENCY FUNDS								
Successor Agency-Debt Svc	213,181	3,144,346	0	250,000	3,107,527	0	0	0
TOTAL - ALL FUNDS	13,283,893	62,739,096	368,000	55,835,698	6,114,516	3,291,400	368,000	10,781,375



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 (2015-16) and the 2016-17 budget and estimated actual, as well as the proposed amount for the fiscal year covered by the 2017-18 annual budget and the 2018-19 projected 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 2017-18 and 2018-19.
- E. Service Level Changes - Details any projected changes in program service levels for the budget year.
- F. 2017-18 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 internal service funds for the costs of general government services rendered and various non-departmental items such as insurance, information technology (IT), communication costs, equipment and building usage and building maintenance. The allocation process is based on the reciprocal method which requires the use of simultaneous equations. The reciprocal method provide a full recognition to interdepartmental services.

The cost allocation process is described in the following four steps:

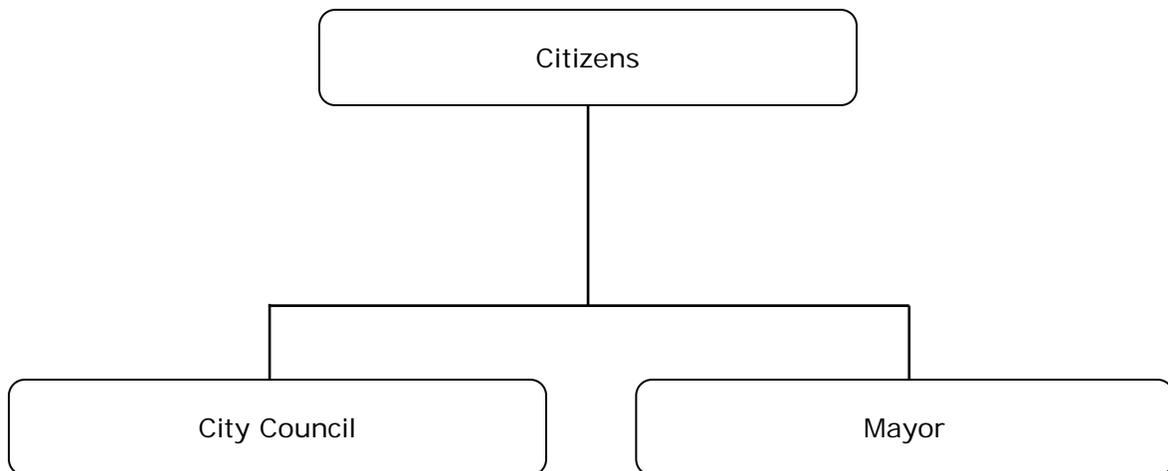
1. The Equipment Operations fund is allocated to the respective departments based on a weighted average that considers, but is not limited to, the number of vehicles/equipment, average annual usage and the maintenance/replacement costs.
2. Expenditures that benefit all departments and/or funds such as liability insurance, IT and communication costs are allocated to the respective departments according to usage. General liability insurance is allocated based on budgeted expenditures for each department. IT and communications costs are allocated according to number of phone lines, cell phones, and computers. Facilities maintenance is allocated per custodial square footage.
3. Property insurance is allocated based on total square footage.
4. Administrative services costs are allocated to all departments and funds according to services provided, including payroll, personnel, purchasing, accounting, data processing and other activities. Non-departmental costs are also included. Allocations are based on the number of employees within a department.
5. General Government departments including City Council, Mayor, City Manager, City Clerk, and City Attorney, are allocated out based on the number of employees within a department.





Organizational Chart

Legislative





Department Summary - Legislative

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>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
EXPENDITURES BY PROGRAM:					
City Council	\$ 122,538	\$ 114,566	\$ 123,156	\$ 134,633	\$ 140,759
Mayor	27,601	30,094	32,019	32,842	34,198
Total	<u>\$ 150,139</u>	<u>\$ 144,660</u>	<u>\$ 155,175</u>	<u>\$ 167,475</u>	<u>\$ 174,957</u>
EXPENDITURES BY CATEGORY:					
Salaries and Benefits	\$ 105,899	\$ 103,976	\$ 114,491	\$ 127,955	\$ 135,437
Services and Supplies	44,240	40,684	40,684	39,520	39,520
Total	<u>\$ 150,139</u>	<u>\$ 144,660</u>	<u>\$ 155,175</u>	<u>\$ 167,475</u>	<u>\$ 174,957</u>
EXPENDITURES BY FUND:					
Internal Operations	\$ 150,139	\$ 144,660	\$ 155,175	\$ 167,475	\$ 174,957
Total	<u>\$ 150,139</u>	<u>\$ 144,660</u>	<u>\$ 155,175</u>	<u>\$ 167,475</u>	<u>\$ 174,957</u>

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PERSONNEL:				
None.				

General Government

DEPARTMENT: Legislative

FUND: Internal Operations

PROGRAM: City Council

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. Ten 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>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Amended</u> <u>Budget</u>	<u>2016-17</u> <u>Estimated</u>	<u>2017-18</u> <u>Budget</u>	<u>2018-19</u> <u>Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 83,384	\$ 81,353	\$ 89,943	\$ 103,174	\$ 109,300
Services and Supplies	39,154	33,213	33,213	31,459	31,459
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 122,538	\$ 114,566	\$ 123,156	\$ 134,633	\$ 140,759
EXPENDITURES BY FUND:					
Internal Operations	122,538	114,566	123,156	134,633	140,759
Total	\$ 122,538	\$ 114,566	\$ 123,156	\$ 134,633	\$ 140,759

General Government

DEPARTMENT: Legislative

FUND: Internal Operations

PROGRAM: City Council

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)	2015-16 Actual	2016-17 Target	2016-17 Estimated	2017-18 Target
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)	2015-16 Actual	2016-17 Target	2016-17 Estimated	2017-18 Target
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	229	367	355	412

General Government

DEPARTMENT: Legislative

FUND: Internal Operations

PROGRAM: Mayor

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>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Amended</u> <u>Budget</u>	<u>2016-17</u> <u>Estimated</u>	<u>2017-18</u> <u>Budget</u>	<u>2018-19</u> <u>Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 22,515	\$ 22,623	\$ 24,548	\$ 24,781	\$ 26,137
Services and Supplies	5,086	7,471	7,471	8,061	8,061
Total Expenditures	\$ 27,601	\$ 30,094	\$ 32,019	\$ 32,842	\$ 34,198
EXPENDITURES BY FUND:					
Internal Operations	\$ 27,601	\$ 30,094	\$ 32,019	\$ 32,842	\$ 34,198
Total	\$ 27,601	\$ 30,094	\$ 32,019	\$ 32,842	\$ 34,198

General Government

DEPARTMENT: Legislative

FUND: Internal Operations

PROGRAM: Mayor

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)	2015-16 Actual	2016-17 Target	2016-17 Estimated	2017-18 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

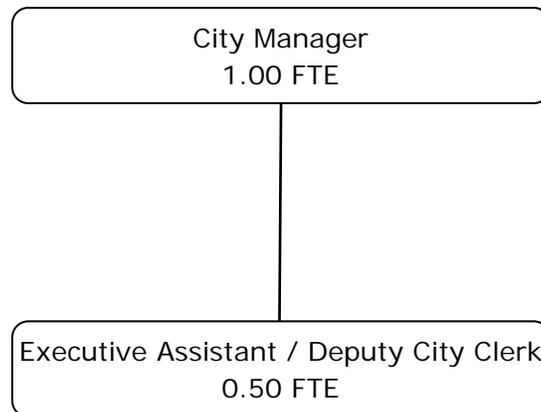
Program/Service Outputs: (product based)	2015-16 Actual	2016-17 Target	2016-17 Estimated	2017-18 Target
Representation on local/state boards/commissions	3	4	4	4
Regular City Council/Redevelopment Agency meetings	23	24	24	24
Special City Council/Redevelopment Agency meetings	12	13	14	12
Citizen advisory board/commissioners appointed	20	20	30	24





Organizational Chart

City Manager





Department Summary - City Manager

DEPARTMENT DESCRIPTION:

The City Manager is the chief executive officer, as well as chief policy and financial advisor to the Mayor and City Council. The City Manager is responsible for the delivery of services for all city operations through an effective working relationship with seven department directors, the other City Council appointed positions-City Clerk and City Attorney, and the Chief of the Humboldt Bay Fire District. The City Manager is responsible for the administration of city government, enforcement of city ordinances, applicable state law, preparation and control of an annual budget and capital improvement plan, and the implementation of City Council policy.

	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Amended</u> <u>Budget</u>	<u>2016-17</u> <u>Estimated</u>	<u>2017-18</u> <u>Budget</u>	<u>2018-19</u> <u>Budget</u>
EXPENDITURES BY PROGRAM:					
City Manager	\$ 282,402	\$ 298,612	\$ 296,708	\$ 309,206	\$ 319,457
Total	\$ 282,402	\$ 298,612	\$ 296,708	\$ 309,206	\$ 319,457

EXPENDITURES BY CATEGORY:

Salaries and Benefits	\$ 254,432	\$ 266,864	\$ 264,960	\$ 277,360	\$ 287,611
Services and Supplies	27,970	31,048	31,048	31,146	31,146
Capital Outlay	-	700	700	700	700
Total	\$ 282,402	\$ 298,612	\$ 296,708	\$ 309,206	\$ 319,457

EXPENDITURES BY FUND:

Internal Operations Fund	282,402	298,612	296,708	309,206	319,457
Total	\$ 282,402	\$ 298,612	\$ 296,708	\$ 309,206	\$ 319,457

	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>2018-19</u> <u>Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
City Manager	1.00	1.00	1.00	1.00
Executive Assistant / Deputy City Clerk	0.50	0.50	0.50	0.50
Total	1.50	1.50	1.50	1.50

General Government

DEPARTMENT: City Manager

FUND: Internal Operations

PROGRAM: City Manager

ACCOUNT: 41400

SERVICE LEVEL CHANGES:

None.

PROGRAM GOALS:

1. Responsible for implementation of the city's Strategic Plan.
2. Lead the internal efforts for long term financial stability of city operations through growth of the tax base and financial controls.
3. Collaborate with Humboldt County on efforts to reduce homelessness.
4. Collaborate with the County and other municipalities, Eureka City Schools, Harbor District, Coastal Commission, and other state agencies.
5. Provide effective communications to the City Council, the community, and to the municipal organization.
6. Promote and support economic development, customer service, crime reduction, and other important community livability issues.

PROGRAM OBJECTIVES:

1. Address implementation of Strategic Plan at weekly management team meetings.
2. Maintain 5 Year Financial Plan, Two Year Annual Budget, and 5 Year Capital Improvement Plan. Pursue a sales tax initiative for road improvements.
3. Implementation of the Focus Strategies Implementation Plan to reduce homelessness in conjunction with Humboldt County and the Department of Health and Human Services and other providers.
4. Maintain regular monthly and/or quarterly meetings with outside governmental agencies.
5. Provide regular email updates to the Mayor and Council on important issues; monthly e-News; press releases; media interviews.
6. Work with Development Services on the implementation of the Strategic Economic Development Plan; staff training in customer service; support crime prevention strategies.

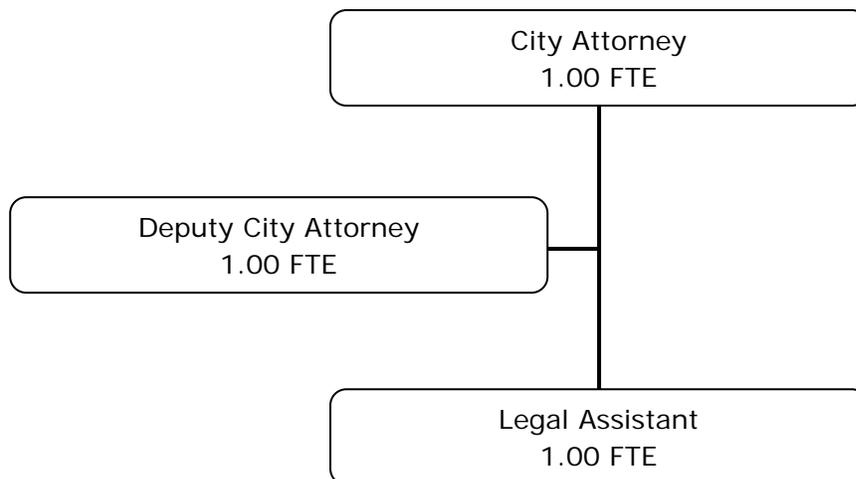
PERFORMANCE MEASURES:

Program/Service Outputs: (goods, services, units produced)	2015-16 Actual	2016-17 Estimated	2017-18 Target
Update visioning/strategic plan document annually	1	1	1
Weekly management team meetings	50	50	50
Monthly 1/1 meetings with directors	12	12	12
Attend monthly/quarterly meetings-outside agencies	50	50	50
Track the effectiveness of homeless reduction strategies	ongoing	ongoing	ongoing
Track sales tax revenues-quarterly	4	4	4
Monthly e-News publications	12	12	12



Organizational Chart

City Attorney





Department Summary - City Attorney

DEPARTMENT DESCRIPTION:

The Office of the City Attorney ensures that the city conducts its activities legally, represents the City in civil litigation, and ensures that violators of City law are prosecuted. Program goals include: 1) minimize and eliminate liability; 2) prompt, thorough and ethical legal advice; and 3) general compliance with City Laws and regulations. The office has four major activities:

- Legal review and advice. Legal advice to the City Council and City staff
- Legal representation. Representation of the City at Council and other meetings; initiate civil litigation on behalf of the City; and defending the City and City staff against litigation and claims; representation of the City at mediation or arbitrations, during negotiations and other proceedings such as public meetings.
- Document preparation. Draft ordinances, resolutions, contracts, legal pleadings, reports, correspondence and other legal documents.
- Enforcement. Enforcement and prosecution of violations of the EMC.

	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Amended</u> <u>Budget</u>	<u>2016-17</u> <u>Estimated</u>	<u>2017-18</u> <u>Budget</u>	<u>2018-19</u> <u>Budget</u>
EXPENDITURES BY PROGRAM:					
Legal Services	\$ 521,557	\$ 562,391	\$ 571,646	\$ 571,235	\$ 589,380
Total	\$ 521,557	\$ 562,391	\$ 571,646	\$ 571,235	\$ 589,380

EXPENDITURES BY CATEGORY:

Salaries and Benefits	\$ 360,736	\$ 377,173	\$ 386,428	\$ 410,517	\$ 428,662
Materials and Services	160,631	180,218	180,218	160,718	160,718
Capital Outlay	190	5,000	5,000	-	-
Total	\$ 521,557	\$ 562,391	\$ 571,646	\$ 571,235	\$ 589,380

EXPENDITURES BY FUND:

Internal Operations Fund	521,557	562,391	571,646	571,235	589,380
Total	\$ 521,557	\$ 562,391	\$ 571,646	\$ 571,235	\$ 589,380

	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Actual</u>	<u>2017-18</u> <u>Budget</u>	<u>2018-19</u> <u>Budget</u>
PERSONNEL:				
Full-time Positions				
City Attorney	1.00	1.00	1.00	1.00
Deputy City Attorney	1.00	1.00	1.00	1.00
Legal Assistant	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00

SERVICE LEVEL CHANGES:

None.

Department Summary - City Attorney

PROGRAM GOALS:

The Eureka City Charter, section 608 provides:

There is hereby created the office of City Attorney, who shall be the chief legal advisor and prosecutor of the City. The City Attorney shall be appointed by and serve at the pleasure of the Council and shall have been at the time of appointment admitted to practice and engage in the practice of law in the State of California and must be a citizen of the United States. Advise all officers and agencies of the City on legal matters affecting the City, review or draft such ordinances, resolutions, contracts and other legal documents as directed by the City Council or requested by the City Manager, prosecute violations of City ordinances and represent the City and any of its officers or agencies in litigation involving any of them in their official capacity. The Council may empower the City Attorney, at the request of the City Attorney, to employ special legal counsel, appraisers, engineers, and other technical and expert services necessary for handling of any pending or proposed litigation, proceeding or other legal matter. The City Attorney shall approve, as to form, all official and other bonds given to or for the benefit of the City, and no contract shall become enforceable as against the City without the endorsement thereon of the City Attorney's approval thereof.

PROGRAM OBJECTIVES:

The Eureka City Attorney's Office strives to provide the highest quality legal services to the City of Eureka.

Core Principles:

- Commitment to public service
- Zealous client representation
- Timely, responsive counsel
- Solutions through collaboration
- Professionalism with integrity

The Office of the City Attorney performs the following functions:

- Advise the City Council, City advisory boards and commissions, and City staff on all legal issues that they face on daily basis in the complex area of municipal operations in California;
- Represent the Council, staff, and the City as an institution before administrative bodies, such as the California Coast Commission and Regional Water Quality Control Board, and before all courts in litigation such as contract disputes, specialty municipal litigation, environmental and elections matters;
- Enforce all aspects of the Municipal Code in matters such as nuisance abatement, property violations, building regulations and zoning enforcement.
- Administer the legal business of the City through managing in-house legal services and outside counsel relationships to assure excellent quality, responsiveness and value in performing legal work for the City.
- Provide information to the public and decision-makers outside of the City Hall about City laws and policies;
- Prosecute the violation of municipal laws as necessary to advance public health and safety;
- Defend the City and its employees in all litigation;
- Manage the work of outside counsel and consultants in the most cost-effective manner;
- Draft City ordinances, resolutions, and contracts, pleadings, reports, correspondence and other legal documents;
- Engage in negotiations on behalf of the City.

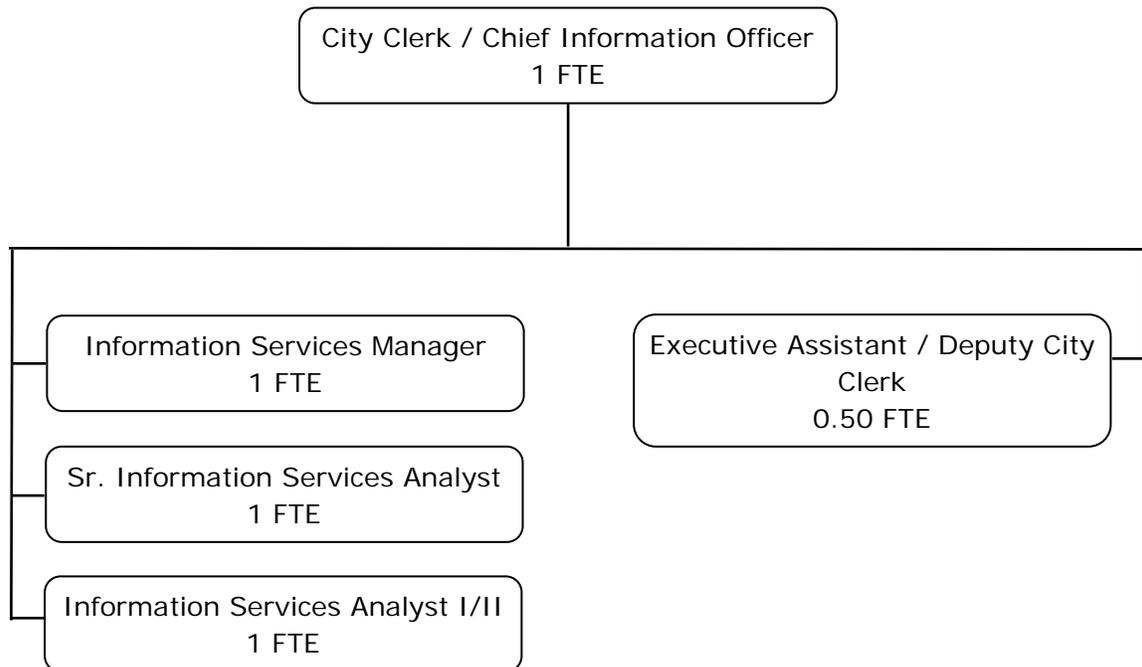
PERFORMANCE MEASURES:

Supporting Program Objectives:	2015-16 Actual	2016-17 Target	2016-17 Estimated	2017-18 Target
<u>Program/Service Outputs: (product based)</u>				
Number of training seminars	2	6	6	6
Attend City Council and other meetings	50	50	50	50



Organizational Chart

City Clerk





Department Summary - City Clerk/CIO

DEPARTMENT 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. The City Clerk also serves as the Chief Information Officer (CIO) and is in charge of the City's Information Technology Department; and the City Clerk / CIO also acts as the City's Risk Manager.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
EXPENDITURES BY PROGRAM:					
City Clerk	\$ 257,426	\$ 280,282	\$ 290,403	\$ 319,003	\$ 326,775
Information Technology Operations	1,214,896	1,144,852	1,176,293	1,105,389	1,126,224
Emergency Operations Center	24,367	14,000	14,000	14,000	14,000
Risk Management - Liability	798,887	890,570	890,570	814,427	814,427
Risk Management - Workers Comp	766,333	937,813	937,813	937,813	937,813
Risk Management - Employee Benefits	113,568	145,000	145,000	145,000	145,000
Total	<u>\$3,175,477</u>	<u>\$ 3,412,517</u>	<u>\$3,454,079</u>	<u>\$3,335,632</u>	<u>\$3,364,239</u>

EXPENDITURES BY CATEGORY:

Salaries and Benefits	\$ 487,109	\$ 506,970	\$ 518,532	\$ 576,599	\$ 605,206
Services and Supplies	2,584,263	2,748,047	2,778,047	2,719,033	2,719,033
Capital Outlay	104,105	157,500	157,500	40,000	40,000
Total	<u>\$3,175,477</u>	<u>\$ 3,412,517</u>	<u>\$3,454,079</u>	<u>\$3,335,632</u>	<u>\$3,364,239</u>

EXPENDITURES BY FUND:

General Fund	\$ 24,367	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
Internal Operations	\$ 257,426	\$ 280,282	\$ 290,403	\$ 319,003	\$ 326,775
Information Technology	1,214,896	1,144,852	1,176,293	1,105,389	1,126,224
Risk Management Fund	1,678,788	1,973,383	1,973,383	1,897,240	1,897,240
Total	<u>\$3,175,477</u>	<u>\$ 3,412,517</u>	<u>\$3,454,079</u>	<u>\$3,335,632</u>	<u>\$3,364,239</u>

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PERSONNEL:				
Full-time Positions	5.50	4.50	4.50	4.50
Total	<u>5.50</u>	<u>4.50</u>	<u>4.50</u>	<u>4.50</u>

General Government

DEPARTMENT: City Clerk / CIO

FUND: Internal Operations

PROGRAM: City Clerk

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>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 203,069	\$ 201,936	\$ 212,057	\$ 221,746	\$ 229,518
Services and Supplies	54,357	78,346	78,346	77,257	77,257
Capital Outlay	-	-	-	20,000	20,000
Total Expenditures	\$ 257,426	\$ 280,282	\$ 290,403	\$ 319,003	\$ 326,775

EXPENDITURES BY FUND

Internal Operations	\$ 257,426	\$ 280,282	\$ 290,403	\$ 319,003	\$ 326,775
Total	\$ 257,426	\$ 280,282	\$ 290,403	\$ 319,003	\$ 326,775

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
City Clerk / Chief Information Officer	1.00	1.00	1.00	1.00
Executive Assistant / Deputy City Clerk	0.50	0.50	0.50	0.50
Total	1.50	1.50	1.50	1.50

SERVICE LEVEL CHANGES:

None.

General Government

DEPARTMENT: City Clerk / CIO

FUND: Internal Operations

PROGRAM: City Clerk

ACCOUNT: 41420

PROGRAM GOALS:

Provide administrative support for the legislative, records management, claims against the City, 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, boards and commission 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 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 after 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 media broadcasting of Council 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. Receive all claims against the City of Eureka in accordance with State law and work with the City's liability insurance carrier to process claims accordingly.

PERFORMANCE MEASURES:

<u>Program/Service Outcomes: (objectives based)</u>	<u>2015-16 Actual</u>	<u>2016-17 Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
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: City Clerk / CIO

FUND: Internal Operations

PROGRAM: City Clerk

ACCOUNT: 41420

PERFORMANCE MEASURES - (continued):

Program/Service Outputs: (product based)	2015-16 Actual	2016-17 Budget	2016-17 Estimated	2017-18 Target
Regular City Council Meetings	23	24	24	24
Special City Council Meetings	12	13	14	12
Ordinances adopted	16	16	14	14
Resolutions	66	6	66	65
Campaign Statements	3	15	35	5
FPPC and Conflict of Interest Code				
Statements	55	50	63	60
Claims for Damages	30	36	30	30
Citizen advisory board/commissions processed	20	20	30	25
Perform inventory of historical records-Phase 1	10%	75%	100%	N/A

Information Technology

DEPARTMENT: City Clerk / CIO

FUND: Information Technology

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>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 284,040	\$ 305,034	\$ 306,475	\$ 354,853	\$ 375,688
Services and Supplies	826,751	682,318	712,318	730,536	730,536
Capital Outlay	104,105	157,500	157,500	20,000	20,000
Total Expenditures	<u>\$1,214,896</u>	<u>\$1,144,852</u>	<u>\$1,176,293</u>	<u>\$1,105,389</u>	<u>\$1,126,224</u>

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
Information Services Manager	1.00	1.00	1.00	1.00
Information Services Analyst I/II	1.00	1.00	1.00	1.00
Sr. Information Services Analyst I/II	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	-	-	-
Total	<u>4.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

SERVICE LEVEL CHANGES:

None.

Information Technology

DEPARTMENT: City Clerk / CIO

FUND: Information Technology

PROGRAM: Information Technology Operations

ACCOUNT: 41435

COUNCIL GOALS SUPPORTED:

BECOME THE INFORMATION TECHNOLOGY CAPITOL OF THE REGION

Supporting Program Goal:

PROVIDE ORGANIZATION WITH STABLE, PROGRESSIVE COMPUTER NETWORK TO ASSIST DEPARTMENTS OBTAIN MAXIMUM PRODUCTIVITY TODAY AND IN THE FUTURE

<u>Supporting Departmental Objectives</u>	PERFORMANCE MEASURES:			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Maintain 99.5% uptime on City's network	Yes	Yes	Yes	Yes
Establish and maintain technology standards	Yes	Yes	Yes	Yes
Manage and maintain the integrity of the City's information assets	Yes	Yes	Yes	Yes
Update security measures as changes in the information technology industry necessitates	Yes	Yes	Yes	Yes
Plan and implement infrastructure upgrades to support current and future information requirements and facilitate the ever growing and changing needs and projects proposed by City staff	Yes	No	Yes	Yes

Supporting Program Goal:

PLAN AND PREPARE FOR FUTURE NEEDS AND DEMANDS OF INFORMATION SERVICES

PERFORMANCE MEASURES:

<u>Supporting Departmental Objectives</u>	PERFORMANCE MEASURES:			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Monitor replacement of computer equipment	Yes	Yes	Yes	Yes
Work with departments to understand their work processes and requirements	Yes	Yes	Yes	Yes
Adjust operating fund transfers in response to current and future needs	Yes	Yes	Yes	Yes
Maintain existing information assets through licensing, maintenance agreements, version upgrades and routine maintenance procedure	Yes	Yes	Yes	Yes
Plan for change through research, training and professional development	Yes	Yes	Yes	Yes
Manage change through infrastructure, hardware, and software life-cycle planning, implementation and maintenance	Yes	No	Yes	Yes

Information Technology

DEPARTMENT: City Clerk / CIO

FUND: Information Technology

PROGRAM: Information Technology Operations

ACCOUNT: 41435

Supporting Program Goal:

MAINTAIN DATABASE FOR MONITORING ALL PROBLEMS REPORTED

<u><i>Supporting Departmental Objectives</i></u>	PERFORMANCE MEASURES:			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</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><i>Supporting Departmental Objectives</i></u>	PERFORMANCE MEASURES:			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</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: City Clerk / CIO

FUND: Information Technology

PROGRAM: Information Technology Operations

ACCOUNT: 41435

PERFORMANCE MEASURES:

Program/Service Outputs: (goods, services, units produced)	2015-16 Actual	2016-17 Target	2016-17 Estimated	2017-18 Target
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	175	220	240
Software applications supported	260	260	260	260
PC's/Workstations supported	240	260	285	300
Network users supported	260	260	260	260
System backups done daily	365	366	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	100	100
Copies made on site	600,000	500,000	370,000	400,000
Pieces of first class mail processed	190,000	180,000	180,000	190,000

Public Safety

DEPARTMENT: City Clerk / CIO

FUND: General

PROGRAM: Emergency Operations Center (EOC)

ACCOUNT: 42230

MISSION:

Committed to community service through leadership, vision, and integrity.

VALUES:

Professionalism, Respect, Image, Discipline, and Efficiency

PROGRAM DESCRIPTION:

Under the direction of the City Manager, the Emergency Operations center (EOC) is responsible for the overall preparation, coordination, and response to non-typical incidents, events, and emergencies, including earthquakes, winter storms, special events, and other natural and man-made disasters. The EOC is staffed by a cross-section of personnel from all City Departments.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Services and Supplies	\$ 24,367	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
Total Expenditures	<u>\$ 24,367</u>	<u>\$ 14,000</u>	<u>\$ 14,000</u>	<u>\$ 14,000</u>	<u>\$ 14,000</u>

COUNCIL GOALS SUPPORTED:

- ***PROVIDE TRAINING FOR CURRENT AND NEW EOC STAFF** (Strategic Vision, 2012)
- ***UPDATE AND COMPLETE THE EMERGENCY PLAN** (Strategic Vision, 2012)
- ***LEAD IN A REGIONAL EFFORT TO CONSOLIDATE PUBLIC SAFETY SERVICES** (Strategic Vision)
- ***THE CITY SHALL COOPERATE WITH HUMBOLDT COUNTY, STATE OES AND FEMA IN DEVELOPING AND OPERATING A COORDINATED RESPONSE PROGRAM THAT BEST UTILIZES THE RESOURCES OF EACH AGENCY IN ASSISTING CITIZENS AND VISITORS IN COPING WITH AND RESPONDING TO A MAJOR EMERGENCY OR DISASTER** (Gen. Plan 7.F.4)

	<u>PERFORMANCE MEASURES:</u>			
*TO PROTECT RESIDENTS OF AND VISITORS	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
<u>Supporting Department Objectives</u>				
Attend Operational Area Meetings	100%	100%	100%	100%
Update and Complete the Emergency Plan	10%	100%	100%	100%
Provide Training for Current and New EOC Staff	10%	25%	25%	50%

Public Safety

DEPARTMENT: City Clerk / CIO

FUND: General

PROGRAM: Emergency Operations Center (EOC)

ACCOUNT: 42230

DEPARTMENT GOALS SUPPORTED

***DESIGNATE A STAFF POSITION RESPONSIBLE FOR EOC PREPAREDNESS AND TRAINING** (Strategic Vision, 2012)

***PROVIDE LEADERSHIP WITHIN OUR COMMUNITY AS WELL AS IN THE FIRE SERVICE LOCALLY, STATEWIDE AND AT THE NATIONAL LEVEL** (Strategic Vision)

***THE CITY SHALL COOPERATE WITH HUMBOLDT COUNTY, STATE OES AND FEMA IN DEVELOPING AND OPERATING A COORDINATED RESPONSE PROGRAM THAT BEST UTILIZES THE RESOURCES OF EACH AGENCY IN ASSISTING CITIZENS AND VISITORS IN COPING WITH AND RESPONDING TO A MAJOR EMERGENCY OR DISASTER** (Gen. Plan 7. F.4)

<u>Supporting Departmental Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Serve on County Homeland Security Grant Committee & Administer grant process	100%	100%	100%	100%
Serve on County Disaster Council (2 meetings)	100%	100%	100%	100%
Designate a Staff Position Responsible for EOC Preparedness and Training	10%	50%	50%	50%
Assist with Update and Implementation of Emergency Operations Plan	10%	100%	100%	100%

General Government

DEPARTMENT: City Clerk / CIO **FUND:** Risk Management
PROGRAM: Liability Risk Management **ACCOUNT:** 41412

PROGRAM DESCRIPTION:

Liability Risk Management includes processing and coordination of claims with carrier; oversight of liability issues and training; facilitating risk reduction; and assisting in securing the appropriate insurance coverage and documents for all City activities.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Services and Supplies	\$ 798,887	\$ 890,570	\$ 890,570	\$ 814,427	\$ 814,427
Total Expenditures	<u>\$ 798,887</u>	<u>\$ 890,570</u>	<u>\$ 890,570</u>	<u>\$ 814,427</u>	<u>\$ 814,427</u>

PROGRAM GOALS:

Continue to effectively implement streamlined liability procedures and practices, and develop informative, user-friendly databases for employees performing liability management functions.

PROGRAM OBJECTIVES:

Provide consistent, accurate information and requirements to those individuals requiring insurance and other risk management documents.

PERFORMANCE MEASURES:

Program/Service Outcomes: (Objectives based)	<u>2015-16 Actual</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Provide consistent and accurate information and requirements to reduce liability exposure.	Yes	Yes	Yes
Develop and maintain shared database of insurance documents	NA	Yes	Yes

General Government

DEPARTMENT: City Clerk / CIO **FUND:** Risk Management

PROGRAM: Workers Comp Risk Managemen **ACCOUNT:** 41413

PROGRAM DESCRIPTION:

Workers Comp Risk Management includes processing and coordination of workers' compensation claims with carrier; oversight of safety issues and training; facilitating risk reduction; and assisting in securing the appropriate insurance coverage and documents for all City activities.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Services and Supplies	\$ 766,333	\$ 937,813	\$ 937,813	\$ 937,813	\$ 937,813
Total Expenditures	<u>\$ 766,333</u>	<u>\$ 937,813</u>	<u>\$ 937,813</u>	<u>\$ 937,813</u>	<u>\$ 937,813</u>

PROGRAM GOALS:

Continue to effectively implement worker's compensation procedures and practices.

PROGRAM OBJECTIVES:

Provide consistent, accurate information and requirements to those individuals requiring worker's compensation insurance

PERFORMANCE MEASURES:

Program/Service Outcomes: (Objectives based)	<u>2015-16 Actual</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Develop and maintain risk management procedures manual	NA	Yes	Yes
Develop and maintain shared database of insurance documents	Yes	Yes	Yes

General Government

DEPARTMENT: City Clerk / CIO

FUND: Risk Management

PROGRAM: Employee Benefits

ACCOUNT: 41415

PROGRAM DESCRIPTION:

The department administers a number of open enrollment periods and the full range of employee benefits, including but not limited to a complex array of group health insurance plans, group life insurance, health savings accounts, AFLAC, CalPERS retirement contracts, COBRA, an Employee Assistance Program (EAP), and changes to MOU benefits such as leave banks and allowances.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Services and Supplies	\$ 113,568	\$ 145,000	\$ 145,000	\$ 145,000	\$ 145,000
Total Expenditures	<u>\$ 113,568</u>	<u>\$ 145,000</u>	<u>\$ 145,000</u>	<u>\$ 145,000</u>	<u>\$ 145,000</u>

PROGRAM GOALS:

Continue to effectively administer the City's multi-faceted employee benefit programs.

PROGRAM OBJECTIVES:

Provide consistent, accurate benefit information and requirements to all employees in a timely manner.

PERFORMANCE MEASURES:

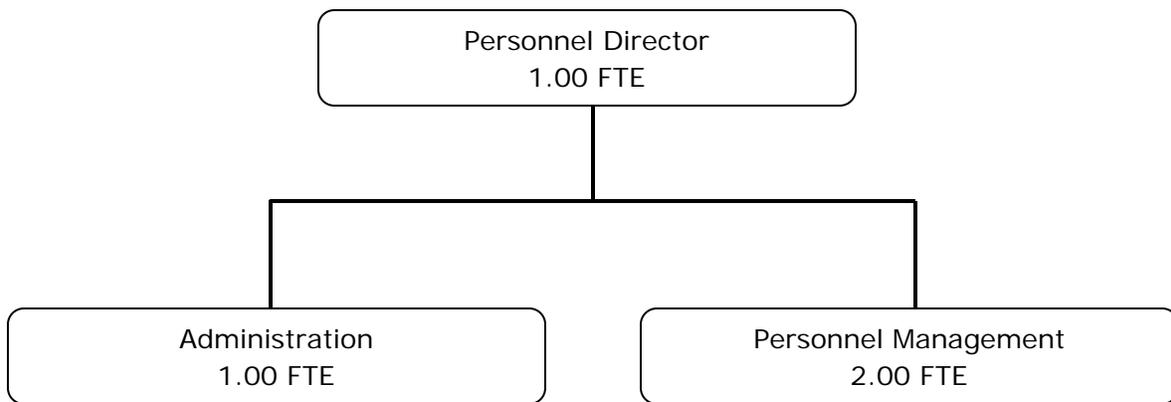
Program/Service Outcomes: (Objectives based)	<u>2015-16 Actual</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Effectively administer benefit programs	Yes	Yes	Yes





Organizational Chart

Personnel Department





Department Summary - Personnel

DEPARTMENT DESCRIPTION:

The Personnel Department is responsible for managing the City's personnel administration, labor relations and employee development.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
EXPENDITURES BY PROGRAM:					
Personnel Management	\$ 499,169	\$ 532,394	\$ 536,074	\$ 565,985	\$ 585,799
Total	<u>\$ 499,169</u>	<u>\$ 532,394</u>	<u>\$ 536,074</u>	<u>\$ 565,985</u>	<u>\$ 585,799</u>

EXPENDITURES BY CATEGORY:

Salaries and Benefits	\$ 414,336	\$ 425,859	\$ 432,539	\$ 463,993	\$ 483,807
Services and Supplies	84,731	105,535	102,535	100,492	100,492
Capital Outlay	102	1,000	1,000	1,500	1,500
Total	<u>\$ 499,169</u>	<u>\$ 532,394</u>	<u>\$ 536,074</u>	<u>\$ 565,985</u>	<u>\$ 585,799</u>

EXPENDITURES BY FUND:

Internal Operations	\$ 499,169	\$ 532,394	\$ 536,074	\$ 565,985	\$ 585,799
Total	<u>\$ 499,169</u>	<u>\$ 532,394</u>	<u>\$ 536,074</u>	<u>\$ 565,985</u>	<u>\$ 585,799</u>

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PERSONNEL:				
Full-time Positions	3.80	3.80	4.00	4.00
Total	<u>3.80</u>	<u>3.80</u>	<u>4.00</u>	<u>4.00</u>

General Government

DEPARTMENT: Personnel

FUND: Internal Operations

PROGRAM: Human Resources Management

ACCOUNT: 41410

PROGRAM DESCRIPTION:

The mission of the Personnel Department is to recruit, retain, and develop City of Eureka employees by developing policy and providing services that are customer responsive, innovative, cost effective, aligned with the overall mission of the City and the priorities established by the City Council; and to incorporate the best practices of the human resources profession with visionary leadership in accomplishing our goals.

Human Resources Management includes recruitment and selection processes; benefit administration; classification/compensation/organizational determinations; maintenance of various employee records; provision of employee training; compliance with Federal, State and City legal requirements and mandates; labor relations; employee relations; and advising on/facilitating disciplinary actions.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 414,336	\$ 425,859	\$ 432,539	\$ 463,993	\$ 483,807
Services and Supplies	84,731	105,535	102,535	100,492	100,492
Capital Outlay	102	1,000	1,000	1,500	1,500
Total Expenditures	\$ 499,169	\$ 532,394	\$ 536,074	\$ 565,985	\$ 585,799

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
Personnel Director	1.00	1.00	1.00	1.00
Personnel Analyst I/II	1.00	1.00	-	-
Personnel Manager	-	1.00	1.00	1.00
Senior Personnel Analyst	1.00	-	1.00	1.00
Senior Administrative Assistant-Confidential	0.80	1.00	1.00	1.00
Total	3.80	4.00	4.00	4.00

SERVICE LEVEL CHANGES:

Personnel Analyst I/II reclassified to Senior Personnel Analyst

General Government

DEPARTMENT: Personnel

FUND: Internal Operations

PROGRAM: Human Resources Management

ACCOUNT: 41410

PROGRAM GOALS:

The Personnel Department supports all City Council strategic goals by developing and maintaining the workforce necessary to achieve the objectives defined by the City Council. Whether achieving objectives in Public Safety, Economic Development, Downtown Revitalization, Transportation Management or targeted special projects, the common thread is the workforce - the police officers, fire fighters, senior management, planners, engineers, supervisors, maintenance workers, administrative secretaries, etc. that carry out Council's strategic plans.

Program Goals include:

- Attracting and retaining qualified employees
- Develop and maintain comprehensive Personnel Policies
- Develop and maintain positive labor relations with the various bargaining groups
- Develop and administer fair and impartial employee grievance and disciplinary processes in compliance with Federal, State and Local employment law
- Recommend and administer cost effective benefits programs
- Develop and maintain the City's compensation and classification plans
- Maintain legal and accurate employee records

PROGRAM OBJECTIVES:

1. Perform the classification and compensation analysis required in order to achieve desired organizational changes.
2. Obtain training and fully implement the Human Resources Module in Incode in conjunction with Finance Department staff.
3. Develop Human Resources staff.
4. Perform ongoing recruitment and hiring processes while simultaneously working with departments to improve and streamline collaborative recruitment processes that meet all legal requirements.
5. Perform ongoing benefits administration.
6. Perform ongoing personnel records administration.
7. Perform ongoing employee relations complaint resolution.
8. Continue clean up of archived personnel records and assess options for storing records electronically and automating the records retention administration.
9. Identify, promote and/or facilitate employee team building and empowerment programs.
10. Contract for service when needed to accomplish program goals.

General Government

DEPARTMENT: Personnel

FUND: Internal Operations

PROGRAM: Human Resources Management

ACCOUNT: 41410

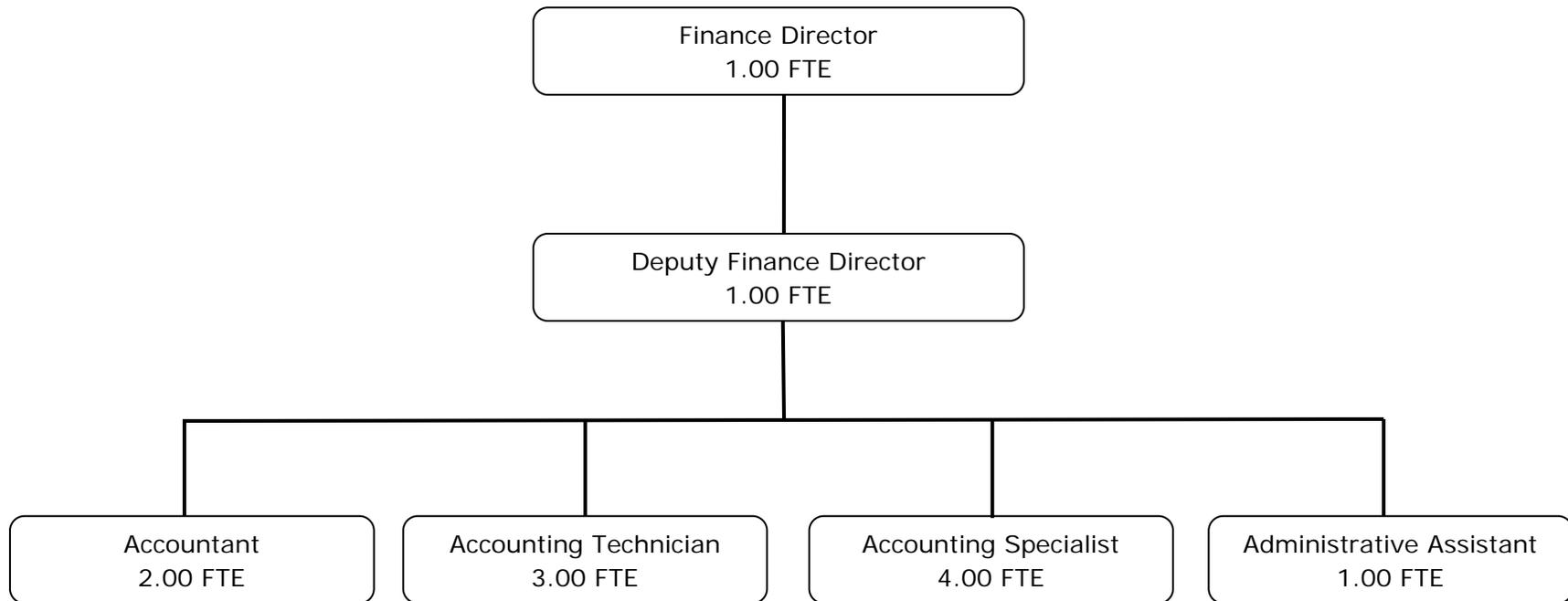
PERFORMANCE MEASURES:

Program/Service Outcomes: (based on program objectives)	<u>2015-16 Actual</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Perform classification and compensation analyses	Yes	Yes	Yes
Implement the Human Resources Module in Incode	Yes	Yes	Yes
Develop Personnel/Human Resources Staff	Yes	Yes	Yes
Perform streamlined recruitment and hiring processes	Yes	Yes	Yes
Perform ongoing benefits administration	Yes	Yes	Yes
Perform ongoing personnel records administration	Yes	Yes	Yes
Assess/implement options for storage of archived records	Yes	Yes	Yes
Automate records retention administration	Yes	Yes	Yes
Advance ongoing employee relation and resolutions	Yes	Yes	Yes
Promote employee team building programs	Yes	Yes	Yes
Pursue service contracts to accomplish goals when needed	Yes	Yes	Yes



Organizational Chart

Finance Department





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; purchasing; transit operations; and Successor Agency administration.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
EXPENDITURES BY PROGRAM:					
Finance	\$ 1,143,186	\$ 1,306,170	\$ 1,283,198	\$ 1,309,358	\$ 1,415,282
Non-Departmental	1,491,643	1,744,966	1,750,995	1,720,789	1,630,531
Transit - General Public	1,626,214	1,471,375	1,396,671	1,479,080	1,399,080
Transit - Para transit	454,676	442,500	545,125	585,000	585,000
Successor Agency	185,141	250,000	321,880	250,000	250,000
	<u>\$ 4,900,860</u>	<u>\$ 5,215,011</u>	<u>\$ 5,297,869</u>	<u>\$ 5,344,227</u>	<u>\$ 5,279,893</u>

EXPENDITURES BY CATEGORY:

Salaries and Benefits	\$ 872,839	\$ 1,004,918	\$ 982,591	\$ 948,307	\$ 1,054,231
Services and Supplies	4,022,181	4,209,093	4,314,278	4,394,920	4,224,662
Capital Outlay	5,840	1,000	1,000	1,000	1,000
Total Expenditures	<u>\$ 4,900,860</u>	<u>\$ 5,215,011</u>	<u>\$ 5,297,869</u>	<u>\$ 5,344,227</u>	<u>\$ 5,279,893</u>

EXPENDITURES BY FUND

General Fund	\$ 1,178,348	\$ 1,303,285	\$ 1,291,430	\$ 1,268,228	\$ 1,268,228
General Fund - Donations	18,625	13,695	31,225	90,258	-
Water	265,593	352,458	307,011	298,685	339,378
Wastewater	260,116	307,283	298,286	293,993	334,686
Transit Fund	2,080,890	1,913,875	1,941,796	2,064,080	1,984,080
Internal Operations Fund	912,147	1,074,415	1,106,241	1,078,983	1,103,521
SA Debt Service Fund-Merged Area	185,056	250,000	250,291	250,000	250,000
SA - Econ Dev Admin	-	-	71,589	-	-
	85	-	-	-	-
Total Resources	<u>\$ 4,900,860</u>	<u>\$ 5,215,011</u>	<u>\$ 5,297,869</u>	<u>\$ 5,344,227</u>	<u>\$ 5,279,893</u>

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PERSONNEL:				
Full-time Positions	11.00	12.00	12.00	12.00
Total	<u>11.00</u>	<u>12.00</u>	<u>12.00</u>	<u>12.00</u>

General Government

DEPARTMENT: Finance

FUND: Water/ Wastewater/ Internal Operations

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: Water/ Wastewater/ Internal Operations

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:			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Invest 90% of available cash % of total cash actively invested	93%	90%	92%	90%
Issue third party reports on time Audit opinion issued by December 31	Mar 31	Dec 31	Mar 31	Dec 31
Single audit opinion issued by December 31	Mar 31	Dec 31	Mar 31	Dec 31
Bond disclosures filed by deadline	Yes	Yes	Yes	Yes
State Controllers' Report filed by deadline	Yes	Yes	Yes	Yes

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>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</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.

General Government

DEPARTMENT: Finance

FUND: Water/ Wastewater/ Internal Operations

PROGRAM: Finance

ACCOUNT: 41430

OPERATIONS (Continued)

Supporting Program Objectives:	PERFORMANCE MEASURES:			
	2015-16 Actual	2016-17 Target	2016-17 Estimated	2017-18 Target
Implement banking efficiencies				
Implement on-line bill payments	Completed	Completed	Completed	Completed
Number of utility bills paid online	15498	20000	18000	20000
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	9,500	10,000
# of Accounts payable checks issued	5,070	5,700	5,500	5,800

Supporting Program Objectives:	PERFORMANCE MEASURES:			
	2015-16 Actual	2016-17 Target	2016-17 Estimated	2017-18 Target
# of Purchase Orders	1,129	1,400	1,200	1,200
Business Licenses processed	2,499	2,375	2,500	2,400
Dog licenses processed	2,469	2,900	2,800	2,900
Issue monthly statements to utility customers				
# of Utility statements issued	118,945	118,000	118,000	118,000

COUNCIL GOAL SUPPORTED:

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

SUPPORTING PROGRAM GOALS:

FINANCE

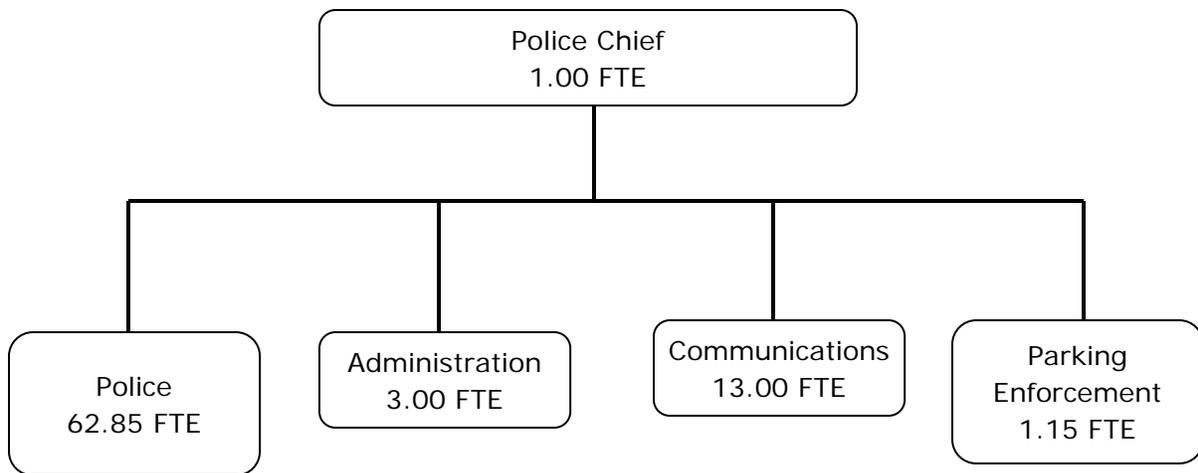
The finance program offers leadership to other departments in developing budgets that will contain revenues sufficient to meet programs goals and reserve requirements.

Supporting Program Objectives:	PERFORMANCE MEASURES:			
	2015-16 Actual	2016-17 Target	2016-17 Estimated	2017-18 Target
Make annual review of fees & charges	Yes	Yes	Yes	Yes



Organizational Chart

Police Department





Department Summary - Police

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
EXPENDITURES BY PROGRAM:					
Police - General	\$ 10,928,115	\$ 12,012,949	\$ 10,980,473	\$ 13,145,092	\$ 11,901,560
Communications	1,392,753	1,610,853	1,488,473	1,595,706	1,648,442
Parking Enforcement - Special Revenue	64,511	27,387	27,466	26,425	26,774
Total	\$ 12,385,379	\$ 13,651,189	\$ 12,496,412	\$ 14,767,223	\$ 13,576,776
EXPENDITURES BY CATEGORY:					
Salaries and Benefits	\$ 8,635,302	\$ 9,399,715	\$ 8,792,571	\$ 9,609,981	\$ 9,862,749
Services and Supplies	3,394,930	3,394,424	3,360,023	3,504,046	3,433,027
Capital Outlay	355,147	857,050	343,818	1,653,196	281,000
Total	\$ 12,385,379	\$ 13,651,189	\$ 12,496,412	\$ 14,767,223	\$ 13,576,776
EXPENDITURES BY FUND:					
General Fund	\$ 12,072,816	\$ 12,761,399	\$ 12,229,457	\$ 13,097,766	\$ 13,350,450
Donations	-	66,801	2,400	71,836	-
Drug Asset	35,750	515,000	15,000	745,417	50,000
Public Safety Grants	25,618	13,232	-	645,440	-
Special Police Grants	4,162	-	-	-	-
Supplemental Law Enforcement - SLES	28,708	167,818	168,758	131,339	100,000
Traffic Offender	111,039	70,000	3,779	-	-
Vehicle Abatement	42,775	29,552	49,552	49,000	49,552
Parking Fund	64,511	27,387	27,466	26,425	26,774
Total	\$ 12,385,379	\$ 13,651,189	\$ 12,496,412	\$ 14,767,223	\$ 13,576,776
PERSONNEL:					
		<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
Full-time Positions		81.00	81.00	81.00	81.00
Total		81.00	81.00	81.00	81.00

Public Safety

DEPARTMENT: Police

FUND: General

PROGRAM: Police

ACCOUNT: 42100

DEPARTMENT DESCRIPTION:

The Mission of the Eureka Police Department is to:

Work in partnership with the community to prevent and reduce crime, safeguard public trust, improve the quality of life and protect the future of Eureka through dedicated professional service.

The mission is accomplished through three divisions within the department. All personnel are allocated to one of the divisions. Support Services, includes Dispatch, Records and Property. Service Area 1 includes patrol, investigations, volunteers, the PIO and Crime Analyst, Property Room Officers and Animal Control. Service Area 2 includes patrol, POP, crime prevention, SWAT, DTF, K-9, traffic and the old town officer.

It is the responsibility of all Police personnel to pro-actively and reactively prevent, control and investigate crime to foster safety in Eureka or enable those who do. EPD has put together a strategic plan to ensure a targeted approach to protecting Eureka over the next five years. That plan can be found on the City website. The pillars of EPD's Strategic Plan are:

- Category One: Crime Control**
- Category Two: Organizational Effectiveness**
- Category Three: Personnel Development**
- Category Four: Community Policing**
- Category Five: Technological Improvement**
- Category Six: Budgetary Stability**

All tax payer money entrusted to EPD will be spent in the furtherance of one of the 6 Pillars noted above. It is also where EPD can be measure for effectiveness.

	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated	2017-18 Budget	2018-19 Budget
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 7,663,744	\$ 8,175,011	\$ 7,690,168	\$ 8,433,428	\$ 8,633,111
Services and Supplies	2,909,224	2,980,888	2,946,487	3,058,468	2,987,449
Capital Outlay	355,147	857,050	343,818	1,653,196	281,000
Total Expenditures	\$ 10,928,115	\$ 12,012,949	\$ 10,980,473	\$ 13,145,092	\$ 11,901,560

Public Safety

DEPARTMENT: Police

FUND: General

PROGRAM: Police

ACCOUNT: 42100

COUNCIL GOALS SUPPORTED:

MAKE THE CITY OF EUREKA A SAFE PLACE TO LIVE BY FOCUSING ON THE ELIMINATION OF THREATENING BEHAVIOR, VIOLENCE, AND DRUGS.

<u>Supporting Departmental Objectives-Goal</u>	<u>PERFORMANCE MEASURES</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Response time to all life-threatening calls for service.	< 4 min.	< 4 min.	< 4 min.	< 4 min.
Recovery of stolen property by value.	75%	75%	75%	75%

REDUCE TRAFFIC ACCIDENT RATES IN THE CITY OF EUREKA.

<u>Supporting Departmental Objectives-Goal</u>	<u>PERFORMANCE MEASURES</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Process completed traffic reports/data with ten working days. Use statistical data to provide traffic enforcement in the areas with the highest number of collisions.	100%	100%	100%	100%

STRENGTHEN NEIGHBORHOOD GROUPS DEDICATED TO COMMUNITY IMPROVEMENT.

<u>Supporting Departmental Objectives-Goal</u>	<u>PERFORMANCE MEASURES</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Coordinate the development of Neighborhood Watch Groups.	12	12	5	12

Public Safety

DEPARTMENT: Police

FUND: General

PROGRAM: Communications

ACCOUNT: 42125

PROGRAM MISSION:

To provide Communications Dispatching services to the City of Eureka, and maintain networking and support to other PSAPS that utilize EPD Public Safety computers.

PROGRAM DESCRIPTION:

Communications is attached to the Police Department Field Support Division, but is budgeted separately due to contract services provided by the City. The City of Eureka 9-1-1 Communications Center is responsible for answering and directing all 9-1-1 and emergency calls made within the City of Eureka. The Communications Center provides dispatching services for the City Police and Fire Departments, as well as Humboldt Fire Protection District #1, Humboldt Probation Department, City of Arcata and the City of Fortuna.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 924,906	\$ 1,201,484	\$ 1,079,104	\$ 1,153,215	\$ 1,205,951
Services and Supplies	467,847	409,369	409,369	442,491	442,491
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>\$ 1,392,753</u>	<u>\$ 1,610,853</u>	<u>\$ 1,488,473</u>	<u>\$ 1,595,706</u>	<u>\$ 1,648,442</u>

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
Support Services Manager	1.00	1.00	1.00	1.00
Communications Supervisor	1.00	1.00	1.00	1.00
Senior Communications Dispatcher	3.00	3.00	3.00	3.00
Communications Dispatcher	8.00	8.00	7.00	7.00
Total	<u>13.00</u>	<u>13.00</u>	<u>12.00</u>	<u>12.00</u>

SERVICE LEVEL CHANGES:

Communications Dispatcher Eliminated (-1 FTE)

Public Safety

DEPARTMENT: Police

FUND: General

PROGRAM: Communications

ACCOUNT: 42125

COUNCIL GOALS SUPPORTED:

CONTINUE TO FOSTER AND MAINTAIN POSITIVE AND PRODUCTIVE RELATIONSHIPS WITH ALLIED FIRE AGENCIES AND OTHER EMERGENCY ORGANIZATIONS.

<u>Supporting Departmental Objectives-Goal</u>	<u>PERFORMANCE MEASURES</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Attend Operational Area meetings.	6	6	6	6

MAINTAIN EFFECTIVE FIRE PREVENTION AND EMERGENCY RESPONSE STANDARDS.

<u>Supporting Departmental Objectives-Goal</u>	<u>PERFORMANCE MEASURES</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Answer 9-1-1 calls with 3 rings.	100%	100%	100%	100%
Initiate dispatch of life/death emergencies from time of call receipt to one minute.	100%	100%	100%	100%

Public Safety

DEPARTMENT: Police

FUND: Parking

PROGRAM: Parking Enforcement

ACCOUNT: 42126

PROGRAM MISSION:

The Parking Enforcement section's mission is to maintain appropriate parking space availability within enforcement zones, and to maximize the availability of parking spaces for citizens within these zones.

PROGRAM DESCRIPTION:

The Parking Enforcement section advises, marks and enforces appropriate parking regulations within the City. At least once a day the primary areas and handicapped spaces are enforced by Parking Enforcement. They are also responsible for tracking citations, collection of fines, and processing the necessary paperwork.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 46,652	\$ 23,220	\$ 23,299	\$ 23,338	\$ 23,687
Services and Supplies	17,859	4,167	4,167	3,087	3,087
Total Expenditures	\$ 64,511	\$ 27,387	\$ 27,466	\$ 26,425	\$ 26,774

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
Police Records Supervisor		0.15	0.15	0.15
Police Record Specialist I/II		1.00	1.00	1.00
Total		1.15	1.15	1.15

SERVICE LEVEL CHANGES:

None

COUNCIL GOALS SUPPORTED:

REDUCE TRAFFIC ACCIDENT RATES IN THE CITY OF EUREKA THROUGH PARKING ENFORCEMENT.

	PERFORMANCE MEASURES			
<u>Supporting Departmental Objectives-Goal</u>	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Monitor curbside parking during peak traffic hours.	97%	95%	100%	100%
Enforce unsafe blockage of driveways and alleyways.	79%	80%	80%	80%





Fire Department



Department Summary - Fire

DEPARTMENT DESCRIPTION:

Effective January 1, 2015 the City of Eureka's Fire Department joined the Humboldt #1 Fire District to create the Humboldt Bay Fire JPA. The JPA is responsible for safeguarding, life and property of the residents and businesses of Eureka and the Humboldt Fire District.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
EXPENDITURES BY PROGRAM:					
Fire Services	\$6,499,159	\$6,333,825	\$6,333,825	\$6,580,629	\$6,580,629
EXPENDITURES BY CATEGORY:					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Services and Supplies	6,447,136	6,333,825	6,333,825	6,580,629	6,580,629
Capital Outlay	52,023	-	-	-	-
Total	<u>\$6,499,159</u>	<u>\$6,333,825</u>	<u>\$6,333,825</u>	<u>\$6,580,629</u>	<u>\$6,580,629</u>
EXPENDITURES BY FUND:					
General Fund	\$6,499,379	\$6,333,825	\$6,333,825	\$6,580,629	\$6,580,629
Haz/Mat Response Fund	(220)	-	-	-	-
Total	<u>\$6,499,159</u>	<u>\$6,333,825</u>	<u>\$6,333,825</u>	<u>\$6,580,629</u>	<u>\$6,580,629</u>
PERSONNEL:					
Full-time Positions		-	-	-	-
Total		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

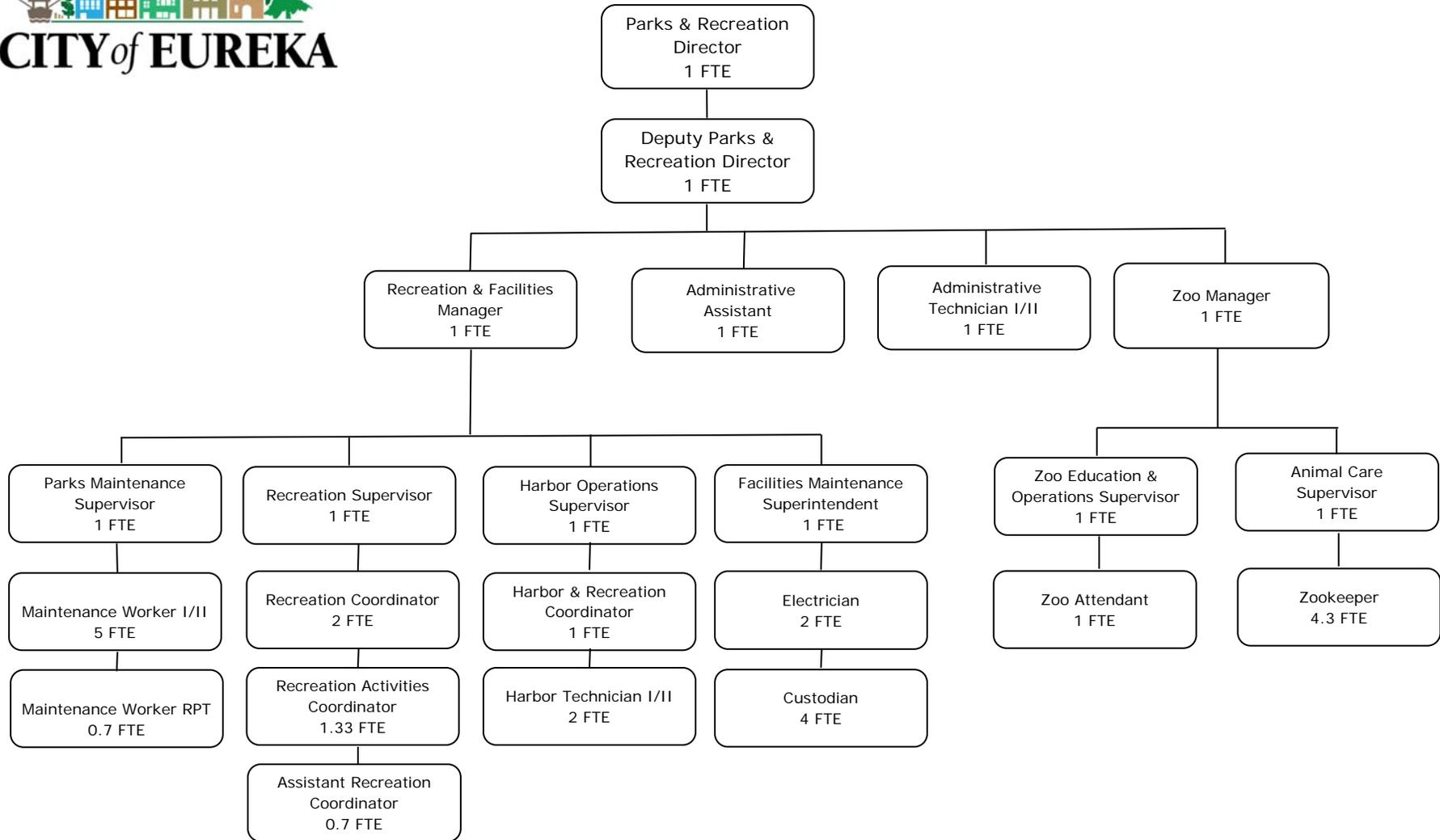
For FY2015-16, FY2016-17, FY2017-18 and FY2018-19 all expenses are reflected in Services and Supplies.





Parks & Recreation

Organizational Chart





Department Summary - Parks & Recreation

DEPARTMENT DESCRIPTION:

The Parks & Recreation Department provides a wide range of essential community services that improve quality of life here in Eureka. The Department is committed to making Eureka a beautiful, livable and sustainable city. The Department includes Environmental Programs, Wharfinger Building, Harbor Maintenance, Park Operations, Adorni Center, Recreation, and the Sequoia Park Zoo.

Services include parks operations. Environmental Programs administers the City's solid waste disposal contracts, develop trails, manage grants and support committee staff. The Recreation and Zoo programs offer positive and constructive recreation and learning opportunities for the community. Harbor Operations manages, maintains and develops the harbor, waterfront, Public Marina, and wetlands.

EXPENDITURES BY PROGRAM:	2015-16	2016-17	2016-17	2017-18	2018-19
	Actual	Amended Budget	Estimated	Budget	Budget
Parks & Recreation - Administration	\$ 471,146	\$ 466,813	\$ 472,664	\$ 601,799	\$ 616,472
Zoo	1,055,767	1,122,535	1,055,532	1,184,012	1,208,398
Park Operations	784,882	804,862	847,452	859,499	871,173
Adorni	328,501	473,159	466,110	452,834	461,385
Recreation - Administration	14,762	-	-	-	-
Recreation - Youth	665,347	659,830	692,434	646,955	633,848
Recreation - Adult	152,592	161,525	161,719	162,299	165,705
Environmental Programs	55,534	42,823	57,866	100,387	101,939
Harbor	894,942	617,132	613,323	627,008	678,464
Wharfinger	182,433	209,252	209,809	221,878	234,607
Facilities Operations	675,382	715,012	732,279	903,392	856,494
Total	\$ 5,281,288	\$ 5,272,943	\$ 5,309,188	\$ 5,760,063	\$ 5,828,485

EXPENDITURES BY CATEGORY:

Salaries and Benefits	\$ 2,924,451	\$ 3,127,133	\$ 3,103,541	\$ 3,331,226	\$ 3,425,429
Services and Supplies	2,311,507	2,097,810	2,157,647	2,379,337	2,353,556
Capital Outlay	45,330	48,000	48,000	49,500	49,500
Total	\$ 5,281,288	\$ 5,272,943	\$ 5,309,188	\$ 5,760,063	\$ 5,828,485

EXPENDITURES BY FUND:	2015-16	2016-17	2016-17	2017-18	2018-19
	Actual	Amended Budget	Estimated	Budget	Budget
General Fund	\$ 3,468,946	\$ 3,673,011	\$ 3,682,911	\$ 3,900,906	\$ 3,956,981
General Fund - Donations	4,051	15,713	13,000	6,492	-
Environmental Programs	55,534	42,823	57,866	100,387	101,939
Humboldt Bay	1,077,375	826,384	823,132	848,886	913,071
Internal Operations	655,241	-	-	-	-
Internal Operations	20,141	715,012	732,279	903,392	856,494
Total	\$ 5,281,288	\$ 5,272,943	\$ 5,309,188	\$ 5,760,063	\$ 5,828,485

PERSONNEL:	2015-16	2016-17	2017-18	2018-19
	Actual	Actual	Budget	Budget
Full-time Positions		32.00	33.00	33.00
Regular Part-time Positions		4.04	4.04	4.04
Total		36.04	37.04	37.04

Parks & Recreation

DEPARTMENT: Parks & Recreation

FUND: General

PROGRAM: Parks & Recreation Administration

ACCOUNT: 45110

PROGRAM DESCRIPTION:

The purpose of Parks and Recreation Administration is to provide support, overview management, and direction of all services and activities provided through the Parks and Recreation Department.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 271,998	\$ 271,615	\$ 269,916	\$ 350,633	\$ 365,306
Services and Supplies	199,148	195,198	202,748	251,166	251,166
Total Expenditures	\$ 471,146	\$ 466,813	\$ 472,664	\$ 601,799	\$ 616,472
EXPENDITURES BY FUND:					
General Fund	\$ 471,146	\$ 466,813	\$ 472,664	\$ 601,799	\$ 616,472
Total	\$ 471,146	\$ 466,813	\$ 472,664	\$ 601,799	\$ 616,472

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
Parks & Recreation Director	1.00	1.00	1.00	1.00
Deputy Parks & Recreation Director	0.50	0.50	0.50	0.50
Project Manager	-	0.70	0.70	0.70
Administrative Technician	0.50	0.50	0.50	0.50
Total	2.00	2.70	2.70	2.70

SERVICE LEVEL CHANGES:

Recreation Coordinator reclassified to Project Manager, moved to Parks & Recreation Administration (+.70 FTE)

Parks & Recreation

DEPARTMENT: Parks & Recreation

FUND: General

PROGRAM: Parks & Recreation Administration

ACCOUNT: 45110

COUNCIL GOALS SUPPORTED

THE MISSION OF THE RECREATION ADMINISTRATION DIVISION IS TO PROVIDE FOR AND ENHANCE THE QUALITY OF LIFE AND SPIRIT OF THE COMMUNITY WITH A WIDE VARIETY OF RECREATIONAL PROGRAMS AND SERVICES.

PROGRAM GOALS

Implement Parks & Recreation roles and responsibilities for the City Council's strategic vision.
 Maintain relationship with the Parks and Recreation Commission.

PERFORMANCE MEASURES:

<u>Supporting Program Objectives</u>	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Maintain monthly meeting schedule with Parks & Recreation Commission	Yes	Yes	Yes	Yes
Implement quarterly employee development for supervisors	Yes	Yes	Yes	Yes

Parks & Recreation

DEPARTMENT: Parks & Recreation

FUND: General

PROGRAM: Sequoia Park Zoo

ACCOUNT: 45140

PROGRAM MISSION:

Sequoia Park Zoo inspires conservation of the natural world by instilling wonder, respect and passion for wildlife. We fulfill our mission by creating intimate connection between people and animals; providing the highest standards of animal care and exhibit; providing innovative educational experiences; partnering with other institutions to ensure sustainability of zoo and wild populations; providing a place for our community to meet, relax, and enjoy; and appreciating and utilizing our unique redwood setting.

PROGRAM DESCRIPTION:

Sequoia Park Zoo provides the Greater Eureka community and tourists with an accessible recreational and scientifically educational facility. The Zoo cares for and exhibits a variety of fauna and flora using professional standards established by the Association of Zoos and Aquariums regarding captive animal management and conservation education.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 634,239	\$ 667,200	\$ 600,197	\$ 682,481	\$ 706,867
Services and Supplies	421,528	455,335	455,335	500,031	500,031
Capital Outlay	-	-	-	1,500	1,500
Total Expenditures	\$ 1,055,767	\$ 1,122,535	\$ 1,055,532	\$ 1,184,012	\$ 1,208,398
EXPENDITURES BY FUND:					
General Fund	\$ 1,055,767	\$ 1,122,535	\$ 1,055,532	\$ 1,184,012	\$ 1,208,398
Total	\$ 1,055,767	\$ 1,122,535	\$ 1,055,532	\$ 1,184,012	\$ 1,208,398

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME EQUIVALENT POSITIONS:				
Animal Curator	1.00	1.00	1.00	1.00
Senior Zoo Attendant	-	1.00	1.00	1.00
Zoo Attendant	1.00	-	-	-
Zoo Education / Operations Supervisor	1.00	-	-	-
Zoo Education Curator	-	1.00	1.00	1.00
Zoo Director	1.00	1.00	1.00	1.00
Zookeeper	3.00	3.00	3.00	3.00
Zookeeper (RPT)	1.30	1.30	1.30	1.30
Total Positions	8.30	8.30	8.30	8.30

SERVICE LEVEL CHANGES:

- Zoo Education and Operations Supervisor reclassified to Zoo Education Curator
- Zoo Attendant reclassified to Senior Zoo Attendant
- Animal Care Supervisor retitled to Animal Curator
- Zoo Manager retitled to Zoo Director

Parks & Recreation

DEPARTMENT: Parks & Recreation

FUND: General

PROGRAM: Sequoia Park Zoo

ACCOUNT: 45140

COUNCIL GOALS SUPPORTED:

**PROVIDE QUALITY OF LIFE ENHANCEMENTS WITH UNIQUE RECREATIONAL OPPORTUNITIES
ENHANCE TOURISM BY PROVIDING QUALITY TOURIST DESTINATIONS**

Supporting Departmental Goal:

Operate a quality, AZA-accredited zoological facility.

PERFORMANCE MEASURES:

Supporting Program Objectives

	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Target</u>	<u>2016-17</u> <u>Estimated</u>	<u>2017-18</u> <u>Target</u>
Maintain or increase diversity of species / #	62/190	62/190	56/190	56/190
Maintain or increase # of SSP managed species	8	8	12	12
Improve quality or eliminate older exhibits (#)	4	4	1 - BY refresh	TBD
Maintain AZA accreditation	Yes	Yes	Yes	Yes
Implement Facility Master Plan	Watershed Heroes Open			CEQA

Supporting Departmental Goal:

Partner with SPZ Foundation to provide guest services, amenity improvements, capital development.

PERFORMANCE MEASURES:

Supporting Program Objectives

	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Target</u>	<u>2016-17</u> <u>Estimated</u>	<u>2017-18</u> <u>Budget</u>
Provide special zoo events (#)	6	6	6	7
Provide full service café & gift shop (hrs operating)	90%	90%	90%	90%
Provide quarterly newsletter	3	3	1	2
Provide marketing, web & social media	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000

Supporting Departmental Goal:

Provide educational & personal development opportunities for the community.

PERFORMANCE MEASURES:

Supporting Program Objectives

	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Target</u>	<u>2016-17</u> <u>Estimated</u>	<u>2017-18</u> <u>Budget</u>
Offer youth programs/camps (#classes / #served)	13/185	25/500	12/170	19/350
Offer Guided Zoo Tours (# tours / # served)	7/140	20/400	11/300	13/350
Offer Youth Volunteer Program (#participants)	20	25	25	25
Offer Adult Volunteer Program (#participants)	5/11	140	72	72
Offer adult classes/lectures (#participants)	250	350	400	400
School field trips (# students)	3/8	2200	2000	2000

Enhance Revenue Sources for Budget Sustainability

PERFORMANCE MEASURES:

Supporting Program Objectives

	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Target</u>	<u>2016-17</u> <u>Estimated</u>	<u>2017-18</u> <u>Budget</u>
Increase Annual Attendance	115,000	85,000	105,000	107,000
Increase Revenue Through Admissions	\$ 282,600	\$ 230,000	\$ 290,000	\$ 305,000
Generate Facility Rental Revenue	\$ 300	\$ 300	\$ 1,000	\$ 3,000
Generate Class, Tours, and Program Revenue	\$ 17,362	\$ 23,350	\$ 18,500	\$ 21,400
Grant \$ submitted / Awarded	\$ 2,400	\$ 2,400	\$ 20,000	\$ 50,000

Parks & Recreation

DEPARTMENT: Parks & Recreation

FUND: General

PROGRAM: Sequoia Park Zoo

ACCOUNT: 45140

Supporting Departmental Goal:

Create a premier visitor destination for Eureka.

Supporting Departmental Goal:	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Budget</u>
Enhance Tourism (# visitors from outside Humboldt County)	-	26,000	15,250	16,000
Increase Visitor Stay Time (# hours)	~1.5 hrs	~1.75 hrs	~1.75 hrs	~1.75 hrs

Parks & Recreation

DEPARTMENT Parks & Recreation

FUND: General

PROGRAM: Park Operations

ACCOUNT: 45150

COUNCIL GOALS SUPPORTED:

BECOME A VISITOR-SERVING HUB OF THE REGION.

CONTINUE TO ENCOURAGE EUREKA'S HOMEOWNERS TO ENHANCE THEIR PROPERTY...

ADOPT A PARK

ESTABLISH CLEAR, OBJECTIVE DESIGN STANDARDS THAT ARE SUPPORTED BY OUR COMMUNITY... "OPEN SPACE"

PROMOTE THE EUREKA STREET TREE PLAN, AND ENCOURAGE BOTH THE PUBLIC AND PRIVATE PLANTING AND MAINTENANCE OF TREES

GENERAL PLAN GOALS SUPPORTED

General Parks and Recreation:

Goal 5.A - To provide for a park and recreational system which includes sufficient diversity of areas and facilities to effectively serve a population with varied characteristics, densities, needs and interests, consistent with protecting environmentally sensitive habitats.

Conservation of Open Space:

Goal 6.C - To support the continued protection of valuable open space resources in and around Eureka.

PROGRAM GOALS

Provide and maintain a quality system of park and landscape facilities for the use and enjoyment of the general public.

PROGRAM OBJECTIVES:

Provide a program of high quality maintenance to parks, landscape sites and parking lots on a regular basis. Provide a program to continue upgrading playground areas to be in compliance with the Consumer Product Safety Commission guidelines. Continue the Integrated Pest Management program through the expanded use of mulch materials for weed control in planters. Provide a program for the systematic maintenance and pruning of street trees. Implement a schedule to provide a re-training class in aerial lift operation, pesticide safety and pruning techniques on a yearly basis. Provide a program to host a wide variety of community events.

Parks & Recreation

DEPARTMENT Parks & Recreation

FUND: General

PROGRAM: Park Operations

ACCOUNT: 45150

PERFORMANCE MEASURES:

Program/Service Outcomes: (based on program objectives)	2015-16 Actual	2016-17 Target	2016-17 Estimated	2017-18 Target
Provide program of high quality maintenance to parks, landscape areas and parking lots on a regular basis.	Yes	Yes	Yes	Yes
Provide a program to continue upgrading play ground areas to be in compliance with the Consumer Product Safety Commission guidelines.	Yes	Yes	Yes	Yes
Continue Integrated Pest Management program through the expanded use of mulch materials for weed control in planters	Yes	Yes	Yes	Yes
Provide program for systematic maintenance and pruning of street trees	Yes	Yes	Yes	Yes
Implement schedule to provide a re-training class in aerial lift operation, pesticide safety and pruning techniques on a yearly basis.	Yes	Yes	Yes	Yes
Provide programs to host a wide variety of community events	Yes	Yes	Yes	Yes

PERFORMANCE MEASURES:

Program/Service Outputs: (goods, services, units produced)	2015-16 Actual	2016-17 Target	2016-17 Estimated	2017-18 Budget
# of Park sites maintained	13	13	13	13
# of Landscape sites maintained	42	42	42	42
# of Street trees maintained	1400	1400	1400	1400
# of Area acres maintained	138	138	138	138
# of Turf acres maintained	35	35	35	35
# of Playgrounds maintained	9	9	9	9
# of Restrooms maintained	8	8	8	8
# of Parking lots maintained	24	24	24	24

Parks & Recreation

DEPARTMENT: Parks & Recreation

FUND: General

PROGRAM: Adorni Center

ACCOUNT: 45135

PROGRAM DESCRIPTION:

The Adorni Recreation Center is a community recreation center responsible for providing on-site leisure time activities for youth and adults. Adorni Center programs include sports leagues, special classes, aerobics, weight room, drop-in activities and facility rentals.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 209,827	\$ 269,491	\$ 262,442	\$ 240,368	\$ 248,919
Services and Supplies	108,841	193,668	193,668	202,466	202,466
Capital Outlay	9,833	10,000	10,000	10,000	10,000
Total Expenditures	\$ 328,501	\$ 473,159	\$ 466,110	\$ 452,834	\$ 461,385
EXPENDITURES BY FUND:					
General Fund	\$ 328,501	\$ 473,159	\$ 466,110	\$ 452,834	\$ 461,385
Total	\$ 328,501	\$ 473,159	\$ 466,110	\$ 452,834	\$ 461,385
		<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:					
Recreation Coordinator		1.00	-	-	-
Administrative Assistant		1.00	1.00	1.00	1.00
Assistant Recreation Coordinator (RPT)		0.70	-	-	-
Assistant Recreation Coordinator		-	1.00	1.00	1.00
Total		2.70	2.00	2.00	2.00

SERVICE LEVEL CHANGES:

Recreation Coordinator reclassified to Project Manager, moved to Parks & Recreation Administration (-1 FTE)
 Assistant Recreation Coordinator (RPT) reclassified to Assistant Recreation Coordinator (+.30 FTE)

Parks & Recreation

DEPARTMENT: Parks & Recreation

FUND: General

PROGRAM: Adorni Center

ACCOUNT: 45135

Council Goals Supported

THE MISSION OF THE RECREATION DIVISION IS TO PROVIDE FOR AND ENHANCE THE QUALITY OF LIFE AND SPIRIT OF THE COMMUNITY WITH A WIDE VARIETY OF RECREATIONAL PROGRAMS AND SERVICES

PROGRAM OBJECTIVES:

- Develop program to host community wide special events and provide facilities for public rentals.
- Develop programs that offers special interest fitness classes on a year round basis.
- Increase Adorni Center Memberships. Provide youth and adult sports leagues.

SUPPORTING PROGRAM OBJECTIVES:

PERFORMANCE MEASURES:

	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimate</u>	<u>2017-18 Budget</u>
# of Adorni Center Rentals	14	14	14	14
# of Conference Room Rentals	360	360	360	360
# of Aerobic Classes	2,080	2,080	2,080	2,080
# of Adorni Center Memberships	1,850	1,850	1,850	1,850
# of Youth Sports Leagues	1	1	1	1
# of Adult Sports Leagues	3	3	3	3

Parks & Recreation

DEPARTMENT: Parks & Recreation

FUND: General

PROGRAM: Recreation Administration

ACCOUNT: 45131

PROGRAM DESCRIPTION:

The purpose of Recreation Administration is to provide support, overview management, and direction of all services and activities provided through the Recreation Division.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Services and Supplies	14,762	-	-	-	-
Total Expenditures	\$ 14,762	\$ -	\$ -	\$ -	\$ -
EXPENDITURES BY FUND:					
General Fund	\$ 14,762	\$ -	\$ -	\$ -	\$ -
Total	\$ 14,762	\$ -	\$ -	\$ -	\$ -

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
None	-	-	-	-
Total	-	-	-	-

SERVICE LEVEL CHANGES:

None.

Parks & Recreation

DEPARTMENT: Parks & Recreation

FUND: General

PROGRAM: Recreation Administration

ACCOUNT: 45131

COUNCIL GOALS SUPPORTED

THE MISSION OF THE RECREATION ADMINISTRATION DIVISION IS TO PROVIDE FOR AND ENHANCE THE QUALITY OF LIFE AND SPIRIT OF THE COMMUNITY WITH A WIDE VARIETY OF RECREATIONAL PROGRAMS AND SERVICES.

PROGRAM GOALS

Offer new and continuing programs that are of interest to all age groups. Maintain working relationships with local school districts. Maintain relationship with the Parks and Recreation Commission.

PERFORMANCE MEASURES:

<u>Supporting Program Objectives</u>	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Produce Recreation Division Activity Brochure on a bi-annual basis.	Yes	Yes	Yes	Yes
Maintain monthly meeting schedule with local school districts	Yes	Yes	Yes	Yes
Maintain monthly meeting schedule with Parks & Recreation Commission	Yes	Yes	Yes	Yes
Program/Service Outputs: (goods, services, units produced)				
# of Continuing Programs Available to General Public	15	15	15	16
# of New Programs Available to General Public	0	0	0	0

Parks & Recreation

DEPARTMENT: Parks & Recreation

FUND: General & Donations

PROGRAM: Recreation-Youth Programs and Activities

ACCOUNT: 45132

PROGRAM DESCRIPTION:

Youth Programs and Activities provide a variety of leisure time services which offer youth ages 0-17 a selection of activities provided through the Recreation Division.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 538,368	\$ 549,529	\$ 582,133	\$ 519,512	\$ 525,694
Services and Supplies	122,079	105,301	105,301	122,443	103,154
Capital Outlay	4,900	5,000	5,000	5,000	5,000
Total Expenditures	\$ 665,347	\$ 659,830	\$ 692,434	\$ 646,955	\$ 633,848

EXPENDITURES BY FUND:

General Fund	\$ 665,347	\$ 659,830	\$ 692,434	\$ 627,666	\$ 633,848
Donations Fund	-	-	-	19,289	-
Total	\$ 665,347	\$ 659,830	\$ 692,434	\$ 646,955	\$ 633,848

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
Deputy Parks & Recreation Director	0.25	0.25	0.25	0.25
Administrative Technician I	0.25	0.25	0.25	0.25
Recreation Coordinator	0.50	0.50	0.50	0.50
Recreation Supervisor	0.50	0.50	0.50	0.50
After School Programs Coordinator (RPT)	0.70	0.70	0.70	0.70
Recreation/Zoo Activities Coordinator (RPT)	0.64	0.64	0.64	0.64
Total	2.84	2.84	2.84	2.84

SERVICE LEVEL CHANGES:

Recreation Activities Coordinator retitled to Recreation/Zoo Activities Coordinator

Parks & Recreation

DEPARTMENT: Parks & Recreation

FUND: General & Donations

PROGRAM: Recreation-Youth Programs and Activities

ACCOUNT: 45132

General Plan Goal Supported

TO ENSURE THAT A RANGE OF RECREATION SERVICES, ACTIVITIES, AND PROGRAMS ARE OFFERED WHICH PROVIDE A DESIRABLE QUALITY OF LIFE FOR ALL CITIZENS OF EUREKA

PROGRAM GOALS:

- Maintain after-school & teen programs for youth. Provide a youth basketball league.
- Provide a Roller Skating Program at the Municipal Auditorium.
- Provide summer day camps, playgrounds and expand outdoor recreation programs.

<u><i>Supporting Program Objectives</i></u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>
Maintain after-school programs for youth	Yes	Yes	Yes	Yes
# After-School Program participants	90,000	90,000	90,000	90,000
# of Ryan Youth Center participants	3,800	3,800	3,800	3,800
Provide a youth basketball league	Yes	Yes	Yes	Yes
# of Hoopsters Basketball participants	500	500	500	500
Provide a Roller Skating Program	Yes	Yes	Yes	Yes
# of Roller Skating participants	4,700	4,700	4,700	4,700
Provide Summer Day Camps and Playgrounds	Yes	Yes	Yes	Yes
# of Summer Day Camp participants	1,600	1,600	1,600	1,600
# of Summer Playground participants	2,000	2,000	2,000	2,000

Parks & Recreation

DEPARTMENT: Parks & Recreation

FUND: General

PROGRAM: Recreation-Adult Programs and Activities

ACCOUNT: 45133

COUNCIL GOALS SUPPORTED:

THE MISSION OF THE RECREATION DIVISION IS TO PROVIDE FOR AND ENHANCE THE QUALITY OF LIFE AND SPIRIT OF THE COMMUNITY WITH A WIDE VARIETY OF RECREATIONAL PROGRAMS AND SERVICES

PROGRAM OBJECTIVES:

Provide men's basketball leagues. Provide women's volleyball leagues. Provide men's, women's and co-ed softball leagues. Maintain or increase participation levels in adult programs. Add Outdoor Recreation Programs.

SUPPORTING PROGRAM OBJECTIVES:

PERFORMANCE MEASURES:

	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Budget</u>	<u>2017-18 Budget</u>
Maintain a variety of adult programs that maintain or increase participation levels	Yes	Yes	Yes	Yes
# of Basketball Teams	24	24	24	24
# of Volleyball Teams	30	30	30	30
# of Softball Teams	42	42	42	42
# of Special Interest Classes	5	5	5	5

Parks & Recreation

DEPARTMENT: Parks & Recreation

Fund: Environmental Programs

PROGRAM: Environmental Programs

Account: 44505

PROGRAM MISSION:

The Environmental Program's mission is to provide direct assistance to the Public Works Director and the City Council with a variety of special programs and projects intended to address immediate and long term concerns for the citizens of the City of Eureka.

PROGRAM DESCRIPTION:

The Environmental Programs division is responsible for overseeing compliance with the Integrated Waste management Act of 1989 (AB939) as it applies to recycling, source reduction, composting, household hazardous waste, public information and education. The division provides project oversight and management analysis in other programs and activities including trail development, greenhouse gas reduction (AB32: CA Global Warming Solutions Act of 2006) and other environmental projects as assigned. It also provides direct assistance to the Parks and Recreation Department with a variety of special projects including grants management, emergency operations and special events. The Division works with other departments on various environmental and planning issues.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ -	\$ 12,000	\$ 17,043	\$ 55,799	\$ 57,351
Services and Supplies	55,534	30,823	40,823	44,588	44,588
Total Expenditures	\$ 55,534	\$ 42,823	\$ 57,866	\$ 100,387	\$ 101,939

EXPENDITURES BY FUND:					
Environmental Programs	\$ 55,534	\$ 42,823	\$ 57,866	\$ 100,387	\$ 101,939
Total	\$ 55,534	\$ 42,823	\$ 57,866	\$ 100,387	\$ 101,939

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
Project Manager	-	0.30	0.30	0.30
Assistant Recreation Coordinator	-	0.30	0.30	0.30
Total	-	0.30	0.30	0.30

SERVICE LEVEL CHANGES:

None.

Parks & Recreation

DEPARTMENT: Parks & Recreation

Fund: Environmental Programs

PROGRAM: Environmental Programs

Account: 44505

COUNCIL GOALS SUPPORTED:

Increase Waste Diversion and Recycling in the City of Eureka

<u>Supporting Departmental Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Develop Regional Food Waste Diversion Facility	40%	75%	25%	75%
Increase Commercial Recycling	10%	100%	100%	100%
Continue outreach/promotional efforts	100%	100%	100%	100%
Continue Special Collection Events	12	4	4	4
Continue Regionalization efforts	25%	100%	50%	75%
Continue efforts to divert construction/demolition debris	5%	50%	25%	50%

Develop a City and Regional Trail System

<u>Supporting Departmental Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Continue efforts to develop Elk River Wildlife Trail	75%	100%	100%	100%
Continue efforts to develop Eureka-Arcata Trail	5%	50%	25%	50%
Continue to develop Eureka Waterfront Trail/Promenade	15%	75%	50%	75%

<u>Program/Service Outcomes: (based on program objectives)</u>	<u>PERFORMANCE MEASURES:</u>		
	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>
Develop regional compost Facility through HWMA	No	Yes	Yes
Permit processes completed for Elk River Trail System	No	Yes	Yes
Promotional costs of recycling and waste reduction programs	\$5,000	\$5,000	\$7,000
# of households using curbside recycling collection services	8,154	8,154	8,154
Tonnage diverted through recycling	3,500	3,600	3,800
Diversion rate (recycling)	56%	58%	60%
# of business waste audits	1	1	2

Parks & Recreation

DEPARTMENT: Parks & Recreation

FUND: General

PROGRAM: Facilities Operations

ACCOUNT: 44500

PROGRAM DESCRIPTION:

The Facilities Operations program is responsible for the maintenance and systems operation of over eighty City buildings. Major facilities include City Hall, Eureka Fire Headquarters, Municipal Auditorium, Adorni Recreation Center, Fisherman's Building, Eureka Police Headquarter, Wharfinger Building, and the Economic Development Administration Plant. Service functions provided are custodial, carpentry, electrical, plumbing, painting, and event set up. Facility maintenance is also provided to the Sequoia Park Zoo, Recreational Facilities, and traffic signal electrical services throughout the City system.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 406,684	\$ 427,687	\$ 444,954	\$ 518,838	\$ 471,940
Services and Supplies	268,698	277,325	277,325	374,554	374,554
Capital Outlay	-	10,000	10,000	10,000	10,000
Total Expenditures	\$ 675,382	\$ 715,012	\$ 732,279	\$ 903,392	\$ 856,494

EXPENDITURES BY FUND:

Internal Operations Fund	\$ 655,241	\$ -	\$ -	\$ -	\$ -
Facilities Operations Fund	20,141	715,012	732,279	903,392	856,494
Total	\$ 675,382	\$ 715,012	\$ 732,279	\$ 903,392	\$ 856,494

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
Custodian	4.00	4.00	4.00	4.00
Electrician	2.00	1.00	1.00	1.00
Recreation & Facilities Manager	0.50	0.50	0.50	0.50
Facilities Maintenance Superintendent	1.00	1.00	1.00	1.00
Facilities Maintenance Technician	-	1.00	1.00	1.00
Facilities Maintenance Technician RPT	-	0.70	0.70	0.70
Total	7.50	8.20	8.20	8.20

SERVICE LEVEL CHANGES:

- Electrician Eliminated (-1 FTE)
- Facilities Maintenance Technician Created (+1 FTE)
- Facilities Maintenance Technician (RPT) Created (+.70 FTE)

Parks & Recreation

DEPARTMENT: Parks & Recreation

FUND: General

PROGRAM: Facilities Operations

ACCOUNT: 44500

COUNCIL GOALS SUPPORTED:

**BECOME A VISITOR-SERVING HUB OF THE REGION.
 SUPPORT PUBLIC AND PRIVATE EFFORTS TO IMPROVE STREET LIGHTING IN EUREKA.
 DEVELOP MULTI-DISCIPLINE/MULTI-AGENCY REGIONAL TRAINING FACILITIES WITHIN CITY LIMITS.
 CONTINUE PROMOTING THE SAFE AND EFFICIENT FLOW OF TRAFFIC IN THE CITY OF EUREKA.
 THE CITY OF EUREKA USES TECHNOLOGY TO STREAMLINE AND ASSIST CITIZEN EFFORTS TO
 ACCESS INFORMATION AND TO SUBMIT APPLICATIONS.**

PROGRAM GOALS

Develop a schedule to provide corrective and preventative maintenance for over eighty City buildings and facilities. Develop a work schedule to provide regular custodial care to City offices, restrooms, conference and recreational facilities. Develop a system to track and prioritize service requests by department. Implement a program to provide maintenance service and emergency repairs to City traffic signals and sewer pump station alarm system. Maintain street lighting on 4th and 5th streets downtown and parking lot lighting systems. Maintain traffic signal systems.

PROGRAM OBJECTIVES:

Implement a schedule to provide corrective and preventative maintenance to City buildings and facilities. Implement a schedule to provide custodial care to City offices, restrooms, conference and recreational facilities on a daily basis. Implement a Work Order Backlog system to track and prioritize service requests by department. Implement a program to perform regular maintenance to City traffic signals and sewer pump station alarm system. Continue to relieve back-logged work orders.

Program/Service Outcomes: (based on program objectives)	PERFORMANCE MEASURES:			
	2015-16 Actual	2016-17 Target	2016-17 Estimated	2017-18 Target
Implement schedule for corrective and preventative maintenance for City buildings and facilities	Partial	Partial	Partial	Partial
Continue schedule to provide daily custodial care	Yes	Yes	Yes	Yes
Continue Work Order Backlog System	Yes	Yes	Yes	Yes
Continue program to perform regular maintenance checks to City traffic signals and sewer pump station alarm system	Yes	Yes	Yes	Yes

Parks & Recreation

DEPARTMENT: Parks & Recreation

FUND: General

PROGRAM: Facilities Operations

ACCOUNT: 44500

Program/Service Outputs: (goods, services, units produced)	PERFORMANCE MEASURES:			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Budget</u>
# of City-owned building maintained	82	82	82	82
# of Offices receiving custodial care on a daily basis	75	75	75	75
# of Restrooms maintained on a daily basis	32	32	32	32
# of Traffic signals maintained on a regular basis	26	26	26	26

Parks & Recreation

DEPARTMENT: Parks & Recreation

FUND: Harbor

PROGRAM: Harbor Operations

ACCOUNT: 44440

PROGRAM DESCRIPTION:

The Harbor program is responsible for overseeing the operation and maintenance of the City's Public Marina and maintenance of other waterfront property and structures, including the Eureka Public Marina, Samoa Bridge Boat Ramp, Bonnie Gool Dock, K Street Dock, J Street Dock, F Street Dock, Dock B, the Boardwalk, Del Norte Street Pier and Fisherman's Terminal/Building. In addition, this program is responsible for maintenance projects at the Economic Development Administration (EDA) fish plant and Samoa Bridge Boat Ramp restrooms. Harbor also oversees maintenance of Trusdale Vista Point, Eureka Marsh and other City-owned wetland areas. The Waterfront Revitalization Program cooperates with the Harbor and involves planning, coordination and review of twelve waterfront projects, including dock reconstructions and others.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 268,549	\$ 292,645	\$ 243,836	\$ 278,659	\$ 330,115
Services and Supplies	617,037	319,487	364,487	343,349	343,349
Capital Outlay	9,356	5,000	5,000	5,000	5,000
Total Expenditures	\$ 894,942	\$ 617,132	\$ 613,323	\$ 627,008	\$ 678,464

EXPENDITURES BY FUND:					
Humboldt Bay	\$ 894,942	\$ 617,132	\$ 613,323	\$ 627,008	\$ 678,464
Total	\$ 894,942	\$ 617,132	\$ 613,323	\$ 627,008	\$ 678,464

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
Harbor Operations Technician I/II	2.00	2.00	2.00	2.00
Harbor Operations Supervisor	1.00	1.00	1.00	1.00
Recreation & Facilities Manager	0.50	0.50	0.50	0.50
Total	3.50	3.50	3.50	3.50

SERVICE LEVEL CHANGES:

None.

Parks & Recreation

DEPARTMENT: Parks & Recreation

FUND: Harbor

PROGRAM: Harbor Operations

ACCOUNT: 44440

COUNCIL GOALS SUPPORTED:

***BECOME A VISITOR-SERVING HUB OF THE REGION.
ATTRACT CITY RESIDENTS DOWNTOWN BY ENHANCING THE EXCITING MIX OF RESTAURANTS,
RETAIL, WATER ACCESS AND HOUSING ON OUR WATERFRONT.
MAKE DOWNTOWN LIVING ATTRACTIVE AND EXCITING BY ENHANCING RECREATIONAL AND
PEDESTRIAN USE ALONG THE WATERFRONT.***

GENERAL PLAN GOALS SUPPORTED:

Water Transportation

Goal 3.G - To support the water transportation needs of commercial fishing and recreational boating operations

Coastal Recreation and Access

Goal 5.B - To provide public open space and shoreline accessways throughout the Coastal Zone consistent with protecting environmentally sensitive habitats and other coastal priority land uses.

Aquatic Resources and Marine, Wetland, and Riparian Habitat

Goal 6.A - To protect and enhance the natural qualities of the Eureka area's aquatic resources and to preserve the area's valuable marine, wetland, and riparian habitat.

PROGRAM GOALS

Provide quality services and maintenance at the Eureka Public Marina and other waterfront facilities for public use and enjoyment of Humboldt Bay.

PROGRAM OBJECTIVES:

Implement schedule to check and maintain docks on a daily basis. Implement program to train staff in the use of the Eureka Public Marina Standard Operations Procedures Manual. Implement Program to clean up and remove derelict vessels at the Eureka Public Marina. Implement program to provide public marina rental and event set up at the Wharfinger Building. Implement program to oversee 221 acres of wetlands adjacent to Humboldt Bay. Operation and maintenance of Fisherman's Terminal/Building.

Parks & Recreation

DEPARTMENT: Parks & Recreation

FUND: Harbor

PROGRAM: Harbor Operations

ACCOUNT: 44440

Program/Service Outcomes: (based on program objectives)	PERFORMANCE MEASURES:			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Check and maintain docks on a daily basis	Yes	Yes	Yes	Yes
Train staff in use of operations procedures manual	Yes	Yes	Yes	Yes
Continue program to clean up and remove derelict vessels at the Eureka Public Marina	Yes	Yes	Yes	Yes
Implement schedule to contract engineering's survey work and dredging of harbor	Yes	Yes	Yes	Yes
Implement program to provide public marina rental services and event set up at Wharfinger Building	Yes	Yes	Yes	Yes
Implement program to oversee 221 acres of wetlands	Yes	Yes	Yes	Yes
Operation and maintenance of Fisherman's Terminal and C Street Market Square	Yes	Yes	Yes	Yes

Program/Service Outputs: (goods, services, units produced)	PERFORMANCE MEASURES:			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Budget</u>
# docks checked and main- on a daily basis	12	12	12	12
# of miles of waterfront inspected daily	5	5	5	5
# of restrooms maintained	4	4	4	4

Parks & Recreation

DEPARTMENT Parks & Recreation

FUND: Humboldt Bay

PROGRAM: Wharfinger

ACCOUNT: 44441

PROGRAM DESCRIPTION:

The Wharfinger Program is responsible for administering all uses of the Wharfinger Building. Administrative support is provided for the operation of the Marina and Harbor Maintenance programs. Budget preparation and purchasing assistance is provided for Harbor Maintenance, Facilities Operations and Parks Division.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 83,076	\$ 95,242	\$ 95,799	\$ 88,884	\$ 101,613
Services and Supplies	99,357	110,010	110,010	128,994	128,994
Capital Outlay	-	4,000	4,000	4,000	4,000
Total Expenditures	\$ 182,433	\$ 209,252	\$ 209,809	\$ 221,878	\$ 234,607
EXPENDITURES BY FUND:					
Humboldt Bay	\$ 182,433	\$ 209,252	\$ 209,809	\$ 221,878	\$ 234,607
Total	\$ 182,433	\$ 209,252	\$ 209,809	\$ 221,878	\$ 234,607

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
Harbor Recreation Coordinator	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

SERVICE LEVEL CHANGES:

None.

Parks & Recreation

DEPARTMENT Parks & Recreation

FUND: Humboldt Bay

PROGRAM: Wharfinger

ACCOUNT: 44441

COUNCIL GOALS SUPPORTED:

**BECOME A VISITOR-SERVING HUB OF THE REGION.
 ATTRACT CITY RESIDENTS DOWNTOWN BY ENHANCING THE EXCITING MIX OF RESTAURANTS,
 RETAIL, WATER ACCESS AND HOUSING ON OUR WATERFRONT.
 MAKE DOWNTOWN LIVING ATTRACTIVE AND EXCITING BY ENHANCING RECREATIONAL AND
 PEDESTRIAN USE ALONG THE WATERFRONT.**

GENERAL PLAN GOALS SUPPORTED

Coastal Recreation and Access

Goal 5.B - To provide public open space and shoreline Accessways throughout the Coastal Zone consistent with protecting environmentally sensitive habitats and other coastal priority land uses.

Recreation Services

Goal 5.C - To ensure that a range of recreation services, activities, and programs are offered which provide a desirable quality of life for all citizens of Eureka.

PROGRAM GOALS

Provide and maintain a quality facility for the general public's use. Provide space for meetings, receptions and conferences.

PROGRAM OBJECTIVES:

Develop marketing strategy to increase rentals at the Wharfinger Building with particular focus provided to the Bay Room. Provide and maintain a high level of customer service for all Wharfinger Building activities. Offer quarterly staff training workshops. Revise and upgrade building rental regulations and guidelines.

Program/Service Outcomes: <i>(based on program objectives)</i>	2015-16 <u>Actual</u>	<u>PERFORMANCE MEASURES:</u>		
		2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Implement new building rental regulations and guidelines	Yes	Yes	Yes	Yes
Provide quarterly staff training workshops	Yes	Yes	Yes	Yes
Implement marketing strategy to increase rentals	Yes	Yes	Yes	Yes
Host community wide special events and provide facilities for public rentals	Yes	Yes	Yes	Yes

Parks & Recreation

DEPARTMENT Parks & Recreation

FUND: Humboldt Bay

PROGRAM: Wharfinger

ACCOUNT: 44441

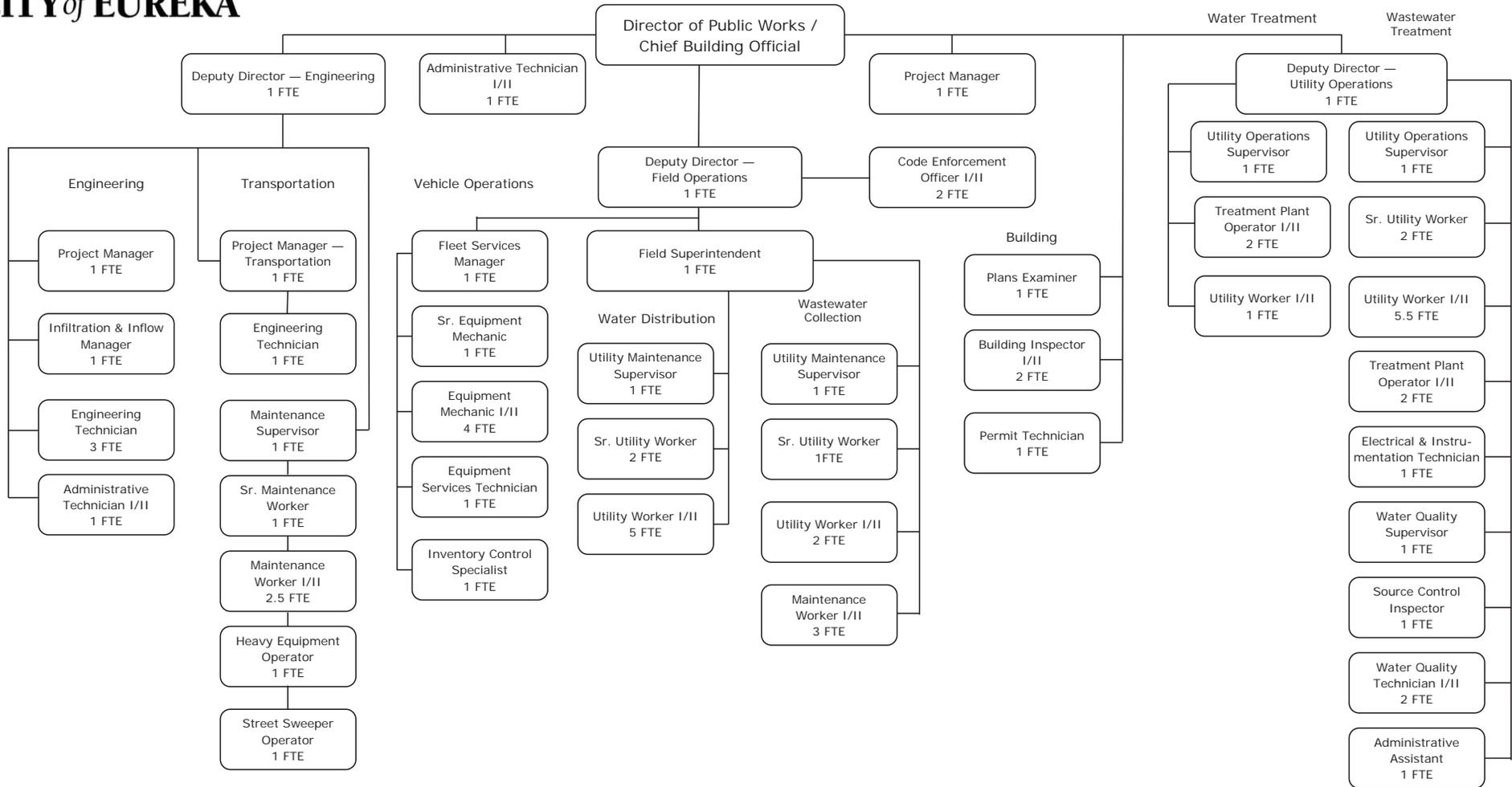
PERFORMANCE MEASURES:

Program/Service Outputs: (goods, services, units produced)	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Budget</u>
# of Monthly events at the Wharfinger Building	30	35	35	35
Monthly revenues from rentals	\$8,202	\$6,000	\$5,500	\$6,000



Public Works

Organizational Chart





Department Summary - Public Works

DEPARTMENT DESCRIPTION:

The Public Works Department provides a wide range of essential community services that improve quality of life here in Eureka. The Department is committed to making Eureka a beautiful, livable and sustainable city. The Department includes Environmental Programs, Fleet Maintenance, Facilities Operations, Harbor Maintenance, Park Operations, the Sequoia Park Zoo, Stormwater, Street/Alley Maintenance, Wastewater Collection, Water Distribution, and Water and Wastewater Treatment and Engineering.

EXPENDITURES BY PROGRAM:	2015-16	2016-17	2016-17	2017-18	2018-19
	Actual	Amended Budget	Estimated	Budget	Budget
Administration	\$ 254,531	\$ 449,095	\$ 398,897	\$ 429,817	\$ 506,330
Stormwater	187,948	226,903	240,279	232,888	237,491
Streets/Alley Maintenance	926,750	1,112,734	1,092,884	1,015,737	1,035,266
Water Distribution	2,065,908	1,557,291	1,521,545	1,610,325	1,747,877
Water Treatment	3,313,782	3,841,893	3,859,094	3,894,498	3,956,665
Sewer Collection	1,914,097	1,664,241	1,808,204	1,659,914	1,805,518
Wastewater Treatment	3,092,007	4,229,186	4,236,056	3,358,884	3,544,661
Equipment Operations	1,744,245	2,000,494	2,090,438	1,777,316	1,801,329
Engineering	881,094	1,067,225	936,452	888,052	1,056,584
Traffic	330,695	244,697	295,820	320,083	332,293
Building - Construction Regulation	616,147	593,013	578,022	542,774	614,435
Building - Code Enforcement	89,548	131,341	118,858	339,853	411,264
Total	\$ 15,416,752	\$ 17,118,113	\$ 17,176,549	\$ 16,070,141	\$ 17,049,713

EXPENDITURES BY CATEGORY:

Salaries and Benefits	\$ 5,514,788	\$ 5,989,322	\$ 5,795,508	\$ 5,540,104	\$ 6,459,676
Services and Supplies	9,763,762	9,958,761	9,999,011	9,503,007	9,563,007
Capital Outlay	138,202	1,170,030	1,382,030	1,027,030	1,027,030
Total	\$ 15,416,752	\$ 17,118,113	\$ 17,176,549	\$ 16,070,141	\$ 17,049,713

EXPENDITURES BY FUND:	2015-16	2016-17	2016-17	2017-18	2018-19
	Actual	Amended Budget	Estimated	Budget	Budget
General Fund	\$ 955,232	\$ 1,215,482	\$ 1,195,001	\$ 1,145,452	\$ 1,169,425
Federal/HCAOG	13,500	-	-	-	-
Gas Tax Fund	690,477	559,537	585,830	581,157	595,920
Parking Fund	62,508	125,207	133,142	78,886	142,099
Water Fund	5,828,092	6,000,300	5,919,291	6,046,608	6,336,046
Wastewater Fund	5,417,003	6,492,739	6,555,967	5,558,095	5,979,195
Building Fund	705,695	724,354	696,880	882,627	1,025,699
Equipment Operations Fund	1,744,245	2,000,494	2,090,438	1,777,316	1,801,329
Total	\$ 15,416,752	\$ 17,118,113	\$ 17,176,549	\$ 16,070,141	\$ 17,049,713

PERSONNEL:	2015-16	2016-17	2017-18	2018-19
	Actual	Actual	Budget	Budget
Full-time Positions	70.00	71.00	71.00	71.00
Total	70.00	71.00	71.00	71.00

Public Works

DEPARTMENT: Public Works

FUND: General, Water & Wastewater Fund

PROGRAM: Administration

ACCOUNT: 44128

PROGRAM DESCRIPTION:

The primary function of the Administration program is to provide direct assistance to the City Manager and administrative support for the Public Works Department which includes a wide range of basic community services that improve the quality of life. These services include Water Treatment and Distribution, Wastewater Collection and Treatment, Stormwater and Streets/Alleys Maintenance.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 194,755	\$ 375,913	\$ 325,715	\$ 349,878	\$ 426,391
Services and Supplies	59,776	73,182	73,182	79,939	79,939
Total Expenditures	\$ 254,531	\$ 449,095	\$ 398,897	\$ 429,817	\$ 506,330

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
EXPENDITURES BY FUND:					
General fund	\$ 22,867	\$ 24,949	\$ 22,705	\$ 24,147	\$ 24,460
Water	133,373	212,066	200,634	202,835	240,935
Wastewater	98,291	212,080	175,558	202,835	240,935
Total	\$ 254,531	\$ 449,095	\$ 398,897	\$ 429,817	\$ 506,330

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
Public Works Director/Chief Building Official	0.70	0.70	0.70	0.70
Deputy PW Director - Field Operations	0.70	0.70	0.70	0.70
Administrative Technician	1.00	1.00	1.00	1.00
Project Manager	1.00	1.00	1.00	1.00
Total	3.40	3.40	3.40	3.40

SERVICE LEVEL CHANGES:

None.

Public Works

DEPARTMENT: Public Works

FUND: General, Water & Wastewater Fund

PROGRAM: Administration

ACCOUNT: 44128

COUNCIL GOALS SUPPORTED:

IMPROVING QUALITY OF LIFE

Supporting Program Goals:

Provide friendly and responsive customer service to Eureka Citizens and protect the quality of life by enforcing City ordinances and all applicable laws pertaining to city property and right of way violations.

Supporting Program Objectives:

Process each request for service within 24 hours and follow the process to completion.

Investigate each violation complaint within 24 hours and take appropriate action to have the violations corrected in the time required.

IMPROVING QUALITY OF LIFE BY FACILITATING SUSTAINABILITY EFFORTS

Supporting Program Goals:

Continue efforts working with Public Works Divisions and other Departments to develop policies that incorporate environmental responsibility into City operations including developing green measures for City buildings, city improvements, energy reduction, waste diversion, water conservation and stormwater management.

Supporting Program Objectives:

Participate in Public Works related committees and report back to appropriate Division for any necessary follow-up

Evaluate opportunities for fuel savings and greening of the City's fleet and make recommendations to the City Council when appropriate.

Assist other Public Works staff when needed to implement Best Management Practices for Municipal Operations that protect water quality and promote sustainability

Public Works

DEPARTMENT: Public Works

FUND: General & Gas Tax

PROGRAM: Stormwater

ACCOUNT: 44130

PROGRAM DESCRIPTION:

The Stormwater Division is the lead in the City's effort to protect water quality by reducing the discharge of pollutants into the storm drain system and receiving waters to the maximum extent practicable. These activities include but are not limited to the following six Minimum Control Measures (MCMs) of the City's Stormwater Management Plan (SWMP): Public Education and Outreach, Public Involvement/Participation, Illicit Discharge Detection and Elimination, Pollution Prevention and Good Housekeeping in Municipal Operations, Construction Site Stormwater Runoff Control and Post-Construction Stormwater Management.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 110,332	\$ 108,691	\$ 110,067	\$ 112,321	\$ 116,924
Services and Supplies	77,616	118,212	130,212	120,567	120,567
Total Expenditures	\$ 187,948	\$ 226,903	\$ 240,279	\$ 232,888	\$ 237,491

EXPENDITURES BY FUND:

General Fund	\$ 115,804	\$ 226,903	\$ 240,279	\$ 232,888	\$ 237,491
General Fund - Measure O	-	-	-	-	-
Gas Tax	72,144	-	-	-	-
Total	\$ 187,948	\$ 226,903	\$ 240,279	\$ 232,888	\$ 237,491

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
Maintenance Supervisor	0.50	0.50	0.50	0.50
Maintenance Worker I/II	1.00	1.00	1.00	1.00
Total	1.50	1.50	1.50	1.50

SERVICE LEVEL CHANGES:

None.

Public Works

DEPARTMENT: Public Works

FUND: General & Gas Tax

PROGRAM: Stormwater

ACCOUNT: 44130

COUNCIL GOALS SUPPORTED:

IMPROVING QUALITY OF LIFE BY ENHANCING WATER QUALITY

Supporting Program Goals:

Comply with the National Pollution Discharge Elimination System (NPDES) Stormwater Permit Program by achieving all the measurable goals of this fiscal year associated with the Illicit Discharge Detection and Elimination, Pollution Prevention and Good Housekeeping in Municipal Operations, Construction Site Stormwater Runoff Control and Post-Construction Stormwater Management MCMs.

Supporting Program Objectives:	2015-16 Actual	2016-17 Target	2016-17 Estimated	2017-18 Target
Renew NPDES Permit for years 2011-2016	NA	100%	0%	100%
Submit State Annual NPDES Permit Report	100%	100%	100%	100%
Street Sweep 14,732 Lane Miles of City	0%	100%	100%	100%
Street Sweep 1,080 Lane Miles for Cal	0%	100%	100%	100%
Continue Permitting for Maintenance of City's Stormwater Drainage	100%	100%	100%	100%
Finalize and Submit to City Council BMP Manuals for Construction	100%	100%	100%	100%
Finalize and Submit to City Pollution Prevention and Good Housekeeping BMP	NA	100%	0%	100%
Develop Post Construction BMP Maintenance Plan	NA	100%	50%	100%

Public Works

DEPARTMENT: Public Works

FUND: General & Gas Tax

PROGRAM: Stormwater

ACCOUNT: 44130

CITY BEAUTIFICATION THROUGH PUBLIC EDUCATION ABOUT STORMWATER

Supporting Program Goals:

Comply with the National Pollution Discharge Elimination System (NPDES) Stormwater Permit Program by achieving all the measurable goals of this fiscal year associated with the Public Education and Outreach and Public Involvement/Participation MCMs.

Supporting Program Objectives:	2015-16 Actual	2016-17 Target	2016-17 Estimated	2017-18 Target
Organize the Annual Mayday Community Clean Up	100%	100%	100%	100%
Continue Stormwater Curriculum at Sequoia Park Zoo	100%	100%	100%	100%
Increase participation in Stormwater Curriculum at Elementary School level.	100%	100%	100%	100%
Finalize and Submit to City Council BMP Manuals for Construction	100%	100%	100%	100%
Complete Marking of City Storm Drains with No Dumping Placards	N/A	100%	90%	100%
Develop and submit at least three PSA's about Stormwater Ordinances and Manuals	100%	100%	100%	100%

Public Works

DEPARTMENT: Public Works **FUND:** General, Gas Tax & Parking
PROGRAM: Streets/Alley Maintenance **ACCOUNT:** 44200

PROGRAM DESCRIPTION:

This program is responsible for upkeep of the City's public street and alley surfaces, regulatory, warning and street name signs, pavement and curb markings, storm drain system maintenance, weed abatement of City and Redevelopment Agency properties, airport pavement and perimeter care, and maintenance and repair of City's off-street parking lots and meters. Sweeping provides services to maintain the cleanliness and appearance of all streets, alleys and parking lots through debris, rubbish and leaf removal, and enhances storm drain facility operations. The program assists other departments with projects by providing manpower and equipment, completing abatement projects on private property as deemed necessary by the Fire Department, and collecting repair costs for damaged property within its area of responsibility.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 478,549	\$ 545,925	\$ 526,075	\$ 486,939	\$ 506,468
Services and Supplies	443,659	551,809	551,809	513,798	513,798
Capital Outlay	4,542	15,000	15,000	15,000	15,000
Total Expenditures	<u>\$ 926,750</u>	<u>\$ 1,112,734</u>	<u>\$ 1,092,884</u>	<u>\$ 1,015,737</u>	<u>\$ 1,035,266</u>

EXPENDITURES BY FUND:

General Fund	\$ 428,246	\$ 637,196	\$ 613,964	\$ 551,520	\$ 560,398
General Fund - Measure O	-	-	-	-	-
AB 2928 State Highway	-	-	-	-	-
Gas Tax Fund	454,516	430,784	433,835	417,686	426,955
Parking Fund	43,988	44,754	45,085	46,531	47,913
Total	<u>\$ 926,750</u>	<u>\$ 1,112,734</u>	<u>\$ 1,092,884</u>	<u>\$ 1,015,737</u>	<u>\$ 1,035,266</u>

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
Heavy Equipment Operator	1.00	1.00	1.00	1.00
Maintenance Supervisor	0.50	0.50	0.50	0.50
Maintenance Worker I/II	5.00	5.00	5.00	5.00
Senior Maintenance Worker	1.00	1.00	1.00	1.00
Total	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>

SERVICE LEVEL CHANGES:

None.

Public Works

DEPARTMENT: Public Works **FUND:** General, Gas Tax & Parking
PROGRAM: Streets/Alley Maintenance **ACCOUNT:** 44200

COUNCIL GOALS SUPPORTED:

IMPROVING QUALITY OF LIFE BY PROVIDING AND MAINTAINING SAFE TRAVEL PATHS THROUGHOUT THE COMMUNITY

Supporting Program Goals:

Implement a plan for monthly inspection/maintenance for traffic signage and pavement markings. Continue Sidewalk Improvement Program.

Supporting Program Objectives:	2015-16 Actual	2016-17 Target	2016-17 Estimated	2017-18 Target
Continue Sidewalk Improvement Program	N/A	15%	15%	20%
Implement Modernized Preservation Principles for Street Maintenance	Yes	Yes	Yes	Yes
Implement a Thermal Plastic Street Marking Program	N/A	N/A	N/A	5%

IMPROVING QUALITY OF LIFE BY ENHANCING WATER QUALITY

Supporting Program Goals:

Develop Best Management Practices (BMP's) for municipal operations that may contribute to stormwater pollution. Continue street sweeping schedule that provides weekly/monthly maintenance of paved City streets, alleys, parking lots and Caltrans right-of-way.

Supporting Program Objectives:	2015-16 Actual	2016-17 Target	2016-17 Estimated	2017-18 Target
Implement Best Management Practices in Street Maintenance Activities Relating to Stormwater Runoff	25%	30%	30%	50%
Maintain City Storm Drain Outfalls in a Manner to Prevent Erosion of Creeks and Gulches	Yes	Yes	Yes	Yes
Maintain 120 Miles of Streets	100%	100%	100%	100%
Number of Lane Miles cleaned by Street Sweeper (through Recology)	9,821	9,821	9,821	9,821
Number of Lane Miles cleaned for Caltrans	1,080	1,080	1,080	540

Public Works

DEPARTMENT: Public Works

FUND: Water

PROGRAM: Water Distribution

ACCOUNT: 44370

PROGRAM DESCRIPTION:

This program provides installation and maintenance of the water distribution and transmission system, installs new domestic water connections, fire service connections, and fire hydrants. The division maintains the Mad River transmission line from Arcata to Eureka, reads all meters and assists the Finance Department with the collection process. The division strives to protect and maintain water quality within the distribution system; tests and repairs City backflow prevention devices; and tests private backflow devices to ensure proper operation.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 609,765	\$ 674,734	\$ 612,788	\$ 700,304	\$ 837,856
Services and Supplies	1,441,120	717,557	743,757	745,021	745,021
Capital Outlay	15,023	165,000	165,000	165,000	165,000
Total Expenditures	<u>\$2,065,908</u>	<u>\$1,557,291</u>	<u>\$1,521,545</u>	<u>\$1,610,325</u>	<u>\$1,747,877</u>
EXPENDITURES BY FUND:					
Water	\$2,065,908	\$1,557,291	\$1,521,545	\$1,610,325	\$1,747,877
Water Capital Projects	-	-	-	-	-
Total	<u>\$2,065,908</u>	<u>\$1,557,291</u>	<u>\$1,521,545</u>	<u>\$1,610,325</u>	<u>\$1,747,877</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:					
	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>	
Field Superintendent	2.00	0.50	0.50	0.50	0.50
Senior Utility Worker	2.00	2.00	2.00	2.00	2.00
Utility Worker I/II	5.00	5.00	5.00	5.00	5.00
Water System Specialist	1.00	-	-	-	-
Total	<u>10.00</u>	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>	<u>7.50</u>

SERVICE LEVEL CHANGES:

None.

Public Works

DEPARTMENT: Public Works

FUND: Water

PROGRAM: Water Distribution

ACCOUNT: 44370

COUNCIL GOALS SUPPORTED:

IMPROVING QUALITY OF LIFE BY MAINTAINING THE CITY'S DISTRIBUTION SYSTEM TO STATE AND FEDERAL STANDARDS

Supporting Program Goals:

Maintain the existing water distribution and transmission system to Federal and State standards.

Supporting Program Objectives:	PERFORMANCE MEASURES:			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Support City Laboratory Staff in the Collection of Water Samples for Quality Testing	Yes	Yes	Yes	Yes
Continue Water Gate Valve Maintenance Program	Yes	Yes	Yes	Yes
Protect Water Quality During Emergency and Routine Repairs	100%	100%	100%	100%
Provide Necessary Training for Division Personnel to Maintain State Certificates	100%	100%	100%	100%
Test All Backflow Protection Devices Connected to the City's Distribution System	100%	100%	100%	100%
Maintain 125 Miles of Water Main	100%	100%	100%	100%
Maintain 9,968 Water Services	100%	100%	100%	100%
Resolve Citizen Service Requests in a Timely Manner with a Mutually Agreed Solution	95%	95%	95%	100%

Public Works

DEPARTMENT: Public Works

FUND: Water

PROGRAM: Water Treatment

ACCOUNT: 44420

PROGRAM MISSION:

It is the mission of the City of Eureka Water Treatment program to provide high quality services to our community. Included in these services is the efficient delivery of healthful and wholesome drinking water.

PROGRAM DESCRIPTION:

The Water Treatment program provides operation and maintenance of the City's potable water storage facilities and boost stations. Activities include operation, maintenance, water quality laboratory, meter reading, grounds keeping, customer service calls, plan review and backflow prevention program.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 369,020	\$ 315,041	\$ 332,242	\$ 312,466	\$ 374,633
Services and Supplies	2,944,762	3,513,992	3,513,992	3,569,172	3,569,172
Capital Outlay	-	12,860	12,860	12,860	12,860
Total	\$ 3,313,782	\$ 3,841,893	\$ 3,859,094	\$ 3,894,498	\$ 3,956,665
EXPENDITURES BY FUND:					
Water Treatment	\$ 3,313,782	\$ 3,841,893	\$ 3,859,094	\$ 3,894,498	\$ 3,956,665
Total	\$ 3,313,782	\$ 3,841,893	\$ 3,859,094	\$ 3,894,498	\$ 3,956,665

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
Administrative Assistant	0.10	0.10	0.10	0.10
Treatment Plant Operator I/II	2.00	2.00	2.00	2.00
Utility Maintenance Supervisor	0.20	0.20	0.20	0.20
Utility Operations Supervisor	1.00	1.00	1.00	1.00
Water Quality Supervisor	0.20	0.20	0.20	0.20
Water Quality Technician	0.30	0.30	0.30	0.30
Total	3.80	3.80	3.80	3.80

SERVICE LEVEL CHANGES:

None.

Public Works

DEPARTMENT: Public Works

FUND: Water

PROGRAM: Water Treatment

ACCOUNT: 44420

COUNCIL GOALS SUPPORTED:

MAINTAIN THE HIGH QUALITY OF DELIVERED WATER

<u>Supporting Program Objectives</u>	2015-16	<u>PERFORMANCE MEASURES:</u>		2017-18
	<u>Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>Target</u>
Number of water quality complaints	8	0	5	0
Number of positive microbiological samples	0	0	0	0
Maintain drinking water chlorine concentrations	0.18-1.1 mg/L	0.5 mg/L	0.17-0.61 mg/L	0.55 mg/L
Conduct triannual potable water lead and copper study	100%	100%	100%	100%

MAINTAIN RESPONSIVE CUSTOMER SERVICE

<u>Supporting Program Objectives</u>	2015-16	<u>PERFORMANCE MEASURES:</u>		2017-18
	<u>Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>Target</u>
Respond to all customer complaints within 24 hours	100%	100%	100%	100%
Resolve all customer complaints	100%	100%	100%	100%

ENSURE THAT FACILITY EQUIPMENT IS PROPERLY MAINTAINED AND UPGRADED

<u>Supporting Program Objectives</u>	2015-16	<u>PERFORMANCE MEASURES:</u>		2017-18
	<u>Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>Target</u>
SCADA system	Defer	100%	0%	100%
Lundbar Hills Pumping and Control System	Defer	0%	0%	0%
Design and install new fluoride feed system.	Defer	100%	0%	Defer
Begin a review of the facility operations & maintenance manual.	Defer	Defer	0%	100%
Install new high pump at Harris and K	Defer	Defer	Defer	Defer

Public Works

DEPARTMENT: Public Works

FUND: Wastewater Collection

PROGRAM: Sewer Collection

ACCOUNT: 44380

PROGRAM DESCRIPTION:

This program provides maintenance, installation, and replacement of the sewer collection system including proactive preventative line cleaning, root control and video inspection of the collection system. The division maintains 17 sewer lift stations, installs minor main line extensions and new customer connections.

PROGRAM EXPENDITURES:	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated	2017-18 Budget	2018-19 Budget
Salaries and Benefits	\$ 728,129	\$ 778,242	\$ 813,205	\$ 761,529	\$ 907,133
Services and Supplies	1,160,551	754,999	754,999	767,385	767,385
Capital Outlay	25,417	131,000	240,000	131,000	131,000
Total Expenditures	\$1,914,097	\$1,664,241	\$1,808,204	\$1,659,914	\$1,805,518

EXPENDITURES BY FUND:					
Sewer Collection	\$1,914,097	\$1,664,241	\$1,808,204	\$1,659,914	\$1,805,518
Total	\$1,914,097	\$1,664,241	\$1,808,204	\$1,659,914	\$1,805,518

FULL TIME AND REGULAR PART-TIME POSITIONS:	2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Budget
Field Superintendent	1.00	0.50	0.50	0.50
Senior Utility Worker	2.00	2.00	2.00	2.00
Utility Maintenance Supervisor	1.00	1.00	1.00	1.00
Utility Worker I/II	4.00	6.00	6.00	6.00
Total	8.00	9.50	9.50	9.50

SERVICE LEVEL CHANGES:

None.

Public Works

DEPARTMENT: Public Works

FUND: Wastewater Collection

PROGRAM: Sewer Collection

ACCOUNT: 44380

CITY GOALS SUPPORTED:

ENSURE ADEQUATE WASTEWATER COLLECTION AND REDUCE AND/OR ELIMINATE SANITARY SEWER OVERFLOWS TO PROTECT PUBLIC HEALTH AND THE ENVIRONMENT.

Supporting Program Goals:

Maintain the existing wastewater collection system in accordance with all State and Federal regulatory guidelines.

<u>Supporting Program Objectives</u>	2015-16 Actual	<u>PERFORMANCE MEASURES:</u>		2017-18 Target
		2016-17 Target	2016-17 Estimated	
Continued Required Updates of Sewer System Management Plan	N/A	35%	75%	100%
Enhance Preventative Maintenance Programs to Reduce/Eliminate Service Disruptions and Sanitary Sewer Overflows	25%	30%	30%	35%
Maintain Close Working Relationships with Federal, State and Local Regulatory Agencies	Yes	Yes	Yes	Yes
Maintain 130 Miles of Collection System Mains	100%	100%	100%	100%

IMPROVING QUALITY OF LIFE BY DEVELOPING IMPROVEMENTS WITHIN THE COLLECTION SYSTEM TO SUPPORT CURRENT AND FUTURE USES

Supporting Program Goals:

Develop a fiscally responsible maintenance and improvement plan for the wastewater collection system.

<u>Supporting Program Objectives</u>	2015-16 Actual	<u>PERFORMANCE MEASURES:</u>		2017-18 Target
		2016-17 Target	2016-17 Estimated	
Continue Staff Participation in Development of Wastewater Facilities Plan	100%	100%	100%	100%
Work with Finance, Engineering and City Consultant to Develop New Rate Structure	100%	100%	100%	100%

Public Works

DEPARTMENT: Public Works

FUND: Wastewater Operating

PROGRAM: Wastewater Treatment

ACCOUNT: 44430

PROGRAM MISSION:

It is the mission of the Elk River Wastewater Treatment Plant to protect public health, the environment, and to provide for the beneficial use of the waters in the greater Eureka area. Beneficial uses include all commercial and recreational activity as well as protection of the natural wildlife habitat found in the area.

PROGRAM DESCRIPTION:

The Wastewater Treatment program provides operation and maintenance of the wastewater treatment facilities. These facilities include the wastewater treatment plant, four pumping stations, one hundred thirty-nine acres of constructed wetlands, and a one hundred acre biosolids reclamation site. Activities include process control, equipment maintenance, laboratory analysis, industrial pretreatment, janitorial and ground maintenance, and administration.

	2015-16	2016-17	2016-17	2017-18	2018-19
	Actual	Amended	Estimated	Budget	Budget
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 1,061,669	\$ 1,174,509	\$ 1,181,379	\$ 976,597	\$ 1,162,374
Services and Supplies	2,030,338	2,704,507	2,704,507	2,032,117	2,032,117
Capital Outlay	-	350,170	350,170	350,170	350,170
Total Expenditures	\$ 3,092,007	\$ 4,229,186	\$ 4,236,056	\$ 3,358,884	\$ 3,544,661
EXPENDITURES BY FUND:					
WW Treatment	\$ 3,092,007	\$ 4,229,186	\$ 4,236,056	\$ 3,358,884	\$ 3,544,661
WW Capital Projects	-	-	-	-	-
Total	\$ 3,092,007	\$ 4,229,186	\$ 4,236,056	\$ 3,358,884	\$ 3,544,661

	2015-16	2016-17	2017-18	2018-19
	Actual	Actual	Budget	Budget
FULL TIME AND REGULAR PART-TIME POSITIONS:				
Administrative Assistant	0.90	0.90	0.90	0.90
Electrical & Instrumentation Technician	1.00	1.00	1.00	1.00
Senior Utility Worker	1.00	1.00	1.00	1.00
Source Control Inspector	1.00	1.00	1.00	1.00
Treatment Plant Operator I/II	2.00	2.00	2.00	2.00
Utility Maintenance Supervisor	0.80	0.80	0.80	0.80
Utility Operations Supervisor	1.00	1.00	1.00	1.00
Utility Worker I/II	4.00	4.00	4.00	4.00
Water Quality Supervisor	0.80	0.80	0.80	0.80
Water Quality Technician	1.70	1.70	1.70	1.70
Total	14.20	14.20	14.20	14.20

SERVICE LEVEL CHANGES:

None.

Public Works

DEPARTMENT: Public Works

FUND: Wastewater Operating

PROGRAM: Wastewater Treatment

ACCOUNT: 44430

CITY GOALS SUPPORTED:

PROVIDE COST EFFECTIVE PROTECTION OF PUBLIC HEALTH AND THE ENVIRONMENT

<u>Supporting Program Objectives</u>	2015-16 <u>Actual</u>	<u>PERFORMANCE MEASURES:</u>		2017-18 <u>Target</u>
		2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	
Minimize discharge requirement exceedences	2	0	2	0
All operators to be certified grade 3 or higher.	2	3	3	3
Maintain cost of operation per MG treated	\$1,733	\$1,500	\$1,937	\$2,000

ENSURE THAT DIVISION FACILITIES ARE PROPERLY MAINTAINED AND UPGRADED

<u>Supporting Program Objectives</u>	2015-16 <u>Actual</u>	<u>PERFORMANCE MEASURES:</u>		2017-18 <u>Target</u>
		2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	
Update the maintenance management system	0%	100%	0%	100%
Construct phase 2, biosolids dewatering facility	0%	100%	0%	100%
Secure biosolids transport and disposal options	25%	100%	0%	100%
Install variable speed drives on pumping station	N/A	100%	0%	33%
Install lift station and treatment plant operational components	N/A	100%	75%	100%
Replace lift station radio system	N/A	100%	0%	100%
Treatment Plant SCADA System	N/A	100%	0%	100%

Public Works

DEPARTMENT: Public Works

FUND: Equipment Operations

PROGRAM: Equipment Operations

ACCOUNT: 44360

PROGRAM DESCRIPTION:

Equipment Operations provides fleet maintenance and repair services for the City of Eureka's fleet of vehicles and equipment ranging; from lawn mowers and heavy construction equipment to emergency response vehicles. The program purchases replacement units, leases them to user departments and develops annual fleet lease rates to cover appropriate funding and equipment replacement reserves.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 642,353	\$ 666,656	\$ 651,600	\$ 599,792	\$ 623,805
Services and Supplies	1,028,634	855,838	857,838	842,524	842,524
Capital Outlay	73,258	478,000	581,000	335,000	335,000
Total Expenditures	\$1,744,245	\$2,000,494	\$2,090,438	\$1,777,316	\$1,801,329

EXPENDITURES BY FUND:

Equipment Operations	\$1,744,245	\$2,000,494	\$2,090,438	\$1,777,316	\$1,801,329
Total	\$1,744,245	\$2,000,494	\$2,090,438	\$1,777,316	\$1,801,329

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
Public Works Director/Chief Building Official	0.10	0.10	0.10	0.10
Deputy PW Director - Field Operations	0.20	0.20	0.20	0.20
Equipment Mechanic	4.00	4.00	4.00	4.00
Equipment Services Technician	1.00	1.00	1.00	1.00
Fleet Services Manager	1.00	1.00	1.00	1.00
Inventory Control Specialist	1.00	1.00	1.00	1.00
Senior Equipment Mechanic	1.00	1.00	1.00	1.00
Total	8.30	8.30	8.30	8.30

SERVICE LEVEL CHANGES:

None.

Public Works

DEPARTMENT: Public Works

FUND: Equipment Operations

PROGRAM: Equipment Operations

ACCOUNT: 44360

PROGRAM GOALS:

CONTINUED DEVELOPMENT IN REDUCING RESOURCE USAGE OF CITY VEHICLES AND EQUIPMENT
DEVELOP A LONG TERM VEHICLE AND EQUIPMENT REPLACEMENT PROGRAM
DEVELOP CLEAN VEHICLE PLAN
DEVELOP A VEHICLE AND EQUIPMENT STANDARDIZATION PROGRAM

PROGRAM OBJECTIVES:

- 1) Perform continued periodic review of resource utilization of user departments
- 2) Select vehicles for replacement in a systematic and cost effective manner that minimizes fleet operating costs and financial risks associated with owning and operating equipment. Perform Customer Needs Analysis and Usage Assessments to review departmental transportation needs on an annual basis.
- 3) Identify niches in the fleet according to the characteristics of vehicles certified by the State of California Air Resources Board as transition low emission vehicles (TLEV), low emission vehicles (LEV), ultra low emission vehicles (ULEV) and zero emission vehicles (ZEV) and incorporate into Long Term Vehicle and Equipment Replacement Program.
- 4) Standardizing the selections of vehicle equipment acquisitions to the extent feasible, thus reducing maintenance, training and parts inventory carrying costs.

<u>Supporting Program Objectives:</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Quarterly Fuel Reviews Completed	4	4	4	4
Vehicles/Equipment Replaced	8	11	6	11
Clean Air Vehicles Purchased	5	5	3	5
Standardized Purchases	6	11	6	11

Public Works

DEPARTMENT: Public Works

FUND: General

PROGRAM: Engineering

ACCOUNT: 44120

PROGRAM MISSION:

Provide engineering management and administration, and engineering planning and design services resulting in effective, efficient operation, maintenance and improvement of the City's infrastructure, property and resources. Engineering staff support Public Works and other City Departments in meeting the City's Genral Plan and City Council goals. Engineering will provide timely, friendly service not only to fellow City staff but also to the citizens of Eureka who rely on Engineering staff to guide them through the development and property improvement process.

PROGRAM DESCRIPTION:

The Engineering and Administration Division consists of engineers, engineering technicians and administrative personnel under the oversight of the City Engineer. Engineering performs planning, forecasting and technical analyses related to development within the City and to the infrastructure that serves the citizens of Eureka. Engineering staff provides direct assistance and communications to City management and other departments on City infrastructure needs, and works closely with operations staff in the Public Works Dept. A close alliance and clear communication between operations and engineering staff promotes good results and effective collaboration on behalf of the City and Eureka citizens.

Specific functions within the Engineering Division include: oversight and guidance of staff; resolution of technical issues and general strategies and adherence to City code and policies; administrative support for Engineering and Public Works staff over a range of community services vital to the quality of life within the City. These services include: planning, design and construction of Water Transmission, Treatment and Distribution facilities; Wastewater Collection, Treatment and Disposal facility improvements; Streets, Trails and Sidewalk improvements; Traffic Signals operation and upgrades; Traffic Safety and Responses to Public Concerns; Development Review and Permits. Administration/Management staff serve and support several City Commissions and sister agencies such as the Humboldt County Association of Governments, Humboldt County, Humboldt Community Services District, Caltrans and others.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 624,086	\$ 719,750	\$ 588,927	\$ 607,065	\$ 715,597
Services and Supplies	250,746	344,475	344,525	277,987	337,987
Capital Outlay	6,262	3,000	3,000	3,000	3,000
Total Expenditures	\$ 881,094	\$ 1,067,225	\$ 936,452	\$ 888,052	\$ 1,056,584

EXPENDITURES BY FUND:

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
General Fund	\$ 253,457	\$ 230,943	\$ 202,285	\$ 212,640	\$ 217,934
Parking	-	60,000	60,000	-	60,000
Water	315,029	389,050	338,018	338,950	390,569
Wastewater	312,608	387,232	336,149	336,462	388,081
Humboldt Bay	-	-	-	-	-
Total	\$ 881,094	\$ 1,067,225	\$ 936,452	\$ 888,052	\$ 1,056,584

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
Deputy PW Director - Engineering	1.00	1.00	1.00	1.00
Administrative Technician II	1.00	1.00	1.00	1.00
Engineering Technician I/II	3.00	4.00	4.00	4.00
I/I Coordinator	1.00	1.00	1.00	1.00
Project Manager	1.00	1.00	1.00	1.00
Total	7.00	8.00	8.00	8.00

SERVICE LEVEL CHANGES:

None.

Public Works

DEPARTMENT: Public Works

FUND: General

PROGRAM: Engineering

ACCOUNT: 44120

COUNCIL GOALS SUPPORTED:

INCREASE RESILIENCE IN OUR CITY BUDGET TO FLUCTUATIONS IN REVENUE AND OUTSIDE FUNDING SOURCES

<u>Supporting Department Objectives:</u>	<u>2015-16</u> <u>Actual</u>	<u>PERFORMANCE MEASURES:</u>		<u>2017-18</u> <u>Target</u>
		<u>2016-17</u> <u>Target</u>	<u>2016-17</u> <u>Estimated</u>	
Actively seek grant and loan funding for needed infrastructure improvements and maintenance	N/A	+25%	+10%	+15%
Recover full cost of reviewing and issuing permits and other engineering department products	N/A	+15%	+15%	+15%
Stricter oversight and management of Outside consultants hired to design/observe City projects	+25%	+25%	+25%	+10%
Seek under-utilized fees and Implement Enterprise-related Revenue Program to Collect as appropriate	N/A	N/A	+20%	+30%

PROMOTE EFFECTIVE AND TIMELY COLLABORATION BETWEEN ENGINEERING STAFF AND OTHER DEPARTMENTS

<u>Supporting Department Objectives:</u>	<u>2015-16</u> <u>Actual</u>	<u>PERFORMANCE MEASURES:</u>		<u>2017-18</u> <u>Target</u>
		<u>2016-17</u> <u>Target</u>	<u>2016-17</u> <u>Estimated</u>	
Support Public Works staff on infrastructure repair and maintenance projects	90%	100%	95%	100%
Provide timely processing of referrals from Community Development	85%	100%	90%	100%

PROVIDE FRIENDLY AND TIMELY SERVICE TO THE CITIZENS OF EUREKA

<u>Supporting Department Objectives</u>	<u>2015-16</u> <u>Actual</u>	<u>PERFORMANCE MEASURES:</u>		<u>2017-18</u> <u>Target</u>
		<u>2016-17</u> <u>Target</u>	<u>2016-17</u> <u>Estimated</u>	
Provide staffing assistance to the Development Division as needed to match workload	50%	90%	70%	100%
Provide direction on controversial issues seeking to find compromises that support progress while protecting City interests and meeting City constraints	50%	100%	85%	100%

PROMOTE THE EUREKA STREET TREE PLAN AND ENCOURAGE BOTH THE PUBLIC AND PRIVATE PLANTING AND MAINTENANCE OF TREES

<u>Supporting Department Objectives:</u>	<u>2015-16</u> <u>Actual</u>	<u>PERFORMANCE MEASURES:</u>		<u>2017-18</u> <u>Target</u>
		<u>2016-17</u> <u>Target</u>	<u>2016-17</u> <u>Estimated</u>	
No cost encroachment permits for review and installation of private street trees (number of	100%	100%	100%	100%
Assist Keep Eureka Beautiful staff in a timely manner	100%	100%	100%	100%
Coordinate physical work and tree installation schedules with Public Works staff	100%	100%	100%	100%
Incorporate street trees into City-owned sidewalk areas as appropriate	100%	100%	100%	100%

EXPAND AND ENHANCE THE CORE AREA

Public Works

DEPARTMENT: Public Works

FUND: General

PROGRAM: Engineering

ACCOUNT: 44120

PERFORMANCE MEASURES:

	2015-16	2016-17	2016-17	2017-18
<u>Supporting Department Objectives:</u>	<u>Actual</u>	<u>Target</u>	<u>Estimated</u>	<u>Target</u>
Promote and program sidewalk cafes	0%	+20%	+5%	+15%
Enhance streetscape elements	10%	+20%	+10%	+15%
Program modernization changes within the Gazebo area	0%	50%	0%	+5%
Support Art in Public Places	50%	100%	75%	+15%
Partner with Developers in Blight Areas	50%	75%	50%	+15%

MAKE MEASUREABLE PROGRESS ON SEWER SYSTEM REPAIRS THAT REMOVE SOURCES OF INFILTRATION AND INFLOW

PERFORMANCE MEASURES:

	2015-16	2016-17	2016-17	2017-18
<u>Supporting Department Objectives:</u>	<u>Actual</u>	<u>Target</u>	<u>Estimated</u>	<u>Target</u>
Hire I/I Coordinator	Complete	Complete	Complete	Complete
Initiate work on draft I/I project remediation list	10%	100%	25%	100%
Complete I/I remediation project program and incorporate into CIP	10%	100%	0%	50%

SUCCESSFUL COMPLETION OF THE CITY'S NPDES PERMIT RENEWAL FOR ELK RIVER WWTP

PERFORMANCE MEASURES:

	2015-16	2016-17	2016-17	2017-18
<u>Supporting Department Objectives:</u>	<u>Actual</u>	<u>Target</u>	<u>Estimated</u>	<u>Target</u>
Continue to direct Brown and Caldwell in the Wastewater Facility Planning process and guide them in completing tasks relevant to City's NPDES permit	50%	75%	65%	100%
Develop strategy to address WWTP capacity	100%	100%	75%	90%
Pursue Sewer Lateral Ordinance modifications to address infiltration and inflow issues	0%	25%	10%	100%

SUCCESSFUL COMPLETION OF CITY INFRASTRUCTURE IN SUPPORT OF THE LOST COAST BREWERY PROJECT

PERFORMANCE MEASURES:

	2015-16	2016-17	2016-17	2017-18
<u>Supporting Department Objectives:</u>	<u>Actual</u>	<u>Target</u>	<u>Estimated</u>	<u>Target</u>
Complete Sunset Reconstruction Project design, bidding and construction	N/A	95%	100%	Complete
Reach agreement on onsite/offsite wastewater treatment strategies	N/A	75%	50%	100%
Timely processing of permit referrals from Community Development	N/A	100%	100%	Complete
Complete Design, Bid and Construction Phases of the Hilfiker Lift Station Upgrades	N/A	100%	75%	100%

MAINTAIN MOMENTUM ON SOUTH ENTRY PROJECT BY PROCEEDING INTO FUNDING AND ARTWORK

PERFORMANCE MEASURES:

	2015-16	2016-17	2016-17	2017-18
<u>Supporting Department Objectives:</u>	<u>Actual</u>	<u>Target</u>	<u>Estimated</u>	<u>Target</u>
Reach agreement on program strategy with stakeholders by October 2013	5%	100%	100%	Complete
Complete Project Study Report (PSR-PDS); Obtain Caltrans Approval by August 2015	0%	100%	95%	100%
Develop program for next steps in project along with schedule for completion	0%	100%	95%	100%
Identify Funding Sources and Develop Funding				

Public Works

DEPARTMENT: Public Works FUND: General

PROGRAM: Engineering ACCOUNT: 44120

Strategy (Programming)	0%	25%	25%	100%
Work Closely with Arts Community on Design Ideas and Process thru Arts and Culture	10%	35%	25%	75%
Create Scope of Work for PA&ED Work by June 2016	N/A	N/A	N/A	100%

MAKE PROGRESS ON SOUTH GATEWAY PROJECT BY COMPLETING PROJECT STUDY REPORT

<u>Supporting Department Objectives:</u>	PERFORMANCE MEASURES:			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Reach agreement on program strategy with stakeholders by October, 2013	N/A	N/A	N/A	100%
Complete Project Study Report (PSR) by April, 2013	N/A	N/A	N/A	100%
Develop program for next steps in project along with schedule for completion	N/A	N/A	N/A	100%

The following goals and policies are supported by the below-referenced projects:

<u>The following projects support the above-referenced goals and policies:</u>	PERFORMANCE MEASURES:			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Salt Marsh Mitigation (\$350K)	30%	80%	50%	65%
Construct C Street Development Project (\$6M)				
Fishermen's Terminal Building	100%	–	–	–
C St. Market Square & Parking Lot	100%	–	–	–
Fishermen's Terminal PV System	40%	100%	100%	100%
C Street Water Sculpture	100%	–	–	–
Waterfront Drive Connection Phase 2 – G	100%	20%	10%	25%
Carson Mill Site Cleanup (\$240K)	90%	100%	95%	100%

The following goals and policies are supported by the below-referenced projects:

<u>The following projects support the above-referenced goals and policies:</u>	PERFORMANCE MEASURES:			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Martin Slough Enhancement Project (\$4.4M)	10%	–	15%	–

The following goals and policies are supported by the below-referenced projects:

<u>The following projects support the above-referenced goals and policies:</u>	PERFORMANCE MEASURES:			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Ensure Capital Improvement Program includes	Yes	Yes	Yes	Yes
Develop and Revise Engineering Standards	75%	100%	80%	100%
Paving at Regional Public Safety Training Site	10%	100%	30%	100%
EFD Sprinkler and Alarm Systems (\$200K)	5%	100%	100%	–
Design and Construct Tydd Street Water Loop	25%	100%	100%	–
Design and Construct Sunset Avenue	–	75%	45%	100%
Design Mad River Pipeline Phase IV (\$220K)	100%	–	–	–
Construct Mad River Pipeline Phase IV (\$2M)	–	100%	60%	100%
Construct Reservoir Maintenance and Security	25%	100%	50%	50%
Design Mad River Pipeline Phase V (\$220K)	–	30%	10%	–
Construct Mad River Pipeline Phase V (\$2M)	–	100%	100%	–
Design and Construct Water Improvements	30%	100%	50%	100%
Water SCADA Replacement (\$40K)	15%	100%	90%	100%
SCADA Infrastructure Upgrade (\$250K)	25%	100%	90%	100%
Model Water System Infrastructure (\$50K)	60%	100%	80%	100%
Design High Zone Water Pump Station (City)	–	20%	–	20%

Public Works

DEPARTMENT: Public Works

FUND: General

PROGRAM: Engineering

ACCOUNT: 44120

The following goals and policies are supported by the below-referenced projects:

<u>The following projects support the above-referenced goals and policies:</u>	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Ensure Capital Improvement Program includes	Yes	Yes	Yes	Yes
Develop and Revise Engineering Standards	75%	100%	80%	100%
Construct Martin Slough Interceptor (\$6.7M)	95%	100%	100%	–
Design Martin Slough Pump Station (\$1.2M)	100%	–	–	–
Construct Martin Slough Pump St'n (\$5.2M)	3%	100%	90%	100%
Design Martin Slough Force Main (\$400K)	75%	100%	100%	–
Construct Martin Slough Force Main (\$7.6M)	–	50%	–	100%
Digester Maintenance Project (\$300K)	10%	100%	100%	–
Design Biosolids Dewatering Project Phase 2	30%	100%	30%	30%
Construct Biosolids Dewatering Project Phase 2	–	10%	–	–
Design and Construct Standby Generator for	–	–	20%	100%
Design and Construct Hilfiker Lane Dry Well	–	50%	25%	100%
Cross Town Interceptor Assessment (\$85K)	90%	100%	100%	–
Design and Construct Sunset Avenue	–	75%	45%	100%
Lift Station SCADA Replacement (\$60K)	40%	100%	40%	100%
SCADA Infrastructure Upgrade (\$250K)	25%	100%	90%	100%

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

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Require full public improvements as permitted by	100%	100%	100%	100%
Recover full cost of reviewing and issuing permits	100%	100%	100%	100%

CONTINUE TO ENCOURAGE EUREKA/S HOMEOWNERS TO ENHANCE THEIR PROPERTY.

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
No cost Encroachment Permits for sidewalk repairs	48	50	36	50
No cost field surveys for sidewalk repairs by	2	2	2	22
No cost Encroachment Permits for review	20	5	23	50

PROMOTE BICYCLE AND PEDESTRIAN USE OF OUR CITY STREETS

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Require ADA accessible driveways during building	205	200	200	200

PROMOTE THE EUREKA STREET TREE PLAN AND ENCOURAGE BOTH THE PUBLIC AND PRIVATE

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
No cost encroachment permits for review and	13	50	20	50

TO EXPAND AND ENHANCE THE CORE AREA AS A TOURIST DESTINATION.

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Sidewalk Cafes	ongoing	ongoing	ongoing	ongoing

PROMOTE CULTURAL ARTS WITHIN THE CORE AREA.

PERFORMANCE MEASURES:

Public Works

DEPARTMENT: Public Works

FUND: General

PROGRAM: Engineering

ACCOUNT: 44120

<u>Supporting Department Objectives</u>	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Art in Public Places	ongoing	ongoing	ongoing	ongoing

TO MAINTAIN THE DISTINCTIVE ARCHITECTURE, HISTORIC CHARACTER, AND LANDSCAPE QUALITY

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Maintain the basic scale and character of the	ongoing	ongoing	ongoing	ongoing
Enhance streetscape elements	ongoing	ongoing	ongoing	ongoing
Street lighting for pedestrian environment	ongoing	ongoing	ongoing	ongoing
Adequate and attractive trash receptacles	ongoing	ongoing	ongoing	ongoing

TO ENSURE AN ADEQUATE SUPPLY OF COMMERCIAL, INDUSTRIAL, COMMUNITY AND MEDICAL

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Consolidate access to avoid congestion	ongoing	ongoing	ongoing	ongoing
Provide streets and corners in industrial areas sufficiently wide	ongoing	ongoing	ongoing	ongoing
Hospitals and other acute care facilities shall provide adequate space for parking and future expansion	ongoing	ongoing	ongoing	ongoing

TO PROVIDE PLANNING AND DEVELOPMENT OF CITY'S STREET SYSTEM FOR PEDESTRIANS, BICYCLES

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
1. Streets shall be in accordance with	ongoing	ongoing	ongoing	ongoing
2. Maintain Level of Service "C"	ongoing	ongoing	ongoing	ongoing
3. Street cross sections in accordance with	ongoing	ongoing	ongoing	ongoing
4. Pursue funding options	ongoing	ongoing	ongoing	ongoing
5. New developments contribute towards	ongoing	ongoing	ongoing	ongoing
6. Implement traffic controls for safety	ongoing	ongoing	ongoing	ongoing
7. Provide for sight distance	ongoing	ongoing	ongoing	ongoing
8. Provide sufficient off-street parking	ongoing	ongoing	ongoing	ongoing
9. Develop Bikeway system	ongoing	ongoing	ongoing	ongoing
10. Promote installation of bicycle racks	ongoing	ongoing	ongoing	ongoing
11. Ensure walkways are protected from	ongoing	ongoing	ongoing	ongoing
12. Promote infill and extension of sidewalks	ongoing	ongoing	ongoing	ongoing

TO ENSURE ADEQUATE AND SAFE WATER SUPPLY.

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
1. New development shall connect to public	ongoing	ongoing	ongoing	ongoing
2. New development shall construct upgrades	ongoing	ongoing	ongoing	ongoing

TO ENSURE ADEQUATE WASTEWATER COLLECTION, TREATMENT AND DISPOSAL.

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
1. New development shall connect to public	ongoing	ongoing	ongoing	ongoing
2. New development shall construct upgrades	ongoing	ongoing	ongoing	ongoing
3. Prohibit on-site sewage disposal systems	ongoing	ongoing	ongoing	ongoing
4. Require pretreatment of commercial and	ongoing	ongoing	ongoing	ongoing

Public Works

DEPARTMENT: Public Works

FUND: General

PROGRAM: Engineering

ACCOUNT: 44120

TO COLLECT AND CONVEY STORMWATER.

	2015-16	PERFORMANCE MEASURES:		2017-18
	<u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	<u>Target</u>
<u>Supporting Department Objectives</u> Encourage use of natural drainage systems.	ongoing	ongoing	ongoing	ongoing

TO PROTECT RESIDENTS, VISITORS AND PROPERTY FROM INJURY OR LOSS DUE TO FIRES.

	2015-16	PERFORMANCE MEASURES:		2017-18
	<u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	<u>Target</u>
<u>Supporting Department Objectives</u> Through project referral process, ensure water	ongoing	ongoing	ongoing	ongoing

TO PROTECT AND ENHANCE EUREKA'S NATURAL RESOURCES.

	2015-16	PERFORMANCE MEASURES:		2017-18
	<u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	<u>Target</u>
<u>Supporting Department Objectives</u> 1. PALCO Marsh Enhancement	ongoing	ongoing	ongoing	ongoing
2. Through project referrals, ensure protection	ongoing	ongoing	ongoing	ongoing
3. Through building permit referrals, ensure	ongoing	ongoing	ongoing	ongoing

Public Works

DEPARTMENT: Public Works

FUND: General, Gas Tax & Federal/HCAOG

PROGRAM: Engineering - Traffic/Signals

ACCOUNT: 44125

PROGRAM MISSION:

To maintain, ensure and enhance public safety for all modes of transportation within the City's right-of-ways, alleys, and parking lots through effective transportation planning and traffic engineering practice.

PROGRAM DESCRIPTION:

The Traffic/Signals Division is responsible for the administrative oversight of the City's traffic control devices including signs, striping, traffic signals, on-street parking, off-street public parking lots and street lighting. This oversight includes the preparation and review of traffic studies, parking studies and special events permits, coordination and cooperation with CalTrans and County operations and maintenance staff, and support to the Parking Place Commission and Transportation Safety Commission. Transportation related construction projects are also completed by this division of engineering including the procurement and administration of funding, contract administration and project management, project design (including plans & specifications) and construction inspection.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 219,758	\$ 159,076	\$ 210,199	\$ 221,045	\$ 233,255
Services and Supplies	97,237	70,621	70,621	84,038	84,038
Capital Outlay	13,700	15,000	15,000	15,000	15,000
Total Expenditures	<u>\$ 330,695</u>	<u>\$ 244,697</u>	<u>\$ 295,820</u>	<u>\$ 320,083</u>	<u>\$ 332,293</u>
EXPENDITURES BY FUND:					
General Fund	\$ 134,858	\$ 95,491	\$ 115,768	\$ 124,257	\$ 129,142
Gas Tax - Federal/HCAOG	13,500	-	-	-	-
Gas Tax - Federal/HCAOG	-	-	-	-	-
Gas Tax - Federal/HCAOG	18,520	20,453	28,057	32,355	34,186
Parking Fund	163,817	128,753	151,995	163,471	168,965
Total	<u>\$ 330,695</u>	<u>\$ 244,697</u>	<u>\$ 295,820</u>	<u>\$ 320,083</u>	<u>\$ 332,293</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:					
	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>	
Transportation Special Projects Manager	1.00	1.00	1.00	1.00	1.00
Total	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

SERVICE LEVEL CHANGES:

None.

Public Works

DEPARTMENT: Public Works

FUND: General, Gas Tax & Federal/HCAOG

PROGRAM: Engineering - Traffic/Signals

ACCOUNT: 44125

COUNCIL GOALS SUPPORTED:

ADOPT AN EFFECTIVE PARKING PLAN THAT SUPPORTS THE NEEDS OF DOWNTOWN RESIDENTS AND RETAIL BUSINESSES

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Coordinate meetings with Parking Place Commission	12	12	12	12
Electronic parking meter installation	50%	70%	50%	100%
Electronic parking meter data analysis	100%	100%	100%	100%
Parking Assessment District program	25%	0%	0%	0%
Meetings with Eureka Main Street	1	4	1	4
Parking (on-street & lot) surveys	3	3	2	4
Support Residential Parking Permit program	100%	100%	100%	100%

ADOPT TRAFFIC CALMING MEASURES THAT ENHANCE OUR NEIGHBORHOODS

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Adopt standards for traffic calming devices and measures through development of the Transportation Safety Action Plan with the Transportation Safety Commission	25%	100%	25%	100%
Develop funding strategies for the implementation, evaluation, and monitoring of traffic calming projects and improvements	25%	50%	25%	100%
Incorporate walkability concepts into all community plans and projects	100%	100%	100%	100%
Train, research and maintain current standards of practice	Yes	Yes	Yes	Yes

Public Works

DEPARTMENT: Public Works

FUND: General, Gas Tax & Federal/HCAOG

PROGRAM: Engineering - Traffic/Signals

ACCOUNT: 44125

ENCOURAGE HUMBOLDT COUNTY OFFICIALS TO PARTNER WITH US TO IMPROVE TRAFFIC FLOW INTO EUREKA FROM RESIDENTIAL AREAS DIRECTLY OUTSIDE OUR CITY LIMITS

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Review and comment on development projects within the County adjacent to the City of Eureka	Yes	Yes	Yes	Yes
Take a compelling stand during the County's update of the Eureka Community Plan	Yes	Yes	Yes	Yes
Insure that there is a program to mitigate the significant traffic impacts associated with current and projected growth in the unincorporated areas adjacent to the City (ie. traffic impact fees)	0%	10%	0%	10%
Participation in the Greater Eureka Area Travel Model (GEATM) program	Yes	Yes	Yes	Yes

SLOW TRAFFIC IN OUR NEIGHBORHOODS AND ON SIDE STREETS

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Reduce cut-through traffic by increasing the capacity and efficiency of arterials and collectors to carry additional vehicles safely and effectively	Yes	Yes	Yes	Yes
Employ traffic calming measures as appropriate to the neighborhood	Yes	Yes	Yes	Yes
Provide support to Transportation Safety Commission	100%	100%	100%	100%
Administer Radar Speed Feedback Sign program	Yes	Yes	Yes	Yes

Public Works

DEPARTMENT: Public Works

FUND: General, Gas Tax & Federal/HCAOG

PROGRAM: Engineering - Traffic/Signals

ACCOUNT: 44125

REDUCE TRAFFIC ACCIDENT RATES IN THE CITY OF EUREKA

	PERFORMANCE MEASURES:			
	2015-16	2016-17	2016-17	2017-18
<u>Supporting Department Objectives</u>	<u>Actual</u>	<u>Target</u>	<u>Estimated</u>	<u>Target</u>
Implement engineering solutions to reduce accidents	Yes	Yes	Yes	Yes
Support additional enhanced community education on traffic safety issues	Yes	Yes	Yes	Yes
Conduct traffic safety meetings with EPD	12	12	12	12
Support additional enhanced community education on traffic safety issues	Yes	Yes	Yes	Yes

Public Works

DEPARTMENT: Building

FUND: Building

PROGRAM: Construction Regulation

ACCOUNT: 46200

PROGRAM DESCRIPTION:

The Building Department administers a program of construction regulation that is mandated by the State of California to provide minimum standards to safeguard life, health, property, and public welfare by regulating the design, construction, quality of materials, use and occupancy, location and maintenance of all structures within the City. The Department ensures public safety by providing thorough, accurate plan reviews and inspection of all structures.

The Department also provides information to the public through interpretations of federal, state, and local regulations; permit activity contained in address files; and interpretations of California Title 24 disabled access regulations.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 401,277	\$ 381,090	\$ 366,099	\$ 330,870	\$ 402,531
Services and Supplies	214,870	211,923	211,923	211,904	211,904
Capital Outlay	-	-	-	-	-
Total Expenditures	<u>\$ 616,147</u>	<u>\$ 593,013</u>	<u>\$ 578,022</u>	<u>\$ 542,774</u>	<u>\$ 614,435</u>
EXPENDITURES BY FUND:					
General Fund - Measure O	\$ -	\$ -	\$ -	\$ -	\$ -
Building Fund	616,147	593,013	578,022	542,774	614,435
Total	<u>\$ 616,147</u>	<u>\$ 593,013</u>	<u>\$ 578,022</u>	<u>\$ 542,774</u>	<u>\$ 614,435</u>

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
Public Works Director/Chief Building Official	0.20	0.20	0.20	0.20
Administrative Technician	1.00	1.00	1.00	1.00
Building Inspector II	2.00	2.00	2.00	2.00
Deputy PW Director - Field Operations	0.10	0.10	0.10	0.10
Plans Examiner / Senior Building Inspector	1.00	1.00	1.00	1.00
Total	<u>4.30</u>	<u>4.30</u>	<u>4.30</u>	<u>4.30</u>

SERVICE LEVEL CHANGES:

None.

Public Works

DEPARTMENT: Building

FUND: Building

PROGRAM: Construction Regulation

ACCOUNT: 46200

COUNCIL GOALS SUPPORTED:

CREATE A SIMPLE, CUSTOMER-FRIENDLY PERMITTING PROCESS THAT MEETS THE NEEDS OF OUR CUSTOMERS

Program Goals:

To protect the citizens of Eureka by assuring a safe and accessible environment within all buildings, structures, and events, and by the professional implementation and enforcement of state building codes, municipal ordinances, and any other regulations.

PROGRAM OBJECTIVES:

Improve interaction with various City and County departments involved in permitting and enforcement in order to provide a clear process through which permits are obtained and compliance ensured; continue to improve customer service by updating department handouts, policies and reference materials; continue to enhance the department's ability to issue over the counter permits and perform three day plan reviews; develop a program of public outreach/education on the City's permitting process and codes and standards. Budget for and provide staff training opportunities in conformance with SB717 and SB1608.

<u>Supporting Departmental Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Target</u>	<u>2016-17</u> <u>Estimated</u>	<u>2017-18</u> <u>Target</u>
# of Permits Issued	1,015	1,240	1,100	1,200
# of Inspections Performed	2,903	4,500	3,800	4,000
% of Inspections Done within 24 Hours of Request	100%	100%	100%	100%

Public Works

DEPARTMENT: Building

FUND: Building

PROGRAM: Construction Regulation

ACCOUNT: 46200

<u>Supporting Departmental Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16</u> <u>Actual</u>	<u>2016-17</u> <u>Target</u>	<u>2016-17</u> <u>Estimated</u>	<u>2017-18</u> <u>Target</u>
<i>(continued)</i>				
% of Complaints Investigated within 24 Hours - Notice of Violation Mailed within 48 Hours	100%	100%	100%	100%
Implement Department Website to Provide Limited On-line Permitting and Permit Applications	Yes	Yes	Yes	Yes
Implement Program of Public Outreach/ Education on the City's Permitting Process	Yes	Yes	Yes	Yes
Implement Program of Ongoing Training for All Staff	Yes	Yes	Yes	Yes
Implement Electronic Plan Review			Yes	Yes

GENERAL PLAN GOALS SUPPORTED:

To minimize loss of life, injury and property damage due to seismic hazards with diligent enforcement of the State of California's most current building code seismic regulations.

To encourage the maintenance, improvement and rehabilitation of the City's existing housing stock and residential neighborhoods by interpretation and enforcement of the California Building Code provisions for maintenance, alteration or additions of existing buildings.

To preserve and enhance the historical features of the Eureka area by utilization of the State Historic Building Code when applicable.

To encourage and maintain energy efficiency in new and existing housing by promoting energy conservation with plan review and building inspections to verify conformance with the State of California's Title 24 Energy Regulations.

To protect and improve air quality in the Eureka area, the Building Department supports the North Coast Unified Air Quality Management District in its development of improved ambient air quality monitoring capabilities and the establishment of standards, thresholds and rules to more adequately address the air quality impacts of new developments by enforcement of the NESHAP regulations during the permit process.

Public Works

DEPARTMENT: Building

FUND: Building

PROGRAM: Code Enforcement

ACCOUNT: 46250

PROGRAM DESCRIPTION:

The Building Department administers a program of construction regulation that is mandated by the State of California to provide minimum standards to safeguard life, health, property, and public welfare by regulating the design, construction, quality of materials, use and occupancy, location and maintenance of all structures within the City. The Department ensures public safety by providing thorough, accurate plan reviews and inspection of all structures.

The department provides an integrated approach to code enforcement to promote a clean, safe, and healthy environment for all residents by enforcing the City's Health and Safety Code and Uniform Housing Code. Staff receives and responds to citizen complaints regarding substandard housing, nuisance abatement, zoning violations, and building use violations.

The Department also provides information to the public through interpretations of federal, state, and local regulations; permit activity contained in address files; and interpretations of California Title 24 disabled access regulations.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 75,095	\$ 89,695	\$ 77,212	\$ 81,298	\$ 152,709
Services and Supplies	14,453	41,646	41,646	258,555	258,555
Capital Outlay	-	-	-	-	-
Total Expenditures	\$ 89,548	\$ 131,341	\$ 118,858	\$ 339,853	\$ 411,264
EXPENDITURES BY FUND:					
General Fund - Measure O	\$ -	\$ -	\$ -	\$ -	\$ -
Building Fund	89,548	131,341	118,858	339,853	411,264
Total	\$ 89,548	\$ 131,341	\$ 118,858	\$ 339,853	\$ 411,264

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
Code Enforcement Inspector	1.00	2.00	2.00	2.00
Total	1.00	2.00	2.00	2.00

SERVICE LEVEL CHANGES:

Code Enforcement Inspector Created (+1 FTE)

Public Works

DEPARTMENT: Building

FUND: Building

PROGRAM: Code Enforcement

ACCOUNT: 46250

COUNCIL GOALS SUPPORTED:

IMPROVE QUALITY OF LIFE AND ENCOURAGE THE UPGRADE OF EXISTING HOUSING UNITS.

Program Goals:

Promote a clean, safe, and healthy environment and improve the quality of life and property values in neighborhoods through an effective code enforcement program. Work with the Housing Division to facilitate improvements to properties of low and moderate income families.

PROGRAM OBJECTIVES:

Investigate housing complaints within 24 hours to verify compliance with the Eureka Municipal Code. If a violation is confirmed, mail a Notice of Violation within 48 hours of receiving a complaint; diligently follow each complaint to resolution; work with owners and tenants in a respectful and assertive manner leading to voluntary compliance whenever possible. Work with the Housing Division to identify candidates and facilitate inspections pursuant to low and moderate income property improvement loans.

<u>Supporting Departmental Objectives</u>	<u>2015-16 Actual</u>	<u>PERFORMANCE MEASURES:</u>		
		<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
% of Inspections Done within 24 Hours of Request	100%	100%	100%	100%

<u>Supporting Departmental Objectives</u>	<u>2015-16 Actual</u>	<u>PERFORMANCE MEASURES:</u>		
		<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
% of Complaints Investigated within 24 Hours - Notice of Violation Mailed within 48 Hours	100%	100%	100%	100%

GENERAL PLAN GOALS SUPPORTED:

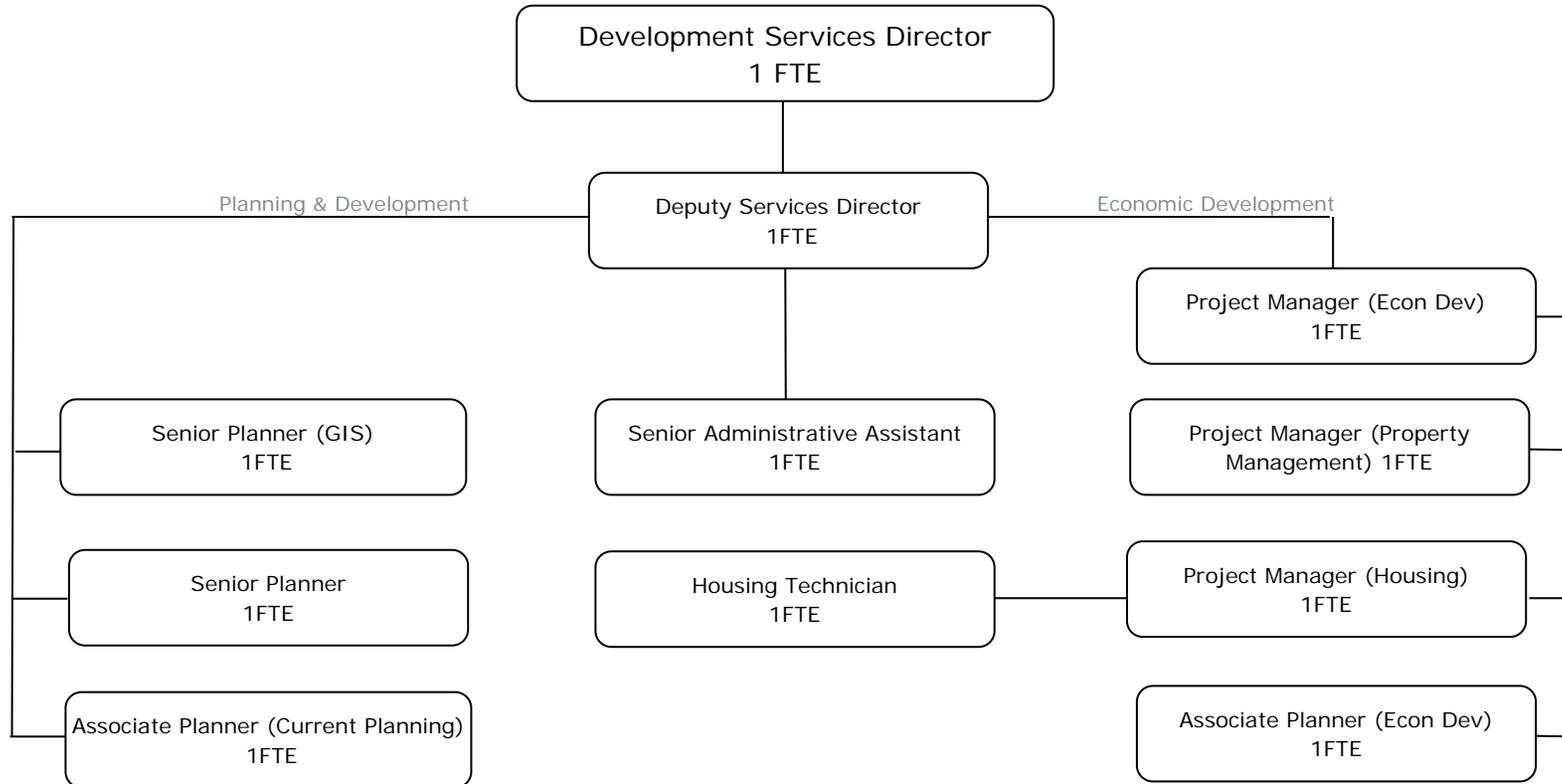
To encourage the maintenance, improvement and rehabilitation of the City's existing housing stock and residential neighborhoods by interpretation and enforcement of the California Building Code provisions for maintenance, alteration or additions of existing buildings.





Organizational Chart

Development Services





Department Summary - Development Services

DEPARTMENT DESCRIPTION:

The Community Development Department is responsible for administering, implementing and enforcing the goals and policies of the City of Eureka's adopted General Plan, its zoning regulations as well as other local, state, and federal land use and environmental regulations; the Building Department and the City's housing program.

	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated	2017-18 Budget	2018-19 Budget
EXPENDITURES BY PROGRAM:					
Development Services	\$4,116,123	\$3,872,944	\$1,443,010	\$1,965,119	\$1,570,189
Housing	633,304	1,808,925	1,775,377	1,805,838	525,935
Property Management	19,173	3,759	-	-	-
Municipal Airport	65,606	119,412	119,412	75,467	75,595
Total	\$4,834,206	\$5,805,040	\$3,337,799	\$3,846,424	\$2,171,719

EXPENDITURES BY CATEGORY:

Salaries and Benefits	\$ 932,381	\$1,219,158	\$1,050,844	\$1,195,741	\$1,264,281
Services and Supplies	3,899,378	4,585,882	2,286,955	2,650,683	907,438
Capital Outlay	2,447	-	-	-	-
Total	\$4,834,206	\$5,805,040	\$3,337,799	\$3,846,424	\$2,171,719

	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated	2017-18 Budget	2018-19 Budget
EXPENDITURES BY FUND:					
City Funds:					
General Fund	\$1,053,987	\$1,413,220	\$1,263,323	\$1,427,058	\$1,475,867
HUD/CDBG Prior	47,339	205,000	999	458,000	-
Municipal Airport	65,606	125,338	125,364	82,806	83,223
CDBG Other-TPA	399,634	-	-	1,100,000	-
CDBG General Allocation	-	72,000	35,000	37,523	-
HOME Program	43,343	1,066,000	1,066,000	50,000	50,000
Housing RLF CDBG PI	1,006	50,000	50,000	-	-
CalHOME OOR Grant	-	99,850	99,850	42,850	-
Econ Dev Fund-TPA	2,924,432	2,147,926	90,000	-	-
Housing	5,827	66,000	66,000	105,000	-
City Housing - Low/Mod	183,494	455,075	458,527	470,465	475,935
Water Fund	45,258	45,555	39,659	36,361	43,347
Wastewater Oper Fund	45,379	45,555	39,660	36,361	43,347
Harbor Fund	6,740	6,760	1,708	-	-
Golf Course	12,161	6,761	1,709	-	-
Total	\$4,834,206	\$5,805,040	\$3,337,799	\$3,846,424	\$2,171,719

	2015-16 Actual	2016-17 Actual	2017-18 Budget	2018-19 Budget
PERSONNEL:				
Full-time Positions		11.00	11.00	11.00
Total		11.00	11.00	11.00

Development Services

DEPARTMENT: Development Services

FUND: General

PROGRAM: Development Services

ACCOUNT: 46101

COUNCIL GOALS SUPPORTED:

PROVIDE STAFF SUPPORT TO CITY COUNCIL, CITY MANAGER, COMMISSIONS AND COMMITTEES.

	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
<u>Supporting Departmental Objectives</u>				
Attend meetings of the City Council, Boards and Commissions	95%	95%	95%	95%
Meet "one-on-one" with the City Manager	95%	95%	95%	95%

MAINTAIN DEPARTMENT FINANCIAL RECORDS

	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
<u>Supporting Department Objectives</u>				
Prepare Annual budget	100%	100%	100%	100%
Review and approve Department	100%	100%	100%	100%

INVENTORY AND MAINTAIN DEPARTMENT SUPPLIES AND EQUIPMENT

	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
<u>Supporting Department Objectives</u>				
Track use of supplies and equipment	100%	100%	100%	100%
Order department supplies	100%	100%	100%	100%
Call for service on department equipment when needed	100%	100%	100%	100%

SUPERVISE PROGRAMS THAT IMPLEMENT THE GENERAL PLAN

	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
<u>Supporting Department Objectives</u>				
Provide direction to program coordinators	100%	100%	100%	100%

COUNCIL GOALS SUPPORTED (Continued):

SUPPORT THE CONTINUED PROFESSIONAL EDUCATION OF ALL COMMUNITY DEVELOPMENT DEPARTMENT PERSONNEL

	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
<u>Supporting Department Objectives</u>				
Include training in Department budget	100%	100%	100%	100%

PROMOTE PUBLIC INTEREST IN, COMMENT ON, AND UNDERSTANDING OF THE PLANNING PROCESS AND THE NUMEROUS REGULATIONS RELATING TO IT BY PROVIDING PUBLIC INFORMATION SERVICES TO A BROAD RANGE OF CITIZENS AND CITIZEN GROUPS

	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
<u>Supporting Department Objectives</u>				
Prepare Department handouts	90%	100%	100%	100%
Maintain Department web page	90%	100%	100%	100%
Respond in timely manner to public inquiries	90%	100%	90%	100%

Development Services

DEPARTMENT: Development Services

FUND: General

PROGRAM: Development Services

ACCOUNT: 46101

GREET AND ASSIST VISITORS TO THE DEPARTMENT AND ANSWER PHONE CALLS RECEIVED BY THE DEPARTMENT

	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
<u>Supporting Department Objectives</u>				
Answer phone calls in less than 3 rings	80%	100%	90%	100%
Greet visitors	90%	100%	95%	100%

Current Planning: PROCESS APPLICATIONS FOR PRIVATE DEVELOPMENT

	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
<u>Supporting Department Objectives</u>				
Comply with Permit Streamlining Act timelines	90%	100%	90%	100%
Conduct pre-application meetings with applicants prior to application submittal	50%	75%	75%	75%
Keep applicants informed of application	80%	100%	90%	100%
Process applications in timely manner	95%	100%	80%	100%

Current Planning: ADMINISTER AND PROVIDE STAFF SUPPORT FOR THE PROGRAMS WITHIN THE

	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
<u>Supporting Department Objectives</u>				
Maintain professional knowledge and education through training	100%	100%	50%	100%

Current Planning: IMPLEMENT THE GOALS AND POLICIES OF THE GENERAL PLAN THROUGH THE

	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
<u>Supporting Department Objectives</u>				
Prepare staff report findings and recommendations based on sound planning	100%	100%	100%	100%

Current Planning: PROMOTE PUBLIC INTEREST IN, COMMENT ON, AND UNDERSTANDING OF THE

	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
<u>Supporting Department Objectives</u>				
Respond timely to public inquiries	90%	100%	80%	100%
Attend community meetings	80%	100%	95%	100%

Current Planning: PROVIDE DIRECT STAFF SUPPORT TO NUMEROUS BOARDS AND COMMISSIONS,

	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
<u>Supporting Department Objectives</u>				
Attend meetings	100%	100%	100%	100%

Long Range: PREPARE ANNUAL REPORT ON THE CAPITAL IMPROVEMENT PROGRAM'S CONSISTENCY

	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
<u>Supporting Department Objectives</u>				
Update annual General Plan conformance report on the Capital Improvement	100%	100%	100%	100%

Development Services

DEPARTMENT: Development Services

FUND: General

PROGRAM: Development Services

ACCOUNT: 46101

Long Range: PROVIDE INFORMATION TO THE PUBLIC REGARDING THE GENERAL PLAN, CEQA,

	PERFORMANCE MEASURES:			
	2015-16	2016-17	2016-17	2017-18
<u>Supporting Department Objectives</u>	<u>Actual</u>	<u>Target</u>	<u>Estimated</u>	<u>Target</u>
Respond timely to public inquiries	95%	100%	80%	100%
Provide interagency coordination	95%	100%	95%	100%

Long Range: FACILITATE THE EFFECTIVE AND EFFICIENT PLANNING OF DEVELOPMENT WITHIN THE

	PERFORMANCE MEASURES:			
	2015-16	2016-17	2016-17	2017-18
<u>Supporting Department Objectives</u>	<u>Actual</u>	<u>Target</u>	<u>Estimated</u>	<u>Target</u>
Update General and Zoning Ordinances as	85%	100%	90%	100%
Update the Housing Element			100%	100%
Implement the Housing Element	95%	100%	95%	100%

Long Range: PROCESS APPLICATIONS PERTAINING TO LONG RANGE PLANNING ON PUBLIC AND

	PERFORMANCE MEASURES:			
	2015-16	2016-17	2016-17	2017-18
<u>Supporting Department Objectives</u>	<u>Actual</u>	<u>Target</u>	<u>Estimated</u>	<u>Target</u>
Process applications for long range planning projects	100%	100%	100%	100%

Enforcement: ENDEAVOR TO OBTAIN VOLUNTARY COMPLIANCE FOR VIOLATIONS OF CITY

	PERFORMANCE MEASURES:			
	2015-16	2016-17	2016-17	2017-18
<u>Supporting Department Objectives</u>	<u>Actual</u>	<u>Target</u>	<u>Estimated</u>	<u>Target</u>
Notify property owners of alleged violations	100%	100%	100%	100%
Explain Codes and Regulations to foster cooperation and compliance	100%	100%	100%	100%

Enforcement: PROVIDE INTER-AGENCY ASSISTANCE AND STAFF SUPPORT TO THE CITY'S

	PERFORMANCE MEASURES:			
	2015-16	2016-17	2016-17	2017-18
<u>Supporting Department Objectives</u>	<u>Actual</u>	<u>Target</u>	<u>Estimated</u>	<u>Target</u>
Attend CIT meetings	95%	100%	95%	100%
Communicate regularly with team members	95%	100%	95%	100%

Enforcement: COORDINATE WITH OTHER CITY, LOCAL, STATE AND FEDERAL AGENCIES FOR

	PERFORMANCE MEASURES:			
	2015-16	2016-17	2016-17	2017-18
<u>Supporting Department Objectives</u>	<u>Actual</u>	<u>Target</u>	<u>Estimated</u>	<u>Target</u>
Communicate and cooperate with outside agencies	100%	100%	100%	100%

Environmental: PROVIDE SUPPORT TO THE COMMUNITY DEVELOPMENT DEPARTMENT AND OTHER

	PERFORMANCE MEASURES:			
	2015-16	2016-17	2016-17	2017-18
<u>Supporting Department Objectives</u>	<u>Actual</u>	<u>Target</u>	<u>Estimated</u>	<u>Target</u>
Assist in preparation of environmental documents and studies	100%	100%	50%	100%
Process environmental clearance for projects	100%	100%	50%	100%

Development Services

DEPARTMENT: Development Services

FUND: General

PROGRAM: Development Services

ACCOUNT: 46101

Environmental: IMPLEMENT THE GOALS AND POLICIES OF THE GENERAL PLAN. PROMOTE PUBLIC

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Respond timely to public inquiries	90%	100%	50%	100%
Attend community meetings	90%	100%	50%	100%

Environmental: PROVIDE INFORMATION PERTAINING TO, AND EDUCATION OF THE ENVIRONMENTAL

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Continue professional development through training	80%	100%	25%	100%

GIS: FOCUS ON ECONOMIC DEVELOPMENT THAT ATTRACTS, EXPANDS, AND RETAINS BUSINESSES

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Create Economic Development Web Portal with County of Humboldt	NO	YES	YES	YES
Create, and manage, City of Eureka Economic Development Web Portal	NO	NO	NO	YES
Accurately and timely mapping of Business-related data for City of Eureka	NO	YES	NO	YES

GIS: LEAD OUR REGION BY SUPPORTING ECONOMIC DEVELOPMENT SOLUTIONS

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Create Economic Development Web Portal with County of Humboldt	NO	YES	YES	YES
Create, and manage, City of Eureka Economic Development Web Portal	NO	NO	NO	YES
Accurately and timely mapping of Business-related data for City of Eureka	NO	YES	NO	YES

GIS: BECOME THE VISITOR-SERVING HUB OF THE REGION

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Provide regional mapping agencies with timely and accurate data	YES	YES	YES	YES
Create, and manage, City of Eureka Visitor-Serving web-gis application	NO	NO	NO	YES

Development Services

DEPARTMENT: Development Services

FUND: General

PROGRAM: Development Services

ACCOUNT: 46101

GIS: BECOME THE INFORMATION AND TECHNOLOGY CAPITOL OF THE REGION

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Primary steward of geospatial data for the greater Eureka area	YES	YES	YES	YES
Maintain effective working relationships with instrumental agencies such as HSU,	YES	YES	YES	YES
Create and host a timely and accurate web-GIS application to support all facets of City	NO	YES	NO	YES

GIS: MAKE EVERY EFFORT TO IMPROVE TRANSPORTATION ACCESS TO AND FROM OUR REGION

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Participate in the creation of a greater Eureka area regional transportation model	YES	YES	YES	YES
Create and steward timely and accurate datasets regarding transportation	YES	YES	NO	YES

GIS: ATTRACT VIBRANT COMMERCIAL BUSINESS TO OUR DOWNTOWN CORRIDOR THAT CAN PLAY A

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Create Economic Development Web Portal with County of Humboldt	NO	YES	YES	YES
Create, and manage, City of Eureka Economic Development Web Portal	NO	NO	NO	YES
Accurately and timely mapping of Business-related data for City of Eureka	NO	YES	NO	YES

GIS: ESTABLISH A COMPREHENSIVE HISTORICAL PRESERVATION PLAN

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Create and steward historical property datasets	NO	YES	YES	YES
Create and manage historical properties web-GIS application	NO	NO	YES	YES

GIS: ADOPT AN EFFECTIVE PARKING PLAN THAT SUPPORTS THE NEEDS OF DOWNTOWN RESIDENTS

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Create and steward parking, business and infrastructure datasets	YES	YES	YES	YES
Provide mapping and analysis of downtown parking data	NO	YES	NO	YES
Utilize data from the greater Eureka area regional transportation model	NO	YES	NO	YES

Development Services

DEPARTMENT: Development Services

FUND: General

PROGRAM: Development Services

ACCOUNT: 46101

GIS: CREATE A SIMPLE, CUSTOMER-FRIENDLY PERMITTING PROCESS THAT MEETS THE NEEDS OF

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Provide geospatial framework for Trak-it	YES	YES	YES	YES
Create and manage browser-based, customer-friendly web-GIS portal for all	NO	NO	NO	YES
Accurately and timely mapping of all City of Eureka Infrastructure data	NO	YES	NO	YES
Create and manage web-version of Engineering Department Utility data	NO	YES	YES	YES

GIS: SUPPORT PUBLIC AND PRIVATE EFFORTS TO IMPROVE STREET LIGHTING IN EUREKA

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Create timely and accurate street light dataset for City of Eureka	YES	YES	YES	YES
Work with public and private entities to analyze and design street lighting	NO	NO	NO	YES

GIS: MAINTAIN EFFECTIVE FIRE PREVENTION AND EMERGENCY RESPONSE STANDARDS

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Create and steward fire and emergency response geospatial datasets	YES	YES	YES	YES
Work with potential contractors to provide the latest technology for fire and	YES	YES	YES	YES
Provide timely support of fire and emergency response GIS applications	NO	YES	NO	YES

GIS: DEVELOP A LONG-TERM PLAN FOR PUBLIC SAFETY FACILITIES, EQUIPMENT, AND

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Create and steward comprehensive infrastructure datasets	YES	YES	YES	YES
Conduct public safety facilities analysis	NO	NO	NO	YES
Create and steward un-reinforced masonry dataset	YES	YES	YES	YES
Conduct URM and hazard analysis	NO	NO	NO	YES

THE FOLLOWING COUNCIL GOALS FOR SECTION E, TRANSPORTATION MANAGEMENT, CAN ALL BE

- ADOPT TRAFFIC CALMING MEASURES THAT ENHANCE OUR NEIGHBORHOODS
- PROMOTE BICYCLE AND PEDESTRIAN USE OF OUR CITIES
- CONTINUE PROMOTING THE SAFE AND EFFICIENT FLOW OF TRAFFIC IN THE CITY OF EUREKA
- ENCOURAGE HUMBOLDT COUNTY OFFICIALS TO PARTNER WITH US TO IMPROVE TRAFFIC FLOW
- SLOW TRAFFIC IN OUR NEIGHBORHOODS AND ON SIDE STREETS
- REDUCE TRAFFIC ACCIDENT RATES IN THE CITY OF EUREKA

Development Services

DEPARTMENT: Development Services

FUND: General

PROGRAM: Development Services

ACCOUNT: 46101

GIS: PROMOTE THE EUREKA STREET TREE PLAN, AND ENCOURAGE BOTH THE PUBLIC AND PRIVATE

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Create Eureka street tree dataset	YES	YES	YES	YES
Maintain timely and accurate Eureka street tree dataset	NO	YES	NO	YES
Work with local contractors to develop experimental street tree interactive website	YES	NO	NO	YES

GIS: Assistance to Police Department

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Provide EPD with GIS Administration for GIS-Based CAD System Migration	NO	NO	YES	YES
Assist EPD Staff with Mapping and Geospatial Expertise	NO	NO	YES	YES
Provide EPD with GIS Analyst for Cumulative Mapping Needs	NO	NO	YES	YES

GIS: Assistance to Fire Department

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Provide Humboldt Bay Fire with GIS Administration for GIS-Based CAD System	NO	NO	YES	YES
Assist HBF Staff with Mapping and Geospatial Expertise	NO	NO	YES	YES
Provide HBF with GIS Analyst for Cumulative Mapping Needs	NO	NO	YES	YES

GIS: Asset Management Preparation

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Compile Infrastructure Datasets to be Used for an Asset Management Registry	YES	YES	YES	YES
Research and Compile Standard Attributes for Incorporation Into Asset Management	YES	YES	YES	YES
Begin research into GIS-based and CMMMS software systems for long-term	NO	NO	NO	YES
Audit Existing GIS Files to Ensure Temporal and Accuracy Completeness	NO	NO	NO	YES

WORK UNDER THE PRINCIPLES OF PROSPERITY! AND SUPPORT HUMBOLDT COUNTY'S IDENTIFIED INDUSTRY CLUSTERS

<u>Supporting Departmental Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Attend and participate in planning meetings	15	17	15	15
Market to companies in the industry clusters	75%	80%	80%	80%

Development Services

DEPARTMENT: Development Services

FUND: General

PROGRAM: Development Services

ACCOUNT: 46101

FOCUS ON ECONOMIC DEVELOPMENT THAT ATTRACTS, EXPANDS, AND RETAINS BUSINESSES AND SERVICES THAT MAINTAIN OUR QUALITY OF LIFE IN HUMBOLDT COUNTY

<u>Supporting Departmental Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Business Loans Processed	0	1	1	1
Business Meetings	25	25	25	25
Attend CAEZ Quarterly Board Meetings	5	5	5	5
Enterprise Zone Expansion	N/A	100%	30%	100%
Business Licenses waived	110	125	125	125
Hiring Tax Credit Vouchers Issued	1052	1000	1000	1000
Marketing Ads Placed	5	3	3	3
Presentations to Local Business Groups	4	5	5	5
Market/administer State & Federal Programs	100%	100%	100%	100%
Enterprise Zone				
CDBG				
EDA				
Industrial Development Bonds				
Employment Training Programs				
Foreign Trade Zone				
Attend CALED Quarterly Board Meetings	5	5	5	5
Attend Upstate Board Meetings	4	4	3	4
Attend Eureka Main Street Board Meetings	9	10	8	10
Attend North Coast SBDC Board Meetings	6	6	5	6
CALBIS/UPSTATE RFP Responses	1	1	1	1
Businesses assisted by Ombudsman	5	5	5	5
California Enterprise Development Authority				
Membership/Board Meetings	11	12	11	12
Business Site Visit	10	12	10	12

LEAD OUR REGION BY SUPPORTING ECONOMIC DEVELOPMENT SOLUTIONS

<u>Supporting Departmental Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Attend Upstate Board Meetings	4	4	3	4
Marketing Ads Placed	5	3	3	3
Attend CALED Quarterly Board Meetings	5	5	5	5
Attend CAEZ Quarterly Board Meetings	5	5	5	5
Business Development Workshops Sponsored	4	4	4	4
Obtain Enterprise Zone Expansion		100%	30%	100%

ACHIEVE CONSISTENT INCREASES IN THE NUMBER OF LIVING-WAGE EMPLOYERS

<u>Supporting Departmental Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	2015-16 <u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	2017-18 <u>Target</u>
Attend Upstate Board Meetings	80%	100%	80%	100%
Marketing Ads Placed	5	3	3	3
Business Packets Distributed	51	60	75	60
Coastal Dependent Industrial ERTN	1	1	1	1
RFP's Issued	2	2	2	2
Proposals Evaluated with RAB Criteria	1	1	1	1
California Enterprise Development Authority				
Membership/Board Meetings	11	12	11	12

Development Services

DEPARTMENT: Development Services

FUND: General

PROGRAM: Development Services

ACCOUNT: 46101

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

<u>Supporting Departmental Objectives</u>	2015-16	<u>PERFORMANCE MEASURES:</u>		2017-18
	<u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	<u>Target</u>
Meetings with State/Federal Legislators/Staff	5	10	8	10
Letters to Support/Oppose Legislation	10	50	50	50

BECOME THE VISITOR-SERVING HUB OF THE REGION

<u>Supporting Departmental Objectives</u>	2015-16	<u>PERFORMANCE MEASURES:</u>		2017-18
	<u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	<u>Target</u>
Marketing Ads Placed	5	3	3	3
Support the Mural Program	100%	100%	100%	100%
Provide Funding to Eureka Main Street	100%	100%	100%	100%

BECOME THE INFORMATION AND TECHNOLOGY CAPITOL OF THE REGION

<u>Supporting Departmental Objectives</u>	2015-16	<u>PERFORMANCE MEASURES:</u>		2017-18
	<u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	<u>Target</u>
Attend Broadband Workshops	1	1	1	1
Meetings with State/Federal Legislators/Staff	5	10	8	10
Meetings With CALTRANS to improve Regional Transportation	Yes	Yes	Yes	Yes
Coordinate Regional Broadband Grant	N/A	1	1	1

KEEP SUFFICIENT LAND AND INFRASTRUCTURE DEDICATED FOR HIGH WAGE EMPLOYERS, INCLUDING LIGHT INDUSTRY AND MANUFACTURING

<u>Supporting Department Objectives</u>	2015-16	<u>PERFORMANCE MEASURES:</u>		2017-18
	<u>Actual</u>	2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	<u>Target</u>
Providing Access to the Following Programs	100%	100%	100%	100%
Enterprise Zone				
Business Loan				
State/Federal Loans/Grant programs				
Development Assistance Programs				

Development Services

DEPARTMENT: Development Services **FUND:** 273, 276, 277, 278, 285, 291 & 296
PROGRAM: Housing Programs **ACCOUNT:** 46310 & 46320

PROGRAM MISSION:

Provide adequate sites and promote the development of new housing to accommodate Eureka's fair share housing allocation. Provide adequate facilities and services for senior citizens, the homeless, and those in need of transitional housing, and others with special needs. Provide rehabilitation and acquisition loans and grants to eliminate health and safety hazards, increase affordable homeownership, and upgrade substandard housing stock. Providing emergency relocation and lead based paint grants to mitigate lead based paint hazards during rehabilitation projects, when necessary. Provide assistance and documentation for the update of the City's Housing Element and housing program guidelines current. Maintain current loan portfolio (annual declarations, property inspections, monitoring, loan modifications, and maturities) as well as maintain City Housing Program assets and marketing of housing programs.

PROGRAM DESCRIPTION:

The seven Housing Program Funds above are identified as the 2012 SuperNofa Grant #12-CDBG-8385 (273), HOME Program Income (276), CDBG Program Income (277), CAL-HOME (278), Rental Rehabilitation (285), and Housing Successor Program Income (296). Properties assisted must be located within the City limits and Borrower's must be income eligible and qualified as determined by the specific program's guidelines. Due to the elimination of Redevelopment Agencies by the State in 2012, there is no longer a reliable source of funding for housing activities. Therefore, repaid loan funds or awarded State and Federal grant funds are used for housing activities and to meet required cash match requirements. The City must rely heavily on funding from State and Federal grant awards for housing programs and special projects.

PROGRAM EXPENDITURES:	2015-16	2016-17	2016-17	2017-18	2018-19
	Actual	Amended Budget	Estimated	Budget	Budget
Salaries and Benefits	\$ 126,679	\$ 112,968	\$ 116,420	\$ 120,740	\$ 126,210
Materials and Services	506,625	1,695,957	1,658,957	1,685,098	399,725
Total Expenditures	\$ 633,304	\$ 1,808,925	\$ 1,775,377	\$ 1,805,838	\$ 525,935

FULL TIME AND REGULAR PART-TIME POSITIONS:	2015-16	2016-17	2017-18	2018-19
	Actual	Actual	Budget	Budget
Project Manager	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00

SERVICE LEVEL CHANGES:

None.

Development Services

DEPARTMENT: Development Services

FUND: 273, 276, 277, 278, 285, 291 & 296

PROGRAM: Housing Programs

ACCOUNT: 46310 & 46320

COUNCIL GOALS SUPPORTED:

**CONTINUE HOUSING PROGRAMS THAT ENCOURAGE THE UPGRADE OF EXISTING HOUSING UNITS
 CONTINUE TO ENCOURAGE EUREKA'S HOMEOWNERS TO ENHANCE THEIR PROPERTY
 INCREASE AFFORDABLE HOUSING OPPORTUNITIES IN EUREKA
 PRESERVE EUREKA AS AN AFFORDABLE PLACE TO LIVE THAT OFFERS A VARIETY OF OPTIONS FOR
 HOMEBUYERS**

<u>Supporting Departmental Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
2016 State CDBG Homebuyer & Paint Up-Fix Up Program Grant Application	N/A	N/A	N/A	N/A
State HOME Grant Award for Danco 50 Units of Senior Affordable Housing	None	Awarded	Awarded	Awarded
Update Policies & Procedures of the City's Rehabilitation Program	No	No	No	No
Humboldt Housing & Homeless Coalition Grant Writing Consultant Fees	Yes	Yes	Yes	Yes
CDBG Homebuyer Program Amendments & New Lender Selection	Yes	Yes	Yes	Yes
Homebuyer Loans (9-12 Loans)	None	9	4	4
Housing Rehabilitation Loans	1	1	1	1
Rental Rehabilitation Loan (Fund 285)	None	1	1	1
Loan Modifications (Deferred, Amortized)	None	4	4	4
Loan Subordination	4	2	2	2
Loans Paid In Full (2 Short Sales)	7	3	3	3
Loan Maturities	1	3	3	3
Lead Based Paint Grants (w/Rehab. Loan)	None	None	None	None
Small Senior Home Repair Grants	50	30	30	30
Relocation Grants (w/Rehab. Loan)	None	None	None	None
Graffiti Removal Grants	None	2	2	2

Development Services

DEPARTMENT: Development Services **FUND:** General, Harbor & Golf Course
PROGRAM: Property Management **ACCOUNT:** 44510

PROGRAM MISSION:

The Property Management Program mission is to manage, maintain and enhance all City owned property while ensuring all properties are being utilized to achieve the highest possible benefit to the City.

PROGRAM DESCRIPTION:

The Property Management Program provides for the operational activities of City owned real property in accordance with established real property procedures and policies. Property Management includes negotiating and managing real property leases, sales and acquisition, determining and adjusting base rents, coordinating inspections and providing responsible and complex staff assistance to various City departments.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 11,561	\$ 3,759	\$ -	\$ -	\$ -
Services and Supplies	7,612	-	-	-	-
Total Expenditures	\$ 19,173	\$ 3,759	\$ -	\$ -	\$ -

EXPENDITURES BY FUND:

General Fund	\$ 272	\$ -	\$ -	\$ -	\$ -
Harbor Fund	6,740	-	-	-	-
Golf Course Fund	12,161	3,759	-	-	-
Total	\$ 19,173	\$ 3,759	\$ -	\$ -	\$ -

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
Project Manager	0.95	-	-	-
Total	0.95	-	-	-

SERVICE LEVEL CHANGES:

None.

Development Services

DEPARTMENT: Development Services FUND: General, Harbor & Golf Course
 PROGRAM: Property Management ACCOUNT: 44510

COUNCIL GOALS SUPPORTED:

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

<u>Supporting Department Objectives</u>	2015-16	<u>PERFORMANCE MEASURES:</u>		2017-18
	<u>Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>Target</u>
Consumer Price Index Adjustments	58%	70%	71%	71%

BECOME THE INFORMATION AND TECHNOLOGY CAPITOL OF THE REGION

<u>Supporting Department Objectives</u>	2015-16	<u>PERFORMANCE MEASURES:</u>		2017-18
	<u>Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>Target</u>
Respond in timely manner to requests for information	90%	95%	95%	95%
Respond in timely manner to work requests	95%	83%	95%	95%
Update website with applicable information	1	5	5	5

Development Services

DEPARTMENT: Development Services

FUND: Airport

PROGRAM: Municipal Airport

ACCOUNT: 44520

PROGRAM MISSION:

The Airport Program mission is to manage, maintain, and enhance the Eureka Municipal Airport while ensuring that it is being utilized to the highest possible benefit to the City.

PROGRAM DESCRIPTION:

The Airport Program plans, coordinates and oversees the operation of the Eureka Municipal Airport. Oversight of the Airport includes preparing and submitting a ten year Capital Improvement Plan to the Division of Aeronautics, applying for grants and loans to implement the Plan, and coordinating and responding to inspections of the Airport with the Division of Aeronautics.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Salaries and Benefits	\$ 5,875	\$ -	\$ -	\$ -	\$ -
Services and Supplies	59,731	119,412	119,412	75,467	75,595
Total Expenditures	\$ 65,606	\$ 119,412	\$ 119,412	\$ 75,467	\$ 75,595

	<u>2015-16 Actual</u>	<u>2016-17 Actual</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
FULL TIME AND REGULAR PART-TIME POSITIONS:				
Project Manager	0.05	0.05	0.05	0.05
Total	0.05	0.05	0.05	0.05

Service Level Changes:

None.

Development Services

DEPARTMENT: Development Services

FUND: Airport

PROGRAM: Municipal Airport

ACCOUNT: 44520

COUNCIL GOALS SUPPORTED:

INCREASE THE RESILIENCE OF OUR CITY BUDGET TO STATE TAKEAWAYS AND OTHER FLUCTUATIONS N OUTSIDE FUNDING SOURCES

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Consumer Price Index Adjustments	0%	80%	0%	90%
Apply for funding for Capital Improvement Projects	0	1	0	1

BECOME THE INFORMATION AND TECHNOLOGY CAPITOL OF THE REGION

<u>Supporting Department Objectives</u>	<u>PERFORMANCE MEASURES:</u>			
	<u>2015-16 Actual</u>	<u>2016-17 Target</u>	<u>2016-17 Estimated</u>	<u>2017-18 Target</u>
Respond in timely manner to phone messages	100%	100%	95%	100%
Respond to work request in a timely manner	100%	100%	100%	100%
Update website with applicable information	1	3	2	5

Development Services

DEPARTMENT: Development Services

FUND: Golf Course

PROGRAM: Golf Course

ACCOUNT: 44510

PROGRAM MISSION:

The Golf Course Management Program mission is to provide support to the private golf course management team.

PROGRAM DESCRIPTION:

The Golf Course program provides oversight and administration of the lease for private management, operation and improvement of the Eureka Municipal Golf Course.

COUNCIL GOALS SUPPORTED:

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

<u>Supporting Department Objectives</u>	2015-16 <u>Actual</u>	<u>PERFORMANCE MEASURES:</u>		2017-18 <u>Target</u>
		2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	
Consumer Price Index Adjustments	Yes	Yes	Yes	Yes

BECOME THE INFORMATION AND TECHNOLOGY CAPITOL OF THE REGION

<u>Supporting Department Objectives</u>	2015-16 <u>Actual</u>	<u>PERFORMANCE MEASURES:</u>		2017-18 <u>Target</u>
		2016-17 <u>Target</u>	2016-17 <u>Estimated</u>	
Respond in timely manner to phone messages	100%	100%	95%	100%
Update website with applicable information	5	12	5	12



Non-Operating



Department Summary - Non-Operating

DEPARTMENT DESCRIPTION:

The non-operating section includes debt service, interfund transfers and reserve contributions.

	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated	2017-18 Budget	2018-19 Budget
EXPENDITURES BY PROGRAM:					
Debt Service	\$ 4,524,760	\$ 6,441,510	\$ 6,441,510	\$ 6,128,318	\$ 6,114,516
Interfund transfers	9,642,635	774,283	524,283	368,000	368,000
	<u>\$14,167,395</u>	<u>\$ 7,215,793</u>	<u>\$ 6,965,793</u>	<u>\$ 6,496,318</u>	<u>\$ 6,482,516</u>
EXPENDITURES BY FUND					
General Fund	281,106	629,542	379,542	497,542	497,543
Measure O	4,184,218	-	-	-	-
Housing RLF CDBG PI	66,792	-	-	-	-
SA - Debt Svc	2,431,365	3,288,022	3,288,022	3,124,530	3,107,527
Water Fund	873,322	1,766,548	1,766,548	1,406,382	1,409,587
Wastewater Operations Fund	859,406	1,296,997	1,296,997	1,293,582	1,293,576
Wastewater Capital	5,391,625	-	-	-	-
Humboldt Bay	76,293	174,282	174,282	174,282	174,283
Information Technology	3,268	60,402	60,402	-	-
Total Resources	<u>\$14,167,395</u>	<u>\$ 7,215,793</u>	<u>\$ 6,965,793</u>	<u>\$ 6,496,318</u>	<u>\$ 6,482,516</u>

Non-Operating

DEPARTMENT: Non-Operating

PROGRAM: Debt service

PROGRAM DESCRIPTION:

Debt service includes Capital Leases, Revenue Bonds and Interfund Advances

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Debt Service	<u>\$ 4,524,760</u>	<u>\$ 6,441,510</u>	<u>\$ 6,441,510</u>	<u>\$ 6,128,318</u>	<u>\$ 6,114,516</u>
EXPENDITURES BY FUND:					
General Fund	\$ 281,106	\$ 129,542	\$ 129,542	\$ 129,542	\$ 129,543
SA - Debt Svc	2,431,365	3,013,739	3,013,739	3,124,530	3,107,527
Water	873,322	1,766,548	1,766,548	1,406,382	1,409,587
Wastewater	859,406	1,296,997	1,296,997	1,293,582	1,293,576
Harbor Fund	76,293	174,282	174,282	174,282	174,283
Information Technology	3,268	60,402	60,402	-	-
Total	<u>\$ 4,524,760</u>	<u>\$ 6,441,510</u>	<u>\$ 6,441,510</u>	<u>\$ 6,128,318</u>	<u>\$ 6,114,516</u>

Non-Operating

DEPARTMENT: Non-Operating

PROGRAM: Interfund transfers

PROGRAM DESCRIPTION:

Interfund transfers primarily represent operating subsidies.

	<u>2015-16 Actual</u>	<u>2016-17 Amended Budget</u>	<u>2016-17 Estimated</u>	<u>2017-18 Budget</u>	<u>2018-19 Budget</u>
PROGRAM EXPENDITURES:					
Interfund transfers	\$ 9,642,635	\$ 774,283	\$ 524,283	\$ 368,000	\$ 368,000
EXPENDITURES BY FUND					
General Fund	\$ -	\$ 500,000	\$ 250,000	\$ 368,000	\$ 368,000
Measure O	4,184,218	-	-	-	-
Housing RLF CDBG PI	66,792	-	-	-	-
SA - Debt Svc	-	274,283	274,283	-	-
Wastewater Capital	5,391,625	-	-	-	-
Total	<u>\$ 9,642,635</u>	<u>\$ 774,283</u>	<u>\$ 524,283</u>	<u>\$ 368,000</u>	<u>\$ 368,000</u>



Section D:

Fund Summaries



Fund Summaries - Overview

This section summarizes revenues, capital improvements, and changes in Working Capital for each of the City's operating funds. Changes in Working Capital are provided for the previous fiscal year (2015-16), and the fiscal year covered by the 2016-17 Adopted Budget.

The following funds are included in this section:

CITY FUNDS:

General Funds

General Fund

Special Revenue Funds

Economic Development Revolving Loan Funds

Habitat Acquisition and Restoration fund

Environmental Programs Fund

Capital Improvements

Demolitions Projects Fund

Airport Fund

Hazardous Materials Response Fund

CPR Fund

Housing

Gas Tax/State Highway Funds

Police Special Revenue Funds

Parking Fund

Enterprise Funds

Water Utility

Water Capital Projects

Wastewater Operating

Wastewater Capital

Transit Fund

Humboldt Bay

Building Fund

Municipal Golf Course

Internal Service Funds

Risk Management Fund

Equipment Operations Fund

Information Technology Operations

Internal Operations

Facilities Operations Fund

Trust and Agency Funds

Fire and Police Retirement Fund.

EUREKA REDEVELOPMENT AGENCY (ERA) & SUCCESSOR AGENCY FUNDS:

Private Purpose Trust Fund

Successor Agency Economic Development Administration Fund

Capital Projects Funds

Successor Agency Capital Projects Funds

General Funds

The General Fund is the operating fund for the City which accounts for all the assets and resources used for financing the general administration of the City and the traditional services provided to the citizens, such as fire, police, parks and recreation.

The Donations Fund is the operating fund for the City which accounts for donations received by the City. Revenues are not appropriated until received; expenditures consisting of available balances are budgeted.

The Measure O Fund is the operating fund for the City which accounts for all the assets and resources derived from Measure O (.5% City Transaction and Use Tax) used to provide important and valued services to the community.

FUND SUMMARIES - CITY FUNDS

GENERAL FUNDS

	General	Donations
Working Capital-7/1/16	3,641,225	191,268
SOURCES:		
Revenues:		
Taxes	21,751,693	-
Licenses, Permits & Franchises	1,231,300	-
Intergovernmental	2,395,920	-
Charges for Services	1,145,950	-
Fines & Forfeits	199,000	-
Miscellaneous	141,460	43,232
Transfers from Other Funds	-	-
Total Sources	<u>26,865,323</u>	<u>43,232</u>
USES:		
Operating Budgets	26,009,947	46,625
Debt Service	129,542	-
Projects	475,000	-
Transfers to Other Funds	250,000	-
Total Uses	<u>26,864,489</u>	<u>46,625</u>
Working Capital-6/30/17	<u>3,642,059</u>	<u>187,875</u>
SOURCES:		
Revenues:		
Taxes	22,736,229	-
Licenses, Permits & Franchises	1,293,800	-
Intergovernmental	2,464,000	-
Charges for Services	1,128,350	-
Fines & Forfeits	210,500	-
Miscellaneous	144,300	-
Transfers from Other Funds	-	-
Total Sources	<u>27,977,179</u>	<u>-</u>
USES:		
Operating Budgets	27,414,750	187,875
Debt Service	129,542	-
Projects	475,000	-
Transfers to Other Funds	368,000	-
Total Uses	<u>28,387,292</u>	<u>187,875</u>
Working Capital-6/30/18	<u>3,231,946</u>	<u>-</u>
SOURCES:		
Revenues:		
Taxes	22,736,229	-
Licenses, Permits & Franchises	1,293,800	-
Intergovernmental	2,464,000	-
Charges for Services	1,128,350	-
Fines & Forfeits	210,500	-
Miscellaneous	144,300	-
Transfers from Other Funds	-	-
Total Sources	<u>27,977,179</u>	<u>-</u>
USES:		
Operating Budgets	27,815,580	-
Debt Service	129,543	-
Projects	-	-
Transfers to Other Funds	368,000	-
Total Uses	<u>28,313,123</u>	<u>-</u>
Working Capital-6/30/19	<u>2,896,002</u>	<u>-</u>

Special Revenue Funds

Special Revenue Funds are used to account for revenues designated for financing specified activities of the City. The Special Revenue Funds of the City are:

- **Economic Development Revolving Loan Funds** - These funds are used to account for the proceeds of Community Development Block grants, as required by federal regulations. Also, reimbursement of block grant economic development loans ("program income") is receipted into these funds.
- **Habitat Acquisition and Restoration Fund** - This fund is used to account for grants and other funds restricted or designated specifically for acquisition, restoration, or mitigation projects approved by the City.
- **Environmental Programs Fund** - Revenues to this fund are restricted by law for implementation of various environmental programs throughout the City, particularly solid waste source reduction.
- **Capital Improvements** - Revenues to this fund include state and federal grants and transfers from other City funds designated by Council action to be used for specified capital maintenance/improvement projects.
- **Demolition Projects Fund** - Revenues of this fund consist primarily of transfers from the General Fund and are to be used for abatement actions authorized by the Municipal Code or by the Uniform Building Code.
- **Airport Fund** - Revenues to this fund are restricted by law for maintenance and capital improvement at the Eureka Municipal Airport.
- **Hazardous Materials Response Fund** - This fund receives revenues from the Hazardous Materials (Hazmat) Authority, the General Fund, grants and response charges to operate the Hazmat response team.
- **CPR Fund** – This fund is used to account for fire department training of citizens and public personnel in CPR techniques.
- **Housing Fund** - This fund is used to account for the City's local housing program, and operates as a revolving loan fund.

Special Revenue Funds

- **Gas Tax/State Highway Funds** - These funds are required by state law to account for gas tax monies allocated by the State. Taxes levied by the State on gasoline and other motor fuels are allocated among cities, counties, and the State. The funds can be used for street and road expenditures, as defined by state law. Occasionally, other street and road related grants are receipted into this fund. Other revenues include State Highway funds traded for Federal ISTEA funds (per California Senate Bill 1435). The funds can be used for the same purposes as gas tax funds (see above). Under SB 45, the State Transportation Improvement Plan provides funding for approved local street projects. Revenues are derived from both state and federal funds. Revenue received from CalTrans through the sale of property to fund projects that provide congestion relief for
- **Gas Tax/State Highway Funds (Continued)** - travel through the City is also allocated here. These funds are also used to account for revenue received from the State for the purpose of street and highway pavement maintenance, rehabilitation, and reconstruction of necessary associated facilities such as drainage and traffic devices.
- **Police Special Revenue Funds** - These funds are used to account for revenues from several programs which are restricted as to use for police programs. These include drug asset forfeitures, vehicle theft funds, the State supplemental law enforcement services program, traffic offender funds, abandoned vehicle abatement funds, and the California law enforcement equipment program fund.

FUND SUMMARIES - CITY FUNDS

SPECIAL REVENUE FUNDS

	Economic Development	CDBG - Technical & Planning	Habitat Acquisition & Restoration	Environmental Programs
Working Capital-7/1/16	(24,990)	(227)	27,862	273,476
SOURCES:				
Revenues	600,000	-	203,835	45,000
Transfers from Other Funds	-	-	-	-
Total Sources	600,000	-	203,835	45,000
USES:				
Operating Budgets	90,999	-	-	57,866
Projects	-	-	95,000	-
Transfers to Other Funds	-	-	-	-
Total Uses	90,999	-	95,000	57,866
Working Capital-6/30/17	484,238	(227)	136,697	260,610
SOURCES:				
Revenues	1,100,000	1,100,000	203,835	66,000
Transfers from Other Funds	-	-	-	-
Total Sources	-	1,100,000	203,835	66,000
USES:				
Operating Budgets	1,558,000	1,100,000	-	100,387
Projects	-	-	95,000	-
Transfers to Other Funds	-	-	-	-
Total Uses	458,000	1,100,000	95,000	100,387
Working Capital-6/30/18	26,238	(227)	245,532	226,223
SOURCES:				
Revenues	-	-	203,835	66,000
Transfers from Other Funds	-	-	-	-
Total Sources	-	-	203,835	66,000
USES:				
Operating Budgets	-	-	-	101,939
Projects	-	-	95,000	-
Transfers to Other Funds	-	-	-	-
Total Uses	-	-	95,000	101,939
Working Capital-6/30/19	26,011	(227)	354,367	190,284

FUND SUMMARIES - CITY FUNDS

SPECIAL REVENUE FUNDS

	Capital Improvements	Demolition Projects	Airport	Housing	CDBG - Housing
Working Capital-7/1/16	4,554	(1,269,941)	(9,006)	2,958,202	72,523
SOURCES:					
Revenues	-	-	21,000	50,000	-
Transfers from Other Funds	-	-	-	50,000	-
Total Sources	-	-	21,000	100,000	-
USES:					
Operating Budgets	-	-	125,364	1,775,377	35,000
Projects	-	50,000	-	-	-
Transfers to Other Funds	-	-	-	-	-
Total Uses	-	50,000	125,364	1,151,000	35,000
Working Capital-6/30/17	4,554	(1,319,941)	(113,370)	100,291	37,523
SOURCES:					
Revenues	-	-	21,000	50,000	-
Transfers from Other Funds	-	146,000	-	-	-
Total Sources	-	146,000	21,000	50,000	-
USES:					
Operating Budgets	-	-	82,806	705,838	37,523
Projects	-	50,000	-	-	-
Transfers to Other Funds	-	-	-	-	-
Total Uses	-	50,000	82,806	87,523	37,523
Working Capital-6/30/18	4,554	(1,223,941)	(175,176)	62,768	-
SOURCES:					
Revenues	-	-	21,000	50,000	-
Transfers from Other Funds	-	146,000	-	-	-
Total Sources	-	146,000	21,000	50,000	-
USES:					
Operating Budgets	-	-	83,223	525,935	-
Projects	-	50,000	-	-	-
Transfers to Other Funds	-	-	-	-	-
Total Uses	-	50,000	83,223	50,000	-
Working Capital-6/30/19	4,554	(1,127,941)	(237,399)	62,768	-

FUND SUMMARIES - CITY FUNDS

SPECIAL REVENUE FUNDS

	HOME Program	CDBG - Housing	Cal Home	Rental Rehab	Housing
Working Capital-7/1/16	1,078,695	73	103,090	106,056	136,649
SOURCES:					
Revenues	-	50,000	-	-	-
Transfers from Other Funds	50,000	-	-	-	-
Total Sources	50,000	50,000	-	-	-
USES:					
Operating Budgets	1,066,000	50,000	99,850	-	66,000
Projects	-	-	-	-	-
Transfers to Other Funds	-	-	-	-	-
Total Uses	1,066,000	50,000	99,850	-	66,000
Working Capital-6/30/17	62,695	73	3,240	106,056	70,649
SOURCES:					
Revenues	50,000	-	-	-	-
Transfers from Other Funds	-	-	-	-	-
Total Sources	50,000	-	-	-	-
USES:					
Operating Budgets	50,000	-	42,850	-	105,000
Projects	-	-	-	-	-
Transfers to Other Funds	-	-	-	-	-
Total Uses	50,000	-	42,850	-	105,000
Working Capital-6/30/18	62,695	73	(39,610)	106,056	(34,351)
SOURCES:					
Revenues	50,000	-	-	-	-
Transfers from Other Funds	-	-	-	-	-
Total Sources	50,000	-	-	-	-
USES:					
Operating Budgets	50,000	-	-	-	-
Projects	-	-	-	-	-
Transfers to Other Funds	-	-	-	-	-
Total Uses	50,000	-	-	-	-
Working Capital-6/30/19	62,695	73	(39,610)	106,056	(34,351)

FUND SUMMARIES - CITY FUNDS

SPECIAL REVENUE FUNDS

	City Housing Low/Mod	Gas Tax/ State Highway	Police Special Revenue	Parking Fund
Working Capital-7/1/16	1,461,116	(181,093)	785,260	(48)
SOURCES:				
Revenues	-	2,657,863	724,248	111,200
Transfers from Other Funds	-	-	-	-
Total Sources	-	2,657,863	724,248	111,200
USES:				
Operating Budgets	458,527	585,830	237,089	160,608
Projects	-	1,015,300	-	15,000
Transfers to Other Funds	-	-	-	-
Total Uses	458,527	1,601,130	237,089	175,608
Working Capital-6/30/17	1,002,589	875,640	1,272,419	(64,456)
SOURCES:				
Revenues	-	2,465,241	230,000	149,000
Transfers from Other Funds	-	-	26,000	-
Total Sources	-	2,465,241	256,000	149,000
USES:				
Operating Budgets	470,465	581,157	1,571,196	105,311
Projects	-	2,003,377	-	15,000
Transfers to Other Funds	-	-	-	-
Total Uses	470,465	2,584,534	1,571,196	120,311
Working Capital-6/30/18	532,124	756,347	(42,777)	(35,767)
SOURCES:				
Revenues	-	2,786,415	230,000	149,000
Transfers from Other Funds	-	-	26,000	-
Total Sources	-	2,786,415	256,000	149,000
USES:				
Operating Budgets	475,935	595,920	199,552	168,873
Projects	-	1,900,000	-	15,000
Transfers to Other Funds	-	-	-	-
Total Uses	475,935	2,495,920	199,552	183,873
Working Capital-6/30/19	56,189	1,046,842	13,671	(70,640)



Enterprise Funds

Enterprise Funds are used to account for activities which are intended to be self-supporting or where periodic determination of net income is appropriate for management control and accountability. Costs are financed primarily through user charges. The enterprise funds of the City are:

- **Water Utility:**

Water Operating and Capital Funds - The Water Fund is used to account for the operation and maintenance of the City's water utility. Revenues are primarily user charges. Rates are set periodically by the City Council. The Water Capital Fund accounts for water capital projects and revenues are primarily intergovernmental payments and debt proceeds.

- **Wastewater Utility:**

Wastewater Operating and Capital Funds - The Wastewater Operating Fund is used to account for the operation and maintenance of the City's sewer utility. Revenues are primarily user charges. This fund also accounts for wastewater bond proceeds and capital projects. Rates are set periodically by the City Council. This fund accounts for wastewater capital projects and revenues are primarily interfund or intergovernmental payments and debt proceeds.

- **Transit Fund** - Transit Fund revenues include State Transit Development Act (TDA) funds and fare revenues. These funds are used for administration and operation of the Eureka Transit System and Dial-a-Ride/Lift program, as well as the City's share of a county-wide transit system.

- **Humboldt Bay Operating Fund** - Revenues to this fund are restricted for use in the small boat basin and the Tidelands grant area and to fund the repayment of Economic Development Administration (EDA) bonds. During fiscal year 1996-97, the City received federal and state grants and state loan funding for the Small Boat Basin Rehabilitation project. Increased revenues resulting from this rehabilitation will be used to fund debt service on the loan and required reserves.

- **Building Fund** - In 1988, the building inspection, plan checking, and code enforcement functions were moved from the General Fund to a separate fund. This was done in response to recommendations from a citizens' committee. Revenues are permits and fees to maintain the construction regulation program, and transfers from the General Fund to fund the building code enforcement program.

- **Golf Course Fund** - In 1989, the City established an enterprise fund to account for operation of the Municipal Golf Course. Lease revenues are the funding source

FUND SUMMARIES - CITY FUNDS

ENTERPRISE FUNDS

	Water Operating	Water Capital	Wastewater Operating	Wastewater Capital
Working Capital-7/1/16	8,757,917	4,875,005	3,491,351	5,829,968
REVENUES:				
User fees	7,837,500	-	6,944,100	-
Other revenues	65,000	-	-	2,466,645
Transfers and/or contributions	-	-	-	-
Total Sources	<u>7,902,500</u>	<u>-</u>	<u>6,944,100</u>	<u>2,466,645</u>
EXPENSES:				
Operating Expenses	6,265,961	-	6,893,913	-
Capital Projects	169,400	3,470,000	68,400	5,805,000
Debt service	1,766,548	-	1,296,997	-
Transfers to/(from) Other Funds	-	-	-	-
Total Uses	<u>8,201,909</u>	<u>3,470,000</u>	<u>8,259,310</u>	<u>5,805,000</u>
Working Capital-6/30/17	<u>8,458,508</u>	<u>1,405,005</u>	<u>2,176,141</u>	<u>2,491,613</u>
REVENUES:				
User fees	7,701,250	-	6,772,000	-
Other revenues	-	-	-	524,523
Transfers and/or contributions	-	-	-	-
Total Sources	<u>7,701,250</u>	<u>-</u>	<u>6,772,000</u>	<u>524,523</u>
USES:				
Operating Expenses	6,381,654	-	5,888,449	-
Capital Projects	30,000	1,143,000	68,400	3,681,000
Debt Service	1,406,382	-	1,293,582	-
TOTAL USES	7,818,036	1,143,000	7,250,431	3,681,000
Working Capital-6/30/18	<u>8,341,722</u>	<u>262,005</u>	<u>1,697,710</u>	<u>(664,864)</u>
REVENUES:				
User fees	7,701,250	-	6,772,000	-
Other revenues	-	-	-	524,523
Transfers and/or contributions	-	-	-	-
Total Sources	<u>7,701,250</u>	<u>-</u>	<u>6,772,000</u>	<u>524,523</u>
USES:				
Operating Expenses	6,718,771	-	6,357,228	-
Capital Projects	30,000	596,000	68,400	-
Debt Service	1,409,587	-	1,293,576	-
TOTAL USES	8,158,358	596,000	7,719,204	-
Working Capital-6/30/19	<u>7,884,614</u>	<u>(333,995)</u>	<u>750,506</u>	<u>(140,341)</u>

FUND SUMMARIES - CITY FUNDS

ENTERPRISE FUNDS

	Transit	Humboldt Bay Operating	Building Fund	Municipal Golf Course
Working Capital-7/1/16	(111,319)	(596,473)	(1,001,036)	115,270
REVENUES:				
User fees	360,000	-	149,000	-
Other revenues	1,497,257	698,005	741,000	25,000
Transfers and/or contributions	-	224,283	-	-
Total Sources	1,857,257	922,288	890,000	25,000
EXPENSES:				
Operating Expenses	1,941,796	824,840	696,880	1,709
Capital Projects	-	100,000	-	80,000
Debt service	-	174,282	-	-
Transfers to/(from) Other Funds	-	-	-	-
Total Uses	1,941,796	1,099,122	696,880	81,709
Working Capital-6/30/17	(195,858)	(773,307)	(807,916)	58,561
REVENUES:				
User fees	377,000	-	149,000	-
Other revenues	1,462,161	940,726	761,000	39,000
Transfers and/or contributions	-	-	196,000	-
Total Sources	1,839,161	940,726	1,106,000	39,000
USES:				
Operating Expenses	2,064,080	848,886	882,627	-
Capital Projects	-	651,000	-	-
Debt Service	-	174,282	-	-
TOTAL USES	2,064,080	1,674,168	882,627	-
Working Capital-6/30/18	(420,777)	(1,506,749)	(584,543)	97,561
REVENUES:				
User fees	377,000	-	149,000	-
Other revenues	1,382,683	940,726	761,000	39,000
Transfers and/or contributions	-	-	196,000	-
Total Sources	1,759,683	940,726	1,106,000	39,000
USES:				
Operating Expenses	1,984,080	913,071	1,025,699	-
Capital Projects	-	537,000	-	-
Debt Service	-	174,283	-	-
TOTAL USES	1,984,080	1,624,354	1,025,699	-
Working Capital-6/30/19	(645,174)	(2,190,377)	(504,242)	136,561

Internal Service Funds

Internal Service Funds are used to account for activities and services provided by one City organizational unit to another, financed through cost-reimbursement. The internal service funds of the City are:

- **Equipment Operations Fund** - This fund was established as an internal service fund through which City departments are charged for the use of vehicles and other equipment, based on actual operating costs. In addition, rates for vehicles and heavy equipment include a depreciation contribution factor to establish a reserve for future replacement.
- **Information Technology Operations Fund** - This fund was established to develop a reserve account for information technology equipment and software and will be used to fund future equipment and major software replacement based on an analysis of future needs. Each department is assessed an annual amount that will provide adequate funds to replace current computer and related equipment. In addition the fund provides City-wide support for all office automation equipment.
- **Internal Operations Fund** - This fund was established as an internal service fund through which City departments are charged for the operational services provided by the Legislative, Finance, City Attorney, Personnel, Facilities Maintenance and City Manager departments based on the actual operating costs.
- **Risk Management Fund** - This fund is used to account for the City's workers' compensation program, General Liability and property insurance program, and group health program. In March, 1993 the City joined the Redwood Empire Municipal Insurance Fund for its workers' compensation and liability insurance programs, changing from self-insurance to a municipal insurance pool. The City will continue to administer worker's compensation claims from prior to March, 1993, and existing liability claims.
- **Facilities Operations Fund** - This fund was established as an internal service fund through which City departments are charged for the building maintenance and capital improvements.

FUND SUMMARIES - CITY FUNDS

INTERNAL SERVICE FUNDS

	Risk Management	Equipment Operations	Information Technology Operations	Internal Operations	Facilities Operations
Working Capital-7/1/16	(917,980)	2,198,773	653,871	(291,431)	-
SOURCES:					
Revenues	2,115,026	2,000,488	1,239,838	2,901,765	715,386
Transfers and/or contributions	-	-	-	-	250,000
Total Sources	2,115,026	2,000,488	1,239,838	2,901,765	965,386
USES:					
Operating Budgets	1,973,383	2,090,438	1,176,293	2,956,247	732,279
Capital Projects	-	-	-	-	250,000
Debt service	-	-	60,402	-	-
Transfers and/or contributions	-	-	-	-	-
Total Uses	1,973,383	2,090,438	1,236,695	2,956,247	982,279
Working Capital-6/30/17	(776,337)	2,108,823	657,014	(345,913)	(16,893)
SOURCES:					
Revenues	2,146,889	1,777,309	1,110,013	3,211,886	903,391
Transfers and/or contributions	-	-	-	-	-
Total Sources	2,146,889	1,777,309	1,110,013	3,211,886	903,391
USES:					
Operating Budgets	1,897,240	1,777,316	1,105,389	3,011,887	903,392
Capital Projects	-	-	-	-	-
Debt service	-	-	-	-	-
Transfers and/or contributions	-	-	-	-	-
Total Uses	1,897,240	1,777,316	1,105,389	3,011,887	903,392
Working Capital-6/30/18	(526,688)	2,108,816	661,638	(145,914)	(16,894)
SOURCES:					
Revenues	2,146,889	1,777,309	1,110,013	3,211,886	903,391
Transfers and/or contributions	-	-	-	-	-
Total Sources	2,146,889	1,777,309	1,110,013	3,211,886	903,391
USES:					
Operating Budgets	1,897,240	1,801,329	1,126,224	3,099,889	856,494
Capital Projects	-	-	-	-	-
Debt service	-	-	-	-	-
Transfers Out	-	-	-	-	-
Total Uses	1,897,240	1,801,329	1,126,224	3,099,889	856,494
Working Capital-6/30/19	(277,039)	2,084,796	645,427	(33,917)	30,003

Trust Funds

Trust Funds are used to account for assets held in a trustee capacity for others.

Police and Fire Retirement Fund - This fund is a pension trust fund which was established to account for resources used to fund the City's local fire and police retirement system, which no longer has any active members. Previously funded by property taxes, the system is now funded by transfers from the General Fund.

FUND SUMMARIES - CITY FUNDS

TRUST FUND

	Fire & Police Retirement
Working Capital-7/1/16	(1,702)
ADDITIONS:	400,109
Total Additions	400,109
DEDUCTIONS:	
Benefits & Expenses	356,115
Total Deductions	356,115
Working Capital-6/30/17	42,292
ADDITIONS	400,109
Total Additions	400,109
DEDUCTIONS:	
Benefits & Expenses	314,651
Total Deductions	314,651
Working Capital-6/30/18	127,750
ADDITIONS	314,651
Total Additions	314,651
DEDUCTIONS:	
Benefits & Expenses	314,651
Total Deductions	314,651
Working Capital-6/30/19	127,750

Special Revenue Funds

Redevelopment & Successor Agency

Special Revenue Funds are used to account for revenues designated for financing specified activities of the Redevelopment Agency (Agency). The Special Revenue Fund of the Agency is:

- **Successor Agency Administration Fund** - This fund was established to account for administrative services provided by the City to the Successor Agency.

Debt Service Funds

Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest of the Successor Agency. Revenues for this purpose include property tax increment. Tax increment revenues are used to repay City advances, loans from the Eureka Public Financing Authority, for the Low and Moderate Income Housing Fund twenty percent set aside required by state law, and for other legitimate redevelopment activities, such as administration and tax collection fees.

Capital Projects Funds

Capital Projects Funds are used to account for capital improvements of the Successor Agency which are financed by proceeds of tax allocation bonds and City advances.

FUND SUMMARIES

SUCCESSOR AGENCY FUNDS

	Successor Agency ERA Debt Service	Successor Agency Capital Projects
Working Capital-7/1/16	52,288	71,589
SOURCES:		
Revenues	3,538,027	-
Total Sources	<u>3,538,027</u>	<u>-</u>
USES:		
Operating Budgets	250,291	71,589
Debt Service	3,013,739	-
Projects	-	-
Total Uses	<u>3,538,313</u>	<u>71,589</u>
Working Capital-6/30/17	<u>52,002</u>	<u>-</u>
SOURCES:		
Revenues	3,535,709	-
Total Sources	<u>3,535,709</u>	<u>-</u>
USES:		
Operating Budgets	250,000	-
Debt Service	3,124,530	-
Projects	-	-
Transfers to Other Funds	-	-
Total Uses	<u>3,374,530</u>	<u>-</u>
Working Capital-6/30/18	<u>213,181</u>	<u>-</u>
SOURCES:		
Revenues	3,144,346	-
Total Sources	<u>3,144,346</u>	<u>-</u>
USES:		
Debt Service	3,107,527	-
Transfers to Other Funds	-	-
Total Uses	<u>3,357,527</u>	<u>-</u>
Working Capital-6/30/19	<u>-</u>	<u>-</u>



Section E:

Revenues by Fund

Revenues By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
110	GENERAL FUND					
	TAXES:					
31110-0000	Secured - Current	2,454,371	2,412,844	2,412,844	2,539,047	2,539,047
31110-2011	Transfer to RDA	(651,830)	(547,518)	(547,518)	(674,318)	(674,318)
31111-0000	Unsecured - Current	98,682	112,200	112,200	100,000	100,000
31125-0000	Supp roll - Current	23,424	35,591	35,591	25,000	25,000
31131-0000	Unsecured - prior	1,169	1,542	1,542	1,500	1,500
31135-0000	Supp roll - prior	3,143	8,284	8,284	6,000	6,000
31301-0000	Sales tax	8,685,077	10,297,967	10,297,967	10,737,000	10,737,000
31302-0000	Sales tax-Pub Safety	248,033	229,910	229,910	240,000	240,000
31303-0000	Sales tax-In Lieu	1,915,297	0	0	0	0
31304-0000	Transaction & Use tax	2,067,348	2,142,000	2,142,000	2,230,000	2,230,000
31304-1000	Supp. - Transaction & Use t	0	4,335,000	4,335,000	4,460,000	4,460,000
31305-0000	Transfer tax	56,147	51,873	51,873	50,000	50,000
31501-0000	TOT	2,871,396	2,400,000	2,400,000	2,750,000	2,750,000
31502-0000	Humb Tourism Admin Fee Reve	4,298	5,000	5,000	5,000	5,000
31601-0000	Req bus license tax	236,764	225,000	225,000	225,000	225,000
31602-0000	Business License Review Fee	3,729	3,000	3,000	3,000	3,000
31603-0000	Bus lic penalties	11,611	9,000	9,000	9,000	9,000
31611-0000	BID - all areas	30,083	30,000	30,000	30,000	30,000
31905-0000	Timber yield tax	49	0	0	0	0
	Subtotal	18,058,791	21,751,693	21,751,693	22,736,229	22,736,229
	LICENSES, PERMITS & FRANCHISES:					
32101-0000	Animal licenses	56,790	45,000	45,000	45,000	45,000
32230-0000	On-street parking	8	0	0	0	0
32232-0000	Residential Parking Permits	300	500	500	0	0
32241-0000	Encroachment permits	38,400	25,000	25,000	25,000	25,000
32243-0000	Transportation permits	1,046	800	800	800	800
32310-0000	Gas/Elec franchise	241,829	230,000	230,000	235,000	235,000
32320-0000	Cable TV franchise	285,927	280,000	280,000	280,000	280,000
32330-0000	Garbage franchise	658,321	650,000	650,000	650,000	650,000
32410-0000	Medi-Can Cond Use Permit Re	0	0	0	58,000	58,000
	Subtotal	1,282,621	1,231,300	1,231,300	1,293,800	1,293,800
	INTERGOVERNMENTAL:					
33135-1000	Humb Co-JAG/Byrne	2,813	0	0	0	0
33135-2000	DOJ - BVP	9,173	0	0	0	0
33155-0000	Humb Co - DTF	7,325	0	0	8,000	8,000
33303-2000	Humboldt Bay Fire JPA	0	0	0	0	0
33305-0000	Motor veh. in-lieu	10,971	12,000	12,000	11,000	11,000
33311-0000	Prop tax VLF in-lieu	2,198,121	2,175,456	2,175,456	2,270,000	2,270,000
33312-0000	Federal in-lieu	334	0	0	0	0
33315-0000	HOPTR	34,281	38,464	38,464	35,000	35,000
33330-0000	P.O.S.T.	19,182	20,000	20,000	20,000	20,000
33370-1264	Recycling activities	0	75,000	75,000	0	0
33392-0000	SB 90	197,123	75,000	75,000	120,000	120,000
	Subtotal	2,479,323	2,395,920	2,395,920	2,464,000	2,464,000
	CHARGES FOR SERVICES:					
34211-0000	Sp. police services	57,840	45,000	45,000	50,000	50,000
34214-0000	Police rev-counter	71,210	50,000	50,000	55,000	55,000
34217-0000	False alarm chgs	(650)	0	0	0	0
34231-0000	Plan check fees	7,565	0	0	7,500	7,500
34242-0000	Fire plan check fees	1,868	0	0	0	0
34243-0000	Fire Inspection Mandated	(2,500)	0	0	0	0
34244-0000	Alarm permits	1,580	0	0	0	0
34312-0000	Sales of plans/specs	580	1,000	1,000	1,000	1,000
34314-0000	Eng. subdivision fees	121	0	0	0	0
34315-0000	C.D. Deposits	288	0	0	0	0
34317-0000	Engineering reviews	1,195	6,000	6,000	5,500	5,500
34318-0000	Project Salaries	5,716	0	0	0	0
34319-0000	Engineering agreement fees	300	500	500	450	450
34321-0000	St. highway sweeping	22,952	23,000	23,000	23,000	23,000
34323-0000	Weed abatement chgs.	770	3,000	3,000	1,000	1,000

Revenues By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
34410-1024	Special classes	18,747	16,000	16,000	16,000	16,000
34410-1025	Men's softball	11,405	12,000	12,000	11,000	11,000
34410-1027	Coed softball	11,725	12,350	12,350	12,500	12,500
34410-1028	Men's basketball	11,155	11,000	11,000	11,000	11,000
34410-1030	Women's volleyball	10,390	10,000	10,000	10,000	10,000
34410-1032	Softball tournaments	0	1,300	1,300	0	0
34410-1033	Hoopsters basketball	43,691	41,200	41,200	42,000	42,000
34410-1034	Roller skating	16,912	20,500	20,500	17,000	17,000
34410-1041	Special events	2,887	8,000	8,000	3,500	3,500
34410-1147	Recreation - Play Center	10,974	15,000	15,000	10,000	10,000
34410-1164	Non Res adlt sports	2,550	2,000	2,000	2,500	2,500
34410-1165	Non Res adlt spec cl	107	50	50	0	0
34410-1166	Non Res yth spec cl	95	50	50	0	0
34410-1168	Ryan Center	89,418	90,000	90,000	75,000	75,000
34410-1194	Youth-Eur City Schls	210,503	240,000	240,000	220,000	220,000
34410-1325	G.U.L.C.H. Recreation Progr	392	2,500	2,500	1,000	1,000
34411-1042	Membership-resident	61,537	64,000	64,000	60,000	60,000
34411-1043	Membrship-non-resident	4,355	6,000	6,000	1,500	1,500
34411-1044	Drop-in - resident	6,003	6,000	6,000	6,000	6,000
34411-1046	Open gym - resident	19,854	19,000	19,000	15,000	15,000
34412-0000	Zoo admission	276,303	305,000	305,000	375,000	375,000
34413-0000	Zoo school visits	4,385	5,000	5,000	4,400	4,400
34414-0000	Zoo education grants	0	22,500	22,500	0	0
34415-0000	Zoo tour revenue	1,950	1,500	1,500	1,500	1,500
34419-0000	Staff-bldg. superv.	560	0	0	0	0
34419-1100	Sequoia Park	775	500	500	750	750
34515-0000	Planning-sp svcs fees	2,438	3,000	3,000	3,000	3,000
34523-0000	C.D. Administrative	2,510	1,500	1,500	1,750	1,750
34524-0000	C.D. Ministerial	11,020	15,000	15,000	12,500	12,500
34525-0000	C.D. Discretionary	10,409	17,500	17,500	15,000	15,000
34527-0000	C.D. Enforcement	55,650	55,000	55,000	55,000	55,000
34528-0000	Work w/o Project Approval	805	0	0	0	0
34612-0000	Grant administration	39,744	10,000	10,000	0	0
34901-0000	Return check chgs	125	0	0	0	0
34910-0000	Printing chgs	392	750	750	0	0
34911-0000	Postage chgs	0	250	250	0	0
34912-0000	Sale of publications	100	0	0	0	0
34913-0000	Subpoenaed Employee chgs	2,655	2,000	2,000	2,000	2,000
34915-0000	Misc. copy charges	52	0	0	0	0
34990-0000	Other Misc Fees	0	1,000	1,000	0	0
	Subtotal	1,111,408	1,145,950	1,145,950	1,128,350	1,128,350
FINES & FORFEITS:						
35220-0000	Criminal fines	7,396	8,000	8,000	7,500	7,500
35230-0000	Court fines	197,425	170,000	170,000	180,000	180,000
35261-0000	Code violation restitution	18,361	18,000	18,000	20,000	20,000
35263-0000	DUI Code Violations	905	3,000	3,000	3,000	3,000
	Subtotal	224,087	199,000	199,000	210,500	210,500
MISCELLANEOUS:						
36110-0000	Pooled cash interest	22,783	20,000	20,000	10,000	10,000
36112-0000	Other interest	5,545	2,500	2,500	5,000	5,000
36112-2000	Code Violation Interest Cha	3,867	20,000	20,000	20,000	20,000
36310-0000	Building rent	24,375	12,000	12,000	20,000	20,000
36310-1185	American Red Cross	1,560	1,560	1,560	1,500	1,500
36311-1094	Muni Auditorium	2,995	4,000	4,000	2,500	2,500
36311-1100	Zoo Class Registration	14,178	21,400	21,400	30,000	30,000
36311-1102	Zoo Events/Rentals	4,345	3,000	3,000	3,000	3,000
36312-1098	Gymnasium	6,538	23,000	23,000	15,000	15,000
36312-1099	Meeting room	6,267	8,200	8,200	5,000	5,000
36314-1101	Kennedy-Hartman	0	1,000	1,000	0	0
36314-1102	Lights	60	200	200	200	200
36314-1195	Seq Park picnic area	3,380	2,500	2,500	2,000	2,000
36390-0000	Other Rents & Leases	2,688	2,000	2,000	2,000	2,000

Revenues By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
36390-1001	Northcoast Children's Servi	9,600	9,600	9,600	9,600	9,600
36504-0000	Myrtle Grove Cemetery	2,110	2,000	2,000	2,000	2,000
36506-0000	Donations - Parks & Rec	45	0	0	0	0
36509-1236	Donations - Public Safety	25	0	0	0	0
36810-0000	Cash over or short	205	0	0	0	0
36812-0000	Reimbursement-prior	770	0	0	0	0
36815-0000	Compensation - property dam	15,828	0	0	0	0
36819-0000	Sale of equipment	1,150	0	0	0	0
36821-0000	Sale - unclaimed prop	3,023	0	0	4,000	4,000
36822-0000	Rebates	1,494	3,500	3,500	2,500	2,500
36890-0000	Miscellaneous	12,752	5,000	5,000	10,000	10,000
36890-2100	Police-Miscellaneous	851	0	0	0	0
	Subtotal	146,434	141,460	141,460	144,300	144,300
	OTHER FINANCING SOURCES:					
39135-0000	Measure O Fund	4,184,218	0	0	0	0
39251-0000	Sale-City pers prop	1,392	0	0	0	0
	Subtotal	4,185,610	0	0	0	0
TOTAL FUND 110		27,488,274	26,865,323	26,865,323	27,977,179	27,977,179
112	GENERAL FUND					
	MISCELLANEOUS:					
36506-0000	Donations - Parks & Rec	3,542	0	6,000	0	0
36506-1100	Donations - Recreation Spec	990	0	0	0	0
36506-1200	Donations - P&R BallField I	1,250	0	400	0	0
36506-1400	Donations - H2O Refill Stat	4,000	0	0	0	0
36506-1401	Donations - CAPE	(192)	0	18,000	0	0
36509-1236	Donations - Public Safety	0	0	7,200	0	0
36509-1237	Donations - Police K-9	2,000	0	0	0	0
36509-1238	Donations - Volunteer Patro	500	0	125	0	0
36509-2100	Donations-Miscellaneous Pol	1,000	0	0	0	0
36510-1100	Donations - Fireworks	18,702	0	11,507	0	0
	Subtotal	31,792	0	43,232	0	0
TOTAL FUND 112		31,792	0	43,232	0	0
120	MEASURE "O"					
	TAXES:					
31304-1000	Supp. - Transaction & Use t	4,184,218	0	0	0	0
TOTAL FUND 120		4,184,218	0	0	0	0
205	HUD/CDBG PRIOR					
	INTERGOVERNMENTAL:					
33133-1210	EDA Grant	25,000	0	0	0	0
	MISCELLANEOUS:					
36123-0000	E.D. loan interest	1,300	0	0	0	0
36812-0000	Reimbursement	248,494	0	0	0	0
	Subtotal	249,794	0	0	0	0
TOTAL FUND 205		274,794	0	0	0	0
224	SB 1435 STATE HIGHWAY ACCOUNT FUND					
	INTERGOVERNMENTAL:					
33331-1000	MAP 21	0	0	594,380	200,000	200,000
	MISCELLANEOUS:					
36815-0000	Compensation - property dam	(1,568)	0	0	0	0

Revenues By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
TOTAL FUND 224		(1,568)	0	594,380	200,000	200,000
225 SB 45 St Hghwy Funds						
<i>INTERGOVERNMENTAL:</i>						
33332-0000	SB 45-St Hghwy Funds	37,378	0	0	0	0
TOTAL FUND 225		37,378	0	0	0	0
226 CALTRANS NON-FREEWAY FUND						
<i>INTERGOVERNMENTAL:</i>						
33333-0000	Caltrans - Non-Freeway	80,870	1,500,000	1,500,000	1,500,000	1,500,000
33334-2000	PJ 522 STIP (Trans Enhance)	9,487	0	0	0	0
33335-0000	HCAOG - South Gateway PJ 52	6,021	0	0	0	0
33393-0000	HCAOG	(6,021)	0	0	0	0
	Subtotal	90,357	1,500,000	1,500,000	1,500,000	1,500,000
TOTAL FUND 226		90,357	1,500,000	1,500,000	1,500,000	1,500,000
227 AB 2928 ST HWY TRAFFIC CONGESTION RELIEF						
<i>INTERGOVERNMENTAL:</i>						
33327-0000	Grant Revenue (PJ # Require	22,819	0	0	0	0
33345-0000	HSIP Grants	70,866	0	0	0	0
	Subtotal	93,685	0	0	0	0
TOTAL FUND 227		93,685	0	0	0	0
229 GAS TAX FUND						
<i>INTERGOVERNMENTAL:</i>						
33324-0000	HUTA 2103 Gas Tax	139,679	64,133	64,133	108,867	119,754
33325-0000	HUTA 2105 Gas Tax	152,664	169,826	169,826	158,041	158,041
33326-0000	HUTA 2106 Gas Tax	116,356	87,694	87,694	100,252	100,252
33327-0000	HUTA 2107 Gas Tax	198,789	235,830	235,830	204,166	204,166
33327-1000	HUTA 2107.5 Gas Tax	6,000	6,000	6,000	6,000	6,000
33327-2000	RMRA Sec. 2030	0	0	0	156,803	467,090
33327-3000	Loan Repay. Sec. 16321	0	0	0	31,112	31,112
	Subtotal	613,488	563,483	563,483	765,241	1,086,415
<i>MISCELLANEOUS:</i>						
36812-0000	Reimbursement	750	0	0	0	0
	Subtotal	750	0	0	0	0
TOTAL FUND 229		614,238	563,483	563,483	765,241	1,086,415
230 HABITAT ACQUISITION AND RESTORATION FUND						
<i>INTERGOVERNMENTAL:</i>						
33351-0000	EEEMP Program CA Dept Transp	175,069	203,835	203,835	203,835	203,835
TOTAL FUND 230		175,069	203,835	203,835	203,835	203,835
232 ENVIRONMENTAL PROGRAMS FUND						
<i>INTERGOVERNMENTAL:</i>						
33370-1250	Processing Payment - Recycl	6,007	0	0	6,000	6,000
33370-1264	Recycling activities	66,461	0	0	0	0
33376-1281	CalRecycle - Recycling	75,290	12,000	12,000	35,000	35,000
33403-0000	Tipping fees (AB939)	21,743	33,000	33,000	25,000	25,000
	Subtotal	169,501	45,000	45,000	66,000	66,000

Revenues By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
TOTAL FUND 232		169,501	45,000	45,000	66,000	66,000
233 SPECIAL POLICE REVENUE FUND - DRUG ASSET FORFEITURES						
<i>FINES & FORFEITS:</i>						
35311-0000	State - Drug Asset Forfeits	50,000	50,000	50,000	50,000	50,000
35313-0000	Drug Asset Forf-Local Seizu	54,244	0	124,248	0	0
	Subtotal	104,244	50,000	174,248	50,000	50,000
TOTAL FUND 233		104,244	50,000	174,248	50,000	50,000
234 SPECIAL POLICE REVENUE FUND - VEHICLE THEFT						
<i>INTERGOVERNMENTAL</i>						
33135-0000	AB109 Realignment Grant	39,438	0	0	0	0
33135-0154	OJP Grant - 2015-DJ-BX-0154	11,481	0	0	0	0
33135-0871	OJP Grant - 2014-DJ-BX-0871	12,448	0	0	0	0
33336-1000	Measure Z Funding	120,360	0	0	0	0
	Subtotal	183,727	0	0	0	0
<i>MISCELLANEOUS:</i>						
36825-0000	Recovered Revenue	0	0	370,000	0	0
TOTAL FUND 234		183,727	0	370,000	0	0
235 SPECIAL POLICE REVENUE FUND - VEHICLE THEFT						
<i>INTERGOVERNMENTAL</i>						
33135-1056	Alcoholic Beverage Control	3,846	0	0	0	0
TOTAL FUND 235		3,846	0	0	0	0
236 SPECIAL POLICE REVENUE FUND - SUPPLEMENTAL LAW ENFORCEMENT SERVICES						
<i>INTERGOVERNMENTAL:</i>						
33352-1211	COPS - State	132,871	100,000	100,000	100,000	100,000
TOTAL FUND 236		132,871	100,000	100,000	100,000	100,000
237 SPECIAL POLICE REVENUE FUND - TRAFFIC OFFENDER FUND						
<i>INTERGOVERNMENTAL:</i>						
33135-1062	ABC 11-MST-10 Grant Rev	3,057	0	0	0	0
33354-1267	OTS - Avoid the 12	4,342	0	0	0	0
33354-1569	OTS STEP PT1569	8,383	0	0	0	0
33354-1666	OTS STEP PT1666	42,174	0	0	0	0
	Subtotal	57,956	0	0	0	0
<i>CHARGES FOR SERVICES:</i>						
34215-0000	Vehicle release chgs	14,614	30,000	30,000	30,000	30,000
TOTAL FUND 237		72,570	30,000	30,000	30,000	30,000
238 SPECIAL POLICE REVENUE FUND - ABANDONED VEHICLE ABATEMENT FUND						
<i>INTERGOVERNMENTAL:</i>						
33404-0000	AVA fees	13,702	50,000	50,000	50,000	50,000
<i>OTHER FINANCING SOURCES:</i>						
39101-0000	General Fund	0	0	0	26,000	26,000
TOTAL FUND 238		13,702	50,000	50,000	76,000	76,000

Revenues By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
239	PARKING					
	<i>LICENSES, PERMITS</i>					
32230-0000	On-street parking	208	200	200	0	0
32231-0000	Off-street parking	48,295	54,000	32,000	50,000	50,000
32233-0000	Parking Meter Pre-paid Card	6,496	7,000	7,000	7,000	7,000
	Subtotal	54,999	61,200	39,200	57,000	57,000
	<i>FINES & FORFEITS:</i>					
35210-0000	Parking fines	65,156	80,000	62,000	85,000	85,000
35211-0000	Del. Parking fines	6,885	10,000	10,000	7,000	7,000
	Subtotal	72,041	90,000	72,000	92,000	92,000
TOTAL FUND 239		127,040	151,200	111,200	149,000	149,000
241	CAPITAL IMPROVEMENTS FUND					
	<i>OTHER FINANCING SOURCES:</i>					
39101-0000	General Fund	0	250,000	0	0	0
TOTAL FUND 241		0	250,000	0	0	0
242	DEMOLITION PROJECTS FUND					
	<i>FINES & FORFEITS:</i>					
35261-0000	Code violation restitution	3,211	0	0	0	0
	<i>MISCELLANEOUS:</i>					
36112-2000	Interest on Abatements	0	0	0	0	0
36812-0000	Reimbursement	18,219	0	0	0	0
	Subtotal	18,219	0	0	0	0
	<i>OTHER FINANCING SOURCES:</i>					
39101-0000	General Fund	0	0	0	146,000	146,000
TOTAL FUND 242		21,430	0	0	146,000	146,000
260	AIRPORT FUND					
	<i>INTERGOVERNMENTAL:</i>					
33361-1020	Aviation grant	0	10,000	10,000	10,000	10,000
	<i>MISCELLANEOUS:</i>					
36314-1196	Samoa Drag Strip	300	0	0	0	0
36320-0000	Hangar rental	11,275	11,000	11,000	11,000	11,000
36890-0000	Miscellaneous	150	0	0	0	0
	Subtotal	11,725	11,000	11,000	11,000	11,000
TOTAL FUND 260		11,725	21,000	21,000	21,000	21,000
273	CDBG TPA Housing					
	<i>INTERGOVERNMENTAL:</i>					
33131-1009	CDBG - Super NOFA	616,674	0	0	1,100,000	0
TOTAL FUND 273		616,674	0	0	1,100,000	0
276	HOME PROGRAM FUND					
	<i>TAXES:</i>					
31110-1000	SA ROPS Revenue	50,000	0	0	50,000	50,000
	<i>MISCELLANEOUS:</i>					
36890-0000	Miscellaneous	2,719	0	0	0	0

Revenues By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
OTHER FINANCING SOURCES:						
39108-1000	MAC Repay	0	50,000	50,000	0	0
TOTAL FUND 276		52,719	50,000	50,000	50,000	50,000
277 HOUSING REVOLVING LOAN FUND						
MISCELLANEOUS:						
36122-0000	Other hous loan principal	12,595	0	0	0	0
36122-1311	CDBG 1994	3,266	0	0	0	0
36612-0000	Other hous loan prin	52,447	0	0	0	0
36812-0000	Reimbursement	0	50,000	50,000	0	0
	Subtotal	68,308	50,000	50,000	0	0
TOTAL FUND 277		68,308	50,000	50,000	0	0
283 ECONOMIC DEVELOPMENT FUND						
INTERGOVERNMENTAL:						
33131-1008	Economic Enterprise Fund	2,426,508	2,147,926	600,000	0	0
OTHER FINANCING SOURCES:						
39103-0000	Grant Fund	66,792	0	0	0	0
TOTAL FUND 283		2,493,300	2,147,926	600,000	0	0
291 HOUSING FUND						
MISCELLANEOUS:						
36121-0000	HAB loan interest	282	0	0	0	0
36611-0000	HAB loan principal	2	0	0	0	0
	Subtotal	284	0	0	0	0
TOTAL FUND 291		284	0	0	0	0
296 CITY HOUSING - LOW/MOD TAXES:						
31110-1000	SA ROPS Revenue	656,102	0	0	0	0
CHARGES FOR SERVICES:						
34612-0000	Grant Administration	52,652	0	0	0	0
34613-0000	Subordination Fee	0	0	0	0	0
	Subtotal	52,652	0	0	0	0
MISCELLANEOUS:						
36122-0000	Other hous loan interest	27,707	0	0	0	0
36612-0000	Other hous loan prin	252,802	0	0	0	0
36890-0000	Miscellaneous	125	0	0	0	0
	Subtotal	280,634	0	0	0	0
TOTAL FUND 296		989,388	0	0	0	0
500 WATER FUND						
CHARGES FOR SERVICES						
34101-0000	Regular charges	7,151,787	7,250,000	7,250,000	7,150,000	7,150,000
34101-1257	Hidden Valley	13,929	16,000	16,000	14,000	14,000
34102-0000	Sales to H.C.S.D.	287,387	340,000	340,000	340,000	340,000
34104-0000	Late penalties	42,269	25,000	25,000	30,000	30,000
34105-0000	Hydrant fees	977	1,000	1,000	1,000	1,000
34106-0000	Meter test fees	490	500	500	500	500
34107-0000	Water turn-on fees	57,084	40,000	40,000	50,000	50,000
34108-0000	Re-connect fees	56,526	50,000	50,000	50,000	50,000
34109-0000	Lab test fees	4,498	4,000	4,000	4,750	4,750

Revenues By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
34110-0000	Permit reviews	288	500	500	500	500
34111-0000	Convenience Fee	2,891	2,500	2,500	2,000	2,000
34115-0000	Bulk Water Sales	3,731	1,000	1,000	3,500	3,500
34171-0000	Residential service	12,917	25,000	25,000	15,000	15,000
34172-0000	Commercial service	17,067	25,000	25,000	15,000	15,000
34173-0000	Fire service	22,717	25,000	25,000	22,500	22,500
34190-0000	Misc enterprise chgs	2,730	1,000	1,000	1,500	1,500
34318-0000	Project Salaries	87	30,000	30,000	0	0
34901-0000	Return check chgs	1,671	1,000	1,000	1,000	1,000
	Subtotal	7,679,046	7,837,500	7,837,500	7,701,250	7,701,250
	MISCELLANEOUS:					
36110-0000	Pooled cash interest	7,310	0	0	0	0
36166-1266	D. S. Install pmt 2002 Bond	2	0	0	0	0
36166-1270	2012 Water Bond Interest	2,662	0	0	0	0
36815-0000	Compensation - property dam	9,660	0	0	0	0
36820-0000	Refunds	75	0	0	0	0
36890-0000	Miscellaneous	(6)	65,000	65,000	0	0
	Subtotal	19,703	65,000	65,000	0	0
TOTAL FUND 500		7,698,749	7,902,500	7,902,500	7,701,250	7,701,250
501	WATER CAPITAL FUND					
	MISCELLANEOUS:					
36166-1270	2012 Water Bond Interest	527	0	0	0	0
TOTAL FUND 501		527	0	0	0	0
510	WASTEWATER OPERATING FUND					
	CHARGES FOR SERVICES:					
34101-0000	Regular charges	5,385,802	5,650,000	5,650,000	5,500,000	5,500,000
34104-0000	Late penalties	(560)	0	0	0	0
34110-0000	Permit reviews	108	100	100	0	0
34111-0000	Convenience Fee	2,891	1,000	1,000	2,000	2,000
34121-0000	WW service to HCSD	1,084,464	1,100,000	1,100,000	1,100,000	1,100,000
34123-0000	Holding tank dumping	173,157	140,000	140,000	150,000	150,000
34124-0000	Pre-treatment analysis	7,911	8,000	8,000	5,000	5,000
34174-0000	Sewer connection	19,620	15,000	15,000	15,000	15,000
34318-0000	Project Salaries	87	30,000	30,000	0	0
	Subtotal	6,673,480	6,944,100	6,944,100	6,772,000	6,772,000
	MISCELLANEOUS:					
36110-0000	Pooled cash interest	7,310	0	0	0	0
36166-1266	D. S. Install pmt	2	0	0	0	0
36168-0000	2011 Wastewater Bond Intere	2,820	0	0	0	0
36890-0000	Miscellaneous	8,484	0	0	0	0
	Subtotal	18,616	0	0	0	0
	OTHER FINANCING SOURCES:					
39100-0000	Transfers In	5,391,625	0	0	0	0
TOTAL FUND 510		12,083,721	6,944,100	6,944,100	6,772,000	6,772,000
512	WASTEWATER CAPITAL FUND					
	MISCELLANEOUS:					
36165-0000	HCSD Project Contribution	481,851	1,041,645	1,041,645	524,523	524,523
36165-1200	HCSD Martin Slough	(1,094,633)	0	0	0	0
36165-1500	Outside Sources	0	1,425,000	1,425,000	0	0
	Subtotal	(612,782)	2,466,645	2,466,645	524,523	524,523
TOTAL FUND 512		(612,782)	2,466,645	2,466,645	524,523	524,523
520	TRANSIT FUND					

Revenues By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
INTERGOVERNMENTAL:						
33130-1228	FTA Section 5311	75,700	187,478	125,000	62,478	0
33361-1133	STAF-ETS-314	32,906	100,000	37,610	20,872	20,872
33361-1134	STAF-ETS-313	74,806	0	146,037	37,000	20,000
33362-1128	TDA City-Operating Subsidy	269,828	336,229	250,213	279,471	279,471
33362-1130	TDA City-DAR/DAL	268,396	274,480	274,480	380,935	380,935
33362-1131	TDA City-RTS Assessment	337,824	342,891	342,891	344,580	344,580
33401-0000	TDA from County-Op Subsidy	335,412	303,042	321,026	336,825	336,825
	Subtotal	1,394,872	1,544,120	1,497,257	1,462,161	1,382,683
CHARGES FOR SERVICES:						
34131-0000	ETS Fares	288,015	295,000	273,000	290,000	290,000
34133-0000	HSU Jack Pass	10,838	10,000	10,000	10,000	10,000
34136-0000	DAR/DAL tickets counter	982	2,000	2,000	2,000	2,000
34137-0000	DAR/DAL tickets thru HTA	43,455	60,000	60,000	60,000	60,000
34142-0000	Bus advertising	7,000	10,500	10,500	10,500	10,500
34143-0000	Dial-a-Ride Advertising	3,000	4,500	4,500	4,500	4,500
	Subtotal	353,290	382,000	360,000	377,000	377,000
TOTAL FUND 520		1,748,162	1,926,120	1,857,257	1,839,161	1,759,683
530	HUMBOLDT BAY OPERATING FUND					
TAXES:						
31110-1000	SA ROPS Revenue	224,282	0	0	224,282	224,282
MISCELLANEOUS:						
36310-1141	Pacific Choice	96,000	80,000	80,000	96,000	96,000
36310-1143	HSU - EDA Plant	0	0	0	0	0
36310-1149	Humboldt Archers	3,169	3,169	3,169	3,169	3,169
36310-1178	Humb Bay Rowing	3,720	4,000	4,000	3,600	3,600
36310-1199	Englund Marine	60,384	70,000	70,000	65,000	65,000
36310-1200	Englund M. utilities	4,754	4,500	4,500	4,500	4,500
36310-1201	Englund M. UST maint fee	2,829	5,000	5,000	5,000	5,000
36310-1251	Public Marina-Misc.	58,006	65,000	65,000	65,000	65,000
36310-1253	Yacht Club	7,083	7,000	7,000	7,404	7,404
36331-1107	Chevron	0	42,570	42,570	34,117	34,117
36331-1109	Eureka Forest Prod.	1,000	1,000	1,000	23,400	23,400
36331-1179	Pacific Affiliates	8,877	8,500	8,500	8,877	8,877
36333-0000	Oyster beds lease-Coast	45,154	35,000	35,000	35,000	35,000
36334-0000	Marina rent-local	157,011	170,000	170,000	150,000	150,000
36335-0000	Marina rent-transient	78,770	90,000	90,000	75,000	75,000
36336-1150	FTB - Wild Planet	42,056	40,000	40,000	35,511	35,511
36336-1151	Caito	0	3,766	3,766	3,766	3,766
36336-1152	FTB - Coast Seafood	24,035	25,000	25,000	25,000	25,000
36336-1153	FTB - Restaurant	24,700	5,000	5,000	37,200	37,200
36336-1156	FTB - Coast Seafood Hoist U	6,168	6,000	6,000	6,000	6,000
36336-1160	FTB - Ticket Booth	1,200	1,200	1,200	1,200	1,200
36336-1185	Wild Planet	10,440	11,000	11,000	11,400	11,400
36336-1186	Humb Seafood Unload.	4,634	4,200	4,200	4,200	4,200
36336-1188	Hum Fishermens Marketing As	5,100	5,100	5,100	5,100	5,100
36336-1189	Humb Seafood Unload. Hoist	6,000	6,000	6,000	6,000	6,000
36890-1251	Public Marina-Miscellaneous	4,408	5,000	5,000	5,000	5,000
	Subtotal	655,498	698,005	698,005	716,444	716,444
OTHER FINANCING SOURCES:						
39100-0000	Transfers In	0	224,283	224,283	0	0
TOTAL FUND 530		879,780	922,288	922,288	940,726	940,726
540	BUILDING FUND					

Revenues By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
LICENSES, PERMITS						
32211-0000	Building permits	277,440	345,000	345,000	345,000	345,000
32212-0000	Electrical permits	56,432	45,000	45,000	45,000	45,000
32213-0000	Plumbing permits	38,836	36,000	36,000	36,000	36,000
32214-0000	Mechanical permits	17,599	25,000	25,000	25,000	25,000
32225-0000	BSC Fees	218	0	0	0	0
	Subtotal	390,525	451,000	451,000	451,000	451,000
CHARGES FOR SERVICES:						
34231-0000	Plan check fees	72,781	100,000	100,000	100,000	100,000
34232-0000	Sp. inspections fees	4,861	10,000	10,000	10,000	10,000
34318-0000	Project salaries	678	0	0	0	0
34517-0000	CASp Recovered Revenue	8,334	12,000	12,000	12,000	12,000
34518-0000	Code Enforcement Cost Recov	0	25,000	25,000	25,000	25,000
34519-0000	Record Notice of Non-compli	94	0	0	0	0
34520-0000	Notice of Compliance	94	0	0	0	0
34811-0000	Housing Inspect	0	2,000	2,000	2,000	2,000
34910-0000	Printing chgs	163	0	0	0	0
	Subtotal	87,005	149,000	149,000	149,000	149,000
FINES & FORFEITS:						
35261-0000	Code Violation Restitution	348,319	280,000	280,000	300,000	300,000
MISCELLANEOUS:						
36112-0000	Other interest	197	0	0	0	0
36112-2000	Code Violation Finance Char	47,478	10,000	10,000	10,000	10,000
36810-0000	Cash over or short	11	0	0	0	0
36812-0000	Reimbursement	240	0	0	0	0
	Subtotal	47,926	10,000	10,000	10,000	10,000
OTHER FINANCING SOURCES:						
39101-0000	General Fund	0	0	0	196,000	196,000
TOTAL FUND 540		873,775	890,000	890,000	1,106,000	1,106,000
550	MUNICIPAL GOLF COURSE FUND					
CHARGES FOR SERVICES:						
34318-0000	Project Salaries	0	0	0	0	0
MISCELLANEOUS:						
36110-0000	Pooled cash interest	0	0	0	0	0
36199-0000	Change in FV of inv	0	0	0	0	0
36345-1117	Golf course	39,792	25,000	25,000	39,000	39,000
	Subtotal	39,792	25,000	25,000	39,000	39,000
TOTAL FUND 550		39,792	25,000	25,000	39,000	39,000
610	EQUIPMENT OPERATIONS FUND					
CHARGES FOR SERVICES:						
34615-0000	OES Reimbursements	0	0	0	0	0
34620-0000	Humboldt Bay Fire JPA	67,922	0	0	0	0
34820-0000	Equipment lease	1,779,625	2,000,488	2,000,488	1,777,309	1,777,309
	Subtotal	1,847,547	2,000,488	2,000,488	1,777,309	1,777,309
MISCELLANEOUS:						
36110-0000	Pooled cash interest	0	0	0	0	0
36199-0000	Change in FV of inv	0	0	0	0	0
36815-0000	Compensation - property dam	9,417	0	0	0	0
36822-0000	Rebates	0	0	0	0	0
36825-0000	Recovered Revenue	0	0	0	0	0
36890-0000	Miscellaneous	5,761	0	0	0	0
	Subtotal	15,178	0	0	0	0

Revenues By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
OTHER FINANCING SOURCES:						
39251-0000	Sale-City pers prop	3,750	0	0	0	0
39300-0000	Contributed Assets	0	0	0	0	0
	Subtotal	3,750	0	0	0	0
TOTAL FUND 610		1,866,475	2,000,488	2,000,488	1,777,309	1,777,309
625 RISK MANAGEMENT						
CHARGES FOR SERVICES:						
34840-0000	Liability ins chgs	966,499	917,500	917,500	984,286	984,286
34841-0000	Wrkr's comp. chgs	854,838	942,526	942,526	937,603	937,603
34842-0000	Property Insurance chgs	110,000	110,000	110,000	80,000	80,000
34853-0000	Retiree Grp Hlth/Life	113,027	145,000	145,000	145,000	145,000
	Subtotal	2,044,364	2,115,026	2,115,026	2,146,889	2,146,889
MISCELLANEOUS:						
36110-0000	Pooled cash interest	0	0	0	0	0
36199-0000	Change in FV of inv	0	0	0	0	0
36820-0000	Refunds	0	0	0	0	0
36825-0000	Recovered Revenue	0	0	0	0	0
	Subtotal	0	0	0	0	0
OTHER FINANCING SOURCES:						
39100-0000	Transfers In	0	0	0	0	0
TOTAL FUND 625		2,044,364	2,115,026	2,115,026	2,146,889	2,146,889
630 INFORMATION TECHNOLOGY OPERATIONS						
INTERGOVERNMENTAL:						
33303-2000	Humboldt Bay Fire JPA	0	184,937	184,937	163,619	163,619
CHARGES FOR SERVICES:						
34820-0000	Equipment lease	1,187,062	916,437	916,437	808,411	808,411
34820-0010	Communications	146,519	138,464	138,464	137,983	137,983
34910-0000	Printing chgs	156	0	0	0	0
	Subtotal	1,333,737	1,054,901	1,054,901	946,394	946,394
MISCELLANEOUS:						
36110-0000	Pooled cash interest	0	0	0	0	0
36199-0000	Change in FV of inv	0	0	0	0	0
36890-0000	Miscellaneous	0	0	0	0	0
	Subtotal	0	0	0	0	0
TOTAL FUND 630		1,333,737	1,239,838	1,239,838	1,110,013	1,110,013
650 INTERNAL OPERATIONS						
CHARGES FOR SERVICES:						
34140-0001	Facilities Maintenance	725,957	0	0	0	0
34140-0002	General Admin.	1,622,984	1,615,820	1,615,820	1,744,967	1,744,967
34140-0003	General Government	1,278,356	1,285,945	1,285,945	1,466,919	1,466,919
34140-0004	Personnel reimbursement	260	0	0	0	0
34205-0000	City Attorney Fees	6,175	0	0	0	0
34206-0000	Humb Fire JPA-Finance Direc	0	0	0	0	0
	Subtotal	3,633,732	2,901,765	2,901,765	3,211,886	3,211,886
MISCELLANEOUS:						
36812-0000	Reimbursement	5,966	0	0	0	0
36820-0000	Refunds	18,538	0	0	0	0
36890-0000	Miscellaneous	8,393	0	0	0	0
	Subtotal	32,897	0	0	0	0

Revenues By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
OTHER FINANCING SOURCES:						
39100-0000	Transfers In	0	0	0	0	0
TOTAL FUND 650		3,666,629	2,901,765	2,901,765	3,211,886	3,211,886
660 INTERNAL OPERATIONS						
CHARGES FOR SERVICES:						
34140-0001	Facilities Maintenance	0	715,386	715,386	903,391	903,391
OTHER FINANCING SOURCES:						
39101-0000	General Fund	0	250,000	250,000	0	0
TOTAL FUND 660		0	965,386	965,386	903,391	903,391
700 FIRE AND POLICE RETIREMENT FUND						
CHARGES FOR SERVICES:						
34830-1069	Fire	319,931	322,895	322,895	322,895	238,037
34830-1070	Police	77,164	77,214	77,214	77,214	76,614
	Subtotal	397,095	400,109	400,109	400,109	314,651
TOTAL FUND 700		397,095	400,109	400,109	400,109	314,651
TOTAL ALL CITY FUNDS		70,069,590	62,777,032	62,002,103	60,906,512	59,962,750

Revenues By Fund - Successor Agency Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
350 SUCCESSOR AGENCY - DEBT SERVICE						
<i>TAXES:</i>						
31110-1000	SA ROPS Revenue	3,840,400	3,538,027	3,538,027	3,535,709	3,144,346
<i>CHARGES FOR SERVICES:</i>						
34612-0000	Grant Administration	0	0	0	0	0
<i>MISCELLANEOUS:</i>						
36110-0000	Pooled cash interest	0	0	0	0	0
36166-0000	Series A 2010 bond interest	1,071	0	0	0	0
36167-0000	Series B 2010 bond interest	1,296	0	0	0	0
36199-0000	Change in FV of inv	0	0	0	0	0
	Subtotal	2,367	0	0	0	0
<i>OTHER FINANCING SOURCES:</i>						
39110-0000	Transfer In - Fund 450	0	0	0	0	0
TOTAL FUND 350		3,842,767	3,538,027	3,538,027	3,535,709	3,144,346
450 SUCCESSOR AGENCY - CAPITAL PROJECTS						
<i>MISCELLANEOUS:</i>						
36110-0000	Pooled cash interest	0	0	0	0	0
36167-0000	Series B 2010 bond interest	892	0	0	0	0
	Subtotal	892	0	0	0	0
TOTAL FUND 450		892	0	0	0	0
TOTAL ALL ERA FUNDS		3,843,659	3,538,027	3,538,027	3,535,709	3,144,346
GRAND TOTAL ALL FUNDS		73,913,249	66,315,059	65,540,130	64,442,221	63,107,096

Section F:

Expenditures by Fund

Expenditures By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
110	GENERAL FUND					
	<i>GENERAL GOVERNMENT:</i>					
41500	Non-departmental	1,178,348	1,303,285	1,291,430	1,268,228	1,268,228
	<i>PUBLIC SAFETY:</i>					
42100	Police	10,678,115	11,150,546	10,739,607	11,502,060	11,702,008
42125	Police - Communication	1,392,753	1,610,853	1,488,473	1,595,706	1,648,442
42127	Police - POP	1,948	0	1,377	0	0
42201	Fire-Administration	6,496,086	6,333,825	6,333,825	6,580,629	6,580,629
42202	Fire-Prevention	0	0	0	0	0
42203	Fire-Suppression	3,293	0	0	0	0
42204	Marine 1	0	0	0	0	0
42205	Fire - Volunteer	0	0	0	0	0
42230	Emergency Oper Cnt	24,367	14,000	14,000	14,000	14,000
	Subtotal	18,596,562	19,109,224	18,577,282	19,692,395	19,945,079
	<i>PARKS & RECREATION:</i>					
44500	Facilities Operations	0	0	0	0	0
45110	Parks & Rec-Administration	471,146	466,813	472,664	601,799	616,472
45131	Rec-Administration	14,762	0	0	0	0
45132	Rec-Youth Programs	665,347	659,830	692,434	627,666	633,848
45133	Rec-Adult Programs	152,592	161,525	161,719	162,299	165,705
45135	Rec-Adorni Center	328,501	473,159	466,110	452,834	461,385
45140	Sequoia Park Zoo	1,055,767	1,122,535	1,055,532	1,184,012	1,208,398
45150	Parks	780,831	789,149	834,452	853,007	871,173
	Subtotal	3,468,946	3,673,011	3,682,911	3,881,617	3,956,981
	<i>PUBLIC WORKS:</i>					
44128	Admin	22,867	24,949	22,705	24,147	24,460
44130	Stormwater	115,804	226,903	240,279	232,888	237,491
44200	Streets/Alley M	428,246	637,196	613,964	551,520	560,398
44120	Engineering-Administration	253,348	230,943	202,285	212,640	217,934
44122	Engineering-Construction	13	0	0	0	0
44124	Engineering-Development	96	0	0	0	0
44125	Traffic/Signals	134,858	95,491	115,768	124,257	129,142
	Subtotal	955,232	1,215,482	1,195,001	1,145,452	1,169,425
	<i>DEVELOPMENT SERVICES:</i>					
44126	GIS Program	0	0	0	0	0
44510	Property management	272	0	0	0	0
46101	CD-Administration	729,839	1,413,220	1,263,323	1,427,058	1,475,867
46102	CD-Curr Plan/Permit	700	0	0	0	0
46103	CD-Long Range Plan	0	0	0	0	0
46104	CD-Enforcement	0	0	0	0	0
46105	CD-Environmental	0	0	0	0	0
	Subtotal	730,811	1,413,220	1,263,323	1,427,058	1,475,867
46510	<i>ECONOMIC DEVELOPMENT</i>	323,176	0	0	0	0
	<i>PROJECTS</i>	447,566	869,830	475,000	475,000	0
	<i>DEBT SERVICE</i>	281,106	129,542	129,542	129,542	129,543
	<i>OTHER FINANCING USES</i>	0	500,000	250,000	368,000	368,000
	TOTAL FUND 110	25,981,747	28,213,594	26,864,489	28,387,292	28,313,123

Expenditures By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
112 DONATIONS						
<i>GENERAL GOVERNMENT:</i>						
41500	Non-departmental	18,625	13,695	31,225	90,258	0
<i>PUBLIC SAFETY:</i>						
42100	Police	0	66,801	2,400	71,836	0
<i>PARKS & RECREATION:</i>						
45132	Rec-Youth Programs	0	0	0	19,289	0
45150	Parks	4,051	15,713	13,000	6,492	0
<i>PROJECTS</i>						
		0	0	0	0	0
TOTAL FUND 112		22,676	96,209	46,625	187,875	0
120 MEASURE "O"						
<i>PUBLIC SAFETY:</i>						
42100	Police	0	0	0	0	0
42201	Fire-Administration	0	0	0	0	0
42203	Fire-Suppression	0	0	0	0	0
Subtotal		0	0	0	0	0
<i>PUBLIC WORKS:</i>						
44200	Streets/Alley M	0	0	0	0	0
<i>DEBT SERVICE</i>						
		0	0	0	0	0
<i>OTHER FINANCING USES</i>						
		4,184,218	0	0	0	0
TOTAL FUND 120		4,184,218	0	0	0	0
205 HUD/CDBG ADMINISTRATION-PRIOR YEARS						
<i>ECONOMIC DEVELOPMENT:</i>						
46510	Administration-E.D.	47,339	205,000	999	458,000	0
<i>OTHER FINANCING USES</i>						
		0	0	0	0	0
TOTAL FUND 205		47,339	205,000	999	458,000	0

Expenditures By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
224	SB 1435 STATE HIGHWAY ACCOUNT FUND					
	<i>PUBLIC WORKS:</i>					
44125	Traffic/Signals	13,500	0	0	0	0
44200	Streets/Alley M	0	0	0	0	0
	Subtotal	13,500	0	0	0	0
	<i>PROJECTS</i>	295,140	200,000	200,000	353,377	200,000
	TOTAL FUND 224	308,640	200,000	200,000	353,377	200,000
225	SB 45 STATE HIGHWAY FUNDS					
	<i>PROJECTS</i>	34,159	0	0	0	0
	TOTAL FUND 225	34,159	0	0	0	0
226	CALTRANS NON-FREEWAY					
	<i>PROJECTS</i>	300,919	2,500,000	750,000	1,500,000	1,500,000
	TOTAL FUND 226	300,919	2,500,000	750,000	1,500,000	1,500,000
227	TRANSPORTATION CONGESTION IMPROVEMENT FUND					
	<i>PUBLIC WORKS</i>					
44125	Traffic/Signals	0	0	0	0	0
	<i>PROJECTS</i>	20,837	93,274	0	0	0
	TOTAL FUND 227	20,837	93,274	0	0	0
229	GAS TAX FUNDS - 2105, 2106 and 2107					
	<i>PUBLIC WORKS</i>					
44125	Traffic/Signals	163,817	128,753	151,995	163,471	168,965
44130	Stormwater	72,144	0	0	0	0
44200	Streets/Alley M	454,516	430,784	433,835	417,686	426,955
	Subtotal	690,477	559,537	585,830	581,157	595,920
	<i>PROJECTS</i>	78,469	65,300	65,300	150,000	200,000
	<i>OTHER FINANCING USES</i>	0	0	0	0	0
	TOTAL FUND 229	768,946	624,837	651,130	731,157	795,920
230	HABITAT ACQUISITION AND RESTORATION FUND					
	<i>PROJECTS</i>	38,350	95,000	95,000	95,000	95,000
	TOTAL FUND 230	38,350	95,000	95,000	95,000	95,000

Expenditures By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
232	ENVIRONMENTAL PROGRAMS FUND					
	<i>PARKS & RECREATION:</i>					
44505	Environmental Programs	55,534	42,823	57,866	100,387	101,939
	TOTAL FUND 232	55,534	42,823	57,866	100,387	101,939
233	SPECIAL POLICE REVENUE FUND - DRUG ASSET FORFEITURES					
	<i>PUBLIC SAFETY:</i>					
42100	Police	35,750	515,000	15,000	745,417	50,000
	TOTAL FUND 233	35,750	515,000	15,000	745,417	50,000
234	SPECIAL POLICE REVENUE FUND - GRANTS					
	<i>PUBLIC SAFETY:</i>					
42100	Police	25,618	13,232	0	645,440	0
	<i>PROJECTS</i>	0	0	0	0	0
	TOTAL FUND 234	25,618	13,232	0	645,440	0
235	SPECIAL POLICE REVENUE FUND - GRANTS					
	<i>PUBLIC SAFETY:</i>					
42100	Police	4,162	0	0	0	0
	TOTAL FUND 235	4,162	0	0	0	0
236	SPECIAL POLICE REVENUE FUND - SLES (COPS)					
	<i>PUBLIC SAFETY:</i>					
42100	Police	28,708	167,818	168,758	131,339	100,000
	TOTAL FUND 236	28,708	167,818	168,758	131,339	100,000
237	SPECIAL POLICE REVENUE FUND - TRAFFIC OFFENDER					
	<i>PUBLIC SAFETY:</i>					
42100	Police	111,039	70,000	3,779	0	0
	TOTAL FUND 237	111,039	70,000	3,779	0	0
238	ABANDONED VEHICLE ABATEMENT FUND					
	<i>PUBLIC SAFETY:</i>					
42100	Police	42,775	29,552	49,552	49,000	49,552
	TOTAL FUND 238	42,775	29,552	49,552	49,000	49,552

Expenditures By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
239	PARKING					
	<i>PUBLIC SAFETY:</i>					
42126	Police	64,511	27,387	27,466	26,425	26,774
	<i>PUBLIC WORKS:</i>					
44125	Traffic/Signals	18,520	20,453	28,057	32,355	34,186
44200	Streets/Alley M	43,988	44,754	45,085	46,531	47,913
44122	Engineering - Construction	0	60,000	60,000	0	60,000
	<i>PROJECTS</i>	8,350	15,000	15,000	15,000	15,000
	<i>DEBT SERVICE</i>	0	0	0	0	0
	<i>OTHER FINANCING USES</i>	0	0	0	0	0
	TOTAL FUND 239	135,369	167,594	175,608	120,311	183,873
241	STREETS IMPROVEMENTS					
	<i>PROJECTS</i>	0	250,000	0	0	0
	TOTAL FUND 242	0	250,000	0	0	0
242	DEMOLITION PROJECTS FUND					
	<i>PROJECTS</i>	88,952	50,000	50,000	50,000	50,000
	TOTAL FUND 242	88,952	50,000	50,000	50,000	50,000
260	AIRPORT FUND					
	<i>DEVELOPMENT SERVICES:</i>					
44520	Airport	65,606	119,412	119,412	75,467	75,595
46101	CD-Administration	0	5,926	5,952	7,339	7,628
	TOTAL FUND 260	65,606	125,338	125,364	82,806	83,223
265	HAZARDOUS MATERIALS RESPONSE FUND					
	<i>PUBLIC SAFETY:</i>					
42225	Haz/Mat Resp. Team	(220)	0	0	0	0
	TOTAL FUND 265	(220)	0	0	0	0
266	CPR TRAINING CENTER					
	<i>PUBLIC SAFETY:</i>					
42200	CPR Training Center	0	0	0	0	0
	TOTAL FUND 266	0	0	0	0	0
273	CDBG FUND					
	<i>DEVELOPMENT SERVICES:</i>					
46310	Housing	399,634	0	0	1,100,000	0
	TOTAL FUND 273	399,634	0	0	1,100,000	0

Expenditures By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
275	CDBG GENERAL ALLOCATION					
	<i>DEVELOPMENT SERVICES:</i>					
46310	Housing	0	72,000	35,000	37,523	0
	TOTAL FUND 273	0	72,000	35,000	37,523	0
276	HOME PROGRAM FUND					
	<i>DEVELOPMENT SERVICES:</i>					
46310	Housing	43,343	1,066,000	1,066,000	50,000	50,000
	TOTAL FUND 276	43,343	1,066,000	1,066,000	50,000	50,000
277	HOUSING RLF CDBG PROGRAM INCOME					
	<i>DEVELOPMENT SERVICES:</i>					
46310	Housing	1,006	50,000	50,000	0	0
	<i>OTHER FINANCING USES</i>	66,792	0	0	0	0
	TOTAL FUND 277	67,798	50,000	50,000	0	0
278	CALHOME OOR GRANT - HOUSING FUND					
	<i>DEVELOPMENT SERVICES:</i>					
46310	Housing	0	99,850	99,850	42,850	0
	TOTAL FUND 278	0	99,850	99,850	42,850	0
283	ECONOMIC DEVELOPMENT FUND					
	<i>ECONOMIC DEVELOPMENT:</i>					
46510	Administration-E.D.	2,924,432	2,147,926	90,000	0	0
	TOTAL FUND 283	2,924,432	2,147,926	90,000	0	0
285	RENTAL REHABILITATION FUND					
	<i>DEVELOPMENT SERVICES:</i>					
46310	Housing	0	0	0	0	0
	TOTAL FUND 285	0	0	0	0	0
291	HOUSING FUND					
	<i>DEVELOPMENT SERVICES:</i>					
46310	Housing	5,827	66,000	66,000	105,000	0
	TOTAL FUND 291	5,827	66,000	66,000	105,000	0
296	HOUSING FUND					
	<i>DEVELOPMENT SERVICES:</i>					
46310	Housing	183,494	455,075	458,527	470,465	475,935
	<i>OTHER FINANCING USES</i>	0	0	0	0	0
	TOTAL FUND 296	183,494	455,075	458,527	470,465	475,935

Expenditures By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
500	WATER FUND					
	<i>GENERAL GOVERNMENT:</i>					
41430	Finance	265,593	352,458	307,011	298,685	339,378
	<i>PUBLIC WORKS:</i>					
44370	Water Distrib Maint	2,065,908	1,557,291	1,521,545	1,610,325	1,747,877
44420	Water Treatment	3,313,782	3,841,893	3,859,094	3,894,498	3,956,665
44120	Engineering - Administration	314,824	389,050	338,018	338,950	390,569
44122	Engineering - Construction	187	0	0	0	0
44124	Engineering - Development	18	0	0	0	0
44126	Engineering - Development	45,336	770	770	0	0
44128	Engineering - Administration	133,373	212,066	200,634	202,835	240,935
	Subtotal	5,873,428	6,001,070	5,920,061	6,046,608	6,336,046
	<i>DEVELOPMENT SERVICES:</i>					
46101	CD-Administration	(78)	44,785	38,889	36,361	43,347
	<i>PROJECTS</i>	5,995	169,400	169,400	30,000	30,000
	<i>DEBT SERVICE</i>	873,322	1,766,548	1,766,548	1,406,382	1,409,587
	<i>OTHER FINANCING USES</i>	0	0	0	0	0
	TOTAL FUND 500	7,018,260	8,334,261	8,201,909	7,818,036	8,158,358
501	WATER CAPITAL PROJECTS FUND					
	<i>PROJECTS</i>	61,811	3,508,402	3,470,000	1,143,000	596,000
	<i>OTHER FINANCING USES</i>	0	0	0	0	0
	TOTAL FUND 501	61,811	3,508,402	3,470,000	1,143,000	596,000

Expenditures By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
510	WASTEWATER OPERATING FUND					
	<i>GENERAL GOVERNMENT:</i>					
41430	Finance	260,116	307,283	298,286	293,993	334,686
	<i>PUBLIC WORKS:</i>					
44380	Sewer Collect Maint	1,914,097	1,664,241	1,808,204	1,659,914	1,805,518
44430	Wastewater Treatment	3,092,007	4,229,186	4,236,056	3,358,884	3,544,661
44120	Engineering-Administration	312,581	387,232	336,149	336,462	388,081
44122	Engineering-Construction	27	0	0	0	0
44124	Engineering-Development	0	0	0	0	0
44126	Engineering-Development	45,340	770	770	0	0
44128	GIS Program	98,291	212,080	175,558	202,835	240,935
	Subtotal	5,462,343	6,493,509	6,556,737	5,558,095	5,979,195
	<i>DEVELOPMENT SERVICES:</i>					
46101	GIS Program	39	44,785	38,890	36,361	43,347
	<i>PROJECTS</i>	(13,973)	111,399	68,400	68,400	68,400
	<i>DEBT SERVICE</i>	859,406	1,296,997	1,296,997	1,293,582	1,293,576
	<i>OTHER FINANCING USES</i>	0	0	0	0	0
	TOTAL FUND 510	6,567,931	8,253,973	8,259,310	7,250,431	7,719,204
512	WASTEWATER CAPITAL PROJECT FUND					
	<i>PUBLIC WORKS:</i>					
44430	Wastewater Treatment	0	0	0	0	0
	<i>PROJECTS</i>	221,420	7,305,000	5,805,000	3,681,000	0
	<i>OTHER FINANCING USES</i>	5,391,625	0	0	0	0
	TOTAL FUND 512	5,613,045	7,305,000	5,805,000	3,681,000	0
520	TRANSIT FUND					
	<i>TRANSIT:</i>					
41470	Transit-gen public	1,626,214	1,471,375	1,396,671	1,479,080	1,399,080
41471	Paratransit	454,676	442,500	545,125	585,000	585,000
	Subtotal	2,080,890	1,913,875	1,941,796	2,064,080	1,984,080
	<i>PROJECTS</i>	0	0	0	0	0
	TOTAL FUND 520	2,080,890	1,913,875	1,941,796	2,064,080	1,984,080
530	HUMBOLDT BAY OPERATING FUND					

Expenditures By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
<i>PARKS & RECREATION:</i>						
44440	Harbor-Maintenance	894,942	617,132	613,323	627,008	678,464
44441	Harbor-Public Marina	182,433	209,252	209,809	221,878	234,607
	Subtotal	1,077,375	826,384	823,132	848,886	913,071
<i>PUBLIC WORKS</i>						
44124	Engineering - Development	0	0	0	0	0
	Subtotal	0	0	0	0	0
<i>DEVELOPMENT SERVICES:</i>						
44510	Property Management	6,740	0	0	0	0
46101	Property Management	0	6,760	1,708	0	0
<i>DEBT SERVICE</i>						
		76,293	174,282	174,282	174,282	174,283
<i>PROJECTS</i>						
		20,373	100,000	100,000	651,000	537,000
<i>OTHER FINANCING USES</i>						
		0	0	0	0	0
	TOTAL FUND 530	1,180,781	1,107,426	1,099,122	1,674,168	1,624,354
540	BUILDING FUND					
<i>PUBLIC WORKS:</i>						
46200	Building	616,147	593,013	578,022	542,774	614,435
46250	Code Enforcement	89,548	131,341	118,858	339,853	411,264
	Subtotal	705,695	724,354	696,880	882,627	1,025,699
<i>PROJECTS</i>						
		0	0	0	0	0
<i>OTHER FINANCING USES</i>						
		0	0	0	0	0
	TOTAL FUND 540	705,695	724,354	696,880	882,627	1,025,699
550	MUNICIPAL GOLF COURSE FUND					
<i>DEVELOPMENT SERVICES:</i>						
44510	Property management	12,161	3,759	0	0	0
46101	Property management	0	3,002	1,709	0	0
<i>PROJECTS</i>						
		14,657	80,000	80,000	0	0
	TOTAL FUND 550	26,818	86,761	81,709	0	0
610	EQUIPMENT OPERATIONS FUND					
<i>PUBLIC WORKS:</i>						
44360	Equipment Operations	1,744,245	2,000,494	2,090,438	1,777,316	1,801,329
<i>PROJECTS</i>						
		0	0	0	0	0

Expenditures By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
	<i>OTHER FINANCING USES</i>	0	0	0	0	0
	TOTAL FUND 610	1,744,245	2,000,494	2,090,438	1,777,316	1,801,329
625	RISK MANAGEMENT FUND					
	<i>GENERAL GOVERNMENT:</i>					
41412	Liability	798,887	890,570	890,570	814,427	814,427
41413	Workers' Comp	766,333	937,813	937,813	937,813	937,813
41415	Employee Benefits	113,568	145,000	145,000	145,000	145,000
	Subtotal	1,678,788	1,973,383	1,973,383	1,897,240	1,897,240
625	TOTAL FUND 625	1,678,788	1,973,383	1,973,383	1,897,240	1,897,240
630	INFORMATION TECHNOLOGY OPERATIONS					
	<i>GENERAL GOVERNMENT:</i>					
41435	City Clerk	1,214,896	1,144,852	1,176,293	1,105,389	1,126,224
	<i>DEBT SERVICE</i>	3,268	60,402	60,402	0	0
	<i>OTHER FINANCING USES</i>	0	0	0	0	0
	TOTAL FUND 630	1,218,164	1,205,254	1,236,695	1,105,389	1,126,224
650	INTERNAL OPERATIONS					
	<i>GENERAL GOVERNMENT:</i>					
41100	City Council	122,538	114,566	123,156	134,633	140,759
41300	Mayor	27,601	30,094	32,019	32,842	34,198
41400	City Manager	282,402	298,612	296,708	309,206	319,457
41410	Human Resources	499,169	532,394	536,074	565,985	585,799
41420	City Clerk	257,426	280,282	290,403	319,003	326,775
41430	Finance	617,477	646,429	677,901	716,680	741,218
41450	City Att-Legal Svcs	521,557	562,391	571,646	571,235	589,380
41500	Non-departmental	294,670	427,986	428,340	362,303	362,303
	Subtotal	2,622,840	2,892,754	2,956,247	3,011,887	3,099,889
	<i>PARKS & RECREATION:</i>					
44500	Facilities Operations	655,241	0	0	0	0
	<i>PROJECTS</i>	12,500	0	0	0	0
	TOTAL FUND 650	3,290,581	2,892,754	2,956,247	3,011,887	3,099,889
660	INTERNAL OPERATIONS					
	<i>PARKS & RECREATION:</i>					
44500	Facilities Operations	20,141	715,012	732,279	903,392	856,494
	<i>PROJECTS</i>	0	250,000	250,000	0	0
	TOTAL FUND 650	20,141	965,012	982,279	903,392	856,494

Expenditures By Fund - City Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
700	FIRE AND POLICE RETIREMENT FUND					
	<i>GENERAL GOVERNMENT:</i>					
41415	Pension Trust	403,568	400,109	356,115	314,651	314,651
	TOTAL FUND 700	<u>403,568</u>	<u>400,109</u>	<u>356,115</u>	<u>314,651</u>	<u>314,651</u>
	TOTAL ALL CITY FUNDS	<u>67,536,370</u>	<u>78,087,180</u>	<u>70,270,430</u>	<u>68,966,456</u>	<u>62,252,087</u>

Expenditures By Fund - Successor Agency Funds

Acct. No.	Description	2015-16 Actual	2016-17 Amended Budget	2016-17 Estimated Actual	2017-18 Budget	2018-19 Budget
350	SUCCESSOR AGENCY - DEBT SERVICE					
	<i>SUCCESSOR AGENCY:</i>					
46410	Redevel. Admin.	185,056	250,000	250,291	250,000	250,000
	<i>DEBT SERVICE</i>	2,431,365	3,013,739	3,013,739	3,124,530	3,107,527
	<i>OTHER FINANCING USES</i>	0	274,283	274,283	0	0
	TOTAL FUND 350	2,616,421	3,538,022	3,538,313	3,374,530	3,357,527
450	SUCCESSOR AGENCY - CAPITAL PROJECTS					
	<i>SUCCESSOR AGENCY:</i>					
46430	Redevel. agreements	0	0	71,589	0	0
	<i>PROJECTS</i>	146,907	0	0	0	0
	<i>OTHER FINANCING USES</i>	0	0	0	0	0
	TOTAL FUND 450	146,907	0	71,589	0	0
TOTAL ALL ERA FUNDS		2,763,328	3,538,022	3,609,902	3,374,530	3,357,527
GRAND TOTAL ALL FUNDS		70,299,698	81,625,202	73,880,332	72,340,986	65,609,614



Section G:

Projects by Fund

Projects By Fund - CITY FUNDS

FUND #(s)	FUND DESCRIPTION	2016-17 Projected	2017-18 Budget	2018-19 Budget
110 GENERAL FUND				
PJ #	Name			
517	General Plan Update	275,000	450,000	-
578	Engineering & Environmental Projects	-	25,000	-
NA	Reserve For Cip Projects	-	-	123,000
SUBTOTAL GENERAL FUND		275,000	475,000	123,000
224 SAFETEA-LU				
PJ #	Name			
536	Micro Surfacing	104,929	100,000	100,000
545	Pavement Maintenance	-	100,000	100,000
NA	Reserve For Cip Projects	-	153,377	-
SUBTOTAL SAFETEA-LU		104,929	353,377	200,000
226 CALTRANS NON-FREEWAY FUND				
PJ #	Name			
575	EWFT CONSTRUCTION	-	750,000	1,500,000
SUBTOTAL CALTRANS NON-FREEWAY FUND		-	750,000	1,500,000
227 STATE FUNDED ROAD MAINTENANCE				
PJ #	Name			
546	Sustainable Transportation Plan	-	93,274	-
SUBTOTAL STATE FUNDED ROAD MAINTENANCE		-	93,274	-
229 HIGHWAY USERS TAX				
PJ #	Name			
545	Pavement Maintenance	96,000	150,000	200,000
SUBTOTAL HIGHWAY USERS TAX		96,000	150,000	200,000
230 HABITAT ACQ. & RESTORATION FUND				
PJ #	Name			
486	Palco Marsh	5,154	42,750	-
SUBTOTAL HABITAT ACQ. & RESTORATION FUND		5,154	42,750	-
239 PARKING				
PJ #	Name			
520	Parking Lot Maintenance	15,000	15,000	15,000
SUBTOTAL PARKING		15,000	15,000	15,000
242 DEMOLITION PROJECTS FUND				
PJ #	Name			
NA	Abatement Projects	61,292	50,000	-
NA	Demolition Projects	48,283	-	-
89	Squires Vs. City Of Eureka	9,090	-	-
NA	City of Eureka Vs. Squires	30,357	-	-
SUBTOTAL DEMOLITION PROJECTS FUND		149,022	50,000	-
500/501 WATER CAPITAL PROJECTS				
PJ #	Name			
394	Reservoir Maintenance & Security Project	-	422,000	-
484	Water Improvements	265,666	-	-
517	General Plan Update	48,400	-	-
557	Mad River Pipeline Phase 6	1,813,280	-	-
571	Mad River Pipeline Failure	38,402	-	-
589	Lundbar Hills Booster Station Rehab.	-	206,000	-

Projects By Fund - CITY FUNDS

FUND #(s)	FUND DESCRIPTION	2016-17 Projected	2017-18 Budget	2018-19 Budget
500/501	WATER CAPITAL PROJECTS (Continued)			
NA	Water Distribution Maintenance	-	515,000	530,000
NA	High Tank Pump Station Replacement	-	-	66,000
	SUBTOTAL WATER CAPITAL PROJECTS	2,165,748	1,143,000	596,000
510/512	WASTEWATER CAPITAL PROJECTS			
PJ #	Name			
433	Crosstown Interceptor	-	60,000	-
462	Cogeneration Upgrade	1,400,000	-	-
517	General Plan Update	48,400	-	-
558	MCC Upgrades	775,000	-	-
564	Infiltration & Inflow	1,000,000	2,000,000	-
NA	Collection System Maintenance	500,000	-	-
580	WW Lift Station Improvements	35,000	258,000	-
NA	Trickling Filter Pumps	100,000	-	-
582	WW Facilities Plan Phase 5	155,000	-	-
NA	Water Pumps	30,000	-	-
584	Elk River Digester Cover Repair	1,500,000	-	-
NA	Overflow Marsh Structure Maintenance	50,000	-	-
NA	Biosolids Dewatering Facility	100,000	-	-
NA	CRC Utility Extension	60,000	-	-
599	Odor Control Tower	-	396,000	-
601	WWTP Combined Heat & Power Replacement	-	50,000	-
NA	WWTP Biosolids Management	-	145,000	-
NA	Primary Clarifier Equipment	-	200,000	-
NA	Marsh Vegetation Removal	-	100,000	-
NA	Grit Classifier	-	90,000	-
NA	WW Pump Station Upgrades	-	232,000	-
NA	Secondary Clarifier Maintenance	-	50,000	-
NA	WWTP Roof Replacement	-	100,000	-
NA	WWTP Projects	100,000	-	-
	SUBTOTAL WASTEWATER CAPITAL PROJECTS	5,853,400	3,681,000	-
530	HUMBOLDT BAY FUND			
PJ #	Name			
566	HARBOR DREDGING	4,189	600,000	515,000
NA	RESERVE FOR CIP PROJECTS	-	51,000	22,000
	SUBTOTAL HUMBOLDT BAY FUND	4,189	651,000	537,000
550	GOLF COURSE FUND			
PJ #	Name			
494	GOLF COURSE IMPROVEMENTS	80,000	-	-
	SUBTOTAL GOLF COURSE FUND	80,000	-	-
660	FACILITIES OPERATIONS			
PJ #	Name			
NA	Facilities Improvements	250,000	-	-
	SUBTOTAL FACILITIES OPERATIONS	250,000	-	-
	TOTAL PROJECTS	8,998,442	7,404,401	3,171,000



Section H:

Budget Reference

Budget Reference Materials - Overview

The following materials are included in this section to facilitate the reader's understanding of the Financial Plan document and preparation process:

- Frequently Asked Questions
- Budget Calendar
- Budget Policies and Practices
- Appropriations Limits
- Fund Structure Chart
- Glossary of Terms - The Annual Budget contains a number of terms that may be used in a manner unique to public finance or the City's budgetary process. The purpose of the Budget Glossary is to provide common terminology in discussing the City's financial operations.

Frequently Asked Questions

What is the biggest budget issue facing the City in the coming year?

As has been the case for a number of years, the most difficult budget issue facing the City is identifying adequate resources to fund an ongoing deferred maintenance program. Past budget messages have highlighted the issue of the lack of discretionary funds for maintenance purposes. Securing permanent funding for on-going operating expenditures will be a continuing challenge as the City sees funds taken away by the State as a way to reduce their budget deficits. Another issue is continued oversight of Measure O/Q expenditures.

Why is it necessary to have reserves?

Sufficient levels of unreserved Working Capital can help to ensure the continued orderly operation of government and the provision of services to residents. The maintenance of such stability is important when considering the possible effects of external influences, such as an economic downturn, on the government's financial condition. Those governments that have recognized the economic uncertainty facing governments, and that have had the foresight to develop adequate financial resources in response to this uncertainty, will be able to deal much better with the consequences of a slowing economy than those who have not. Also a Working Capital reserve may also be legally required, such as by bond indenture. Each city has its own method for calculating its minimum Working Capital reserve. Some use from as little as 3% to as much as 20% of their operating budget. The City calculates its minimum Working Capital reserve as 60 days of the operating budget.

What are the major General Fund revenues?

The largest source of revenue for the City's General Fund is sales tax, representing approximately 63% of total General Fund revenues. Representing less than 10% or less are the Transient Occupancy Tax at 10% and property taxes at 8%.

What is the General Fund's largest expense?

\$13,097,766 or 46% of General Fund operating expenditures is spent on police services; this represents the largest operating budget of the City. Next is the fire services operating budget \$6,594,629 or 23% of General Fund operating expenditures.

FY2017-18 Budget Preparation Calendar



Date	Task	Staff
February 21, 2017	Presentation of 2016-17 Mid-year Budget Report	Finance, PW, CM
February 24, 2017	Departments turn in Fee Schedule changes	Departments
Mar 13 - Mar 24	Analyze Cost Allocation	Departments, CM, Finance
March 17, 2017	All Departments submit complete packets of 2017-18 operating budget requests, all other accompanying materials including service alternatives	Departments
March 17, 2017	Departments turn in budget document narrative, goals & objectives, etc.	Finance, Departments
March 20, 2017	Finance Advisory Committee Meeting to recommend fee schedule	Departments
March 21, 2017	Present the 2017-18 Fee Schedule to Council	Departments
April 3, 2017	Finance, Personnel & City Manager review personnel service alternatives	CM, Finance, Personnel
Apr 3 - Apr 7	Departments and accountants meet to review certain revenue projections	Finance, Departments
Apr 10 - Apr 14	Departments, Finance & City Manager review operating budgets and service alternatives.	Departments, CM, Finance, Personnel
May 2, 2017	Present the 2017-18 Fiscal Year Budget to Council	CM, Finance, Departments, City Council
May xx, 2017	Special Council meeting for Budget Workshop (1 of 2 - General Fund)	CM, Finance, Departments, City Council
May xx, 2017	Special Council meeting for Budget Workshop (2 of 2 - Other Funds)	CM, Finance, Departments, City Council
*5/16/2017	Regular Meeting - Council adopts budget	CM, City Council

*Tentative

Budget Policies & Practices

The City Council has adopted a set of budgetary and financial policies as recommended by the Finance Advisory Committee. These policies are presented below, along with other long-standing policies.

GENERAL

Budget decisions will be driven by City Council vision, values and priorities.

The City Manager will provide a financial impact analysis of all policy initiatives, service changes and new projects.

CITIZEN INVOLVEMENT

Citizen involvement shall be encouraged in the annual budget decision making process through public hearings.

BUDGET SYSTEM

The City will maintain a budget control system to adhere to the budget.

Decision making for capital improvements will be coordinated with the operating budget to make effective use of the City's limited resources for operating and maintaining facilities.

OPERATING BUDGETS

The City uses a program budget. The program level is the lowest level in the organization for which budgets are prepared. Each program's budget will include financing and spending plans.

Each program will also propose an annual performance plan. The plan must identify ongoing program objectives and corresponding indicators which measure performance. The plan should also include specific project objectives which have results during the budget year. All performances at the program level must meet the budget goals and policies established by the City Council.

Department and program managers will not exceed the Council-approved appropriations for operating budgets.

CAPITAL IMPROVEMENTS

The City will actively pursue grant and other outside funding sources for all capital improvement projects.

The City will undertake to maintain all of its assets at a level adequate to protect the City's capital infrastructure and to minimize future maintenance and replacement costs.

The City will use a five-year Capital Improvement Plan (CIP) to systematically plan, schedule, and finance capital projects as determined by the City Council. The CIP will include major ongoing maintenance and rehabilitation costs to existing infrastructure and facilities, as well as the cost of new facilities or capital improvements.

Whenever the City finances capital projects by issuing long-term debt, it will repay the debt within a period not to exceed the expected useful life of the project.

WORKING CAPITAL (RESERVES)

Unappropriated revenues and Working Capital in governmental funds at the end of each fiscal year will be appropriated for future use into a "Reserve for Working Capital."

The appropriation of carryover Working Capital must be approved judiciously. This should ensure that recurring expenditures will be budgeted only to the extent that recurring revenue streams exist.

Budget Policies & Practices

STABILIZATION FUNDS (RESERVES)

General Fund

The General Fund Working Capital (Reserves) should be adequate to handle extraordinary unbudgeted expenditures and economic downturns, which could cause revenues to come in lower than estimated. The minimum Working Capital should be 60 days of the operating expenditures, not including designated or reserved components of Working Capital (approximately \$4.2 million for 2016-17). All budgetary decisions will be viewed in light of this goal. The City shall undertake to reach this goal by budgeting a minimum of \$250,000 per year to increase the Working Capital until the goal is reached.

Once this goal is attained, should the Working Capital fall below 60 days of operating expenditures, a plan for expenditure reductions and/or revenue increases shall be submitted to the City Council via the Finance Advisory Committee. If, at the end of a fiscal year, the Working Capital falls below 60 days of operating expenditures, then the City shall rebuild the balance within one year.

If the Working Capital exceeds 60 days of operating expenditures, the difference may be used to fund the following activities:

- One-time capital expenditures which do not increase ongoing City costs
- Other one-time costs
- Capital maintenance projects
- To increase reserves

A minimum of \$50,000 will be allocated on an annual basis to be deposited in the Contingency Reserve Fund to fund ongoing capital maintenance.

The 2016-17 budget does not include the \$250,000 increase to working capital, nor the \$50,000 for the contingency reserve, but does include \$250,000 for street improvements, and \$250,000 for facilities improvements.

Enterprise Funds

Appropriate levels of contingency funds will be determined and maintained in the City's enterprise funds. As with the General Fund, an amount approximating 60 days of operating expenditures should be maintained in the City's Water, Wastewater, Transit, Harbor, Building and Golf Course funds. Those amounts are \$1,068,518, \$1,026,311, \$319,617, \$139,135, \$120,967, and \$1,129 respectively. Equity balances will also include amounts to be used for future capital projects.

The City will establish reserves to comply with the terms and conditions of the debt instruments and grants used to finance capital projects. Current reserve requirements are listed below.

California Department of Boating and Waterways Loan: The City is required to deposit annually: \$20,000 into a Dredging Reserve Fund for the term of the Loan Contract (until 2028) to pay for the cost of a five year dredging cycle program; \$100,000 into a Debt Service Reserve Fund until the balance equals (including interest earned thereon) \$1,000,000; \$30,000 annually into a Capital Improvement Reserve for the term of the Loan Contract to pay for all anticipated costs of berth replacement and other normally occurring capital improvements within the project area (Small Boat Basin).

Budget Policies & Practices

Internal Service Funds

The City will maintain adequate reserves to fund claims and increased costs in Risk Management Fund that houses the Workers' Compensation, Liability and Group Health and Benefits insurance benefits. Adequate reserves are estimated to be:

Risk Management Fund \$1,000,000

The City will maintain adequate reserves to fund scheduled vehicle maintenance and replacement in the Equipment Operations Fund.

The City will maintain adequate reserves to fund scheduled computer maintenance and replacement in the Information Technology Operations Fund.

REVENUES AND FEES:

The City will endeavor to maintain a diversified and stable revenue base to minimize the effects of economic fluctuations on revenue accumulation.

The City currently follows this policy

The level of user fee cost recovery should consider the *community-wide* versus *special service* nature of the program or activity. The use of general purpose (tax) revenues is appropriate for community-wide services, while user fees are appropriate for services which are of special benefit to easily identified individuals or groups.

The City will set fees and rates at levels which fully cover the total direct and indirect costs including debt service, reserve requirements, and capital costs of the following enterprise programs:

- Water Utility
- Wastewater Utility
- Building
- Humboldt Bay

The City will set transit fare charges adequate to maintain a cost fare box ratio sufficient to comply with the Transportation Development Act.

Fees will be reviewed annually, and after recommendations from staff for adjustments, the City Council shall annually adopt a resolution establishing fees and service charges for the City. Items to be considered when reviewing fees include:

- Comparability with other communities
- Special benefit
- Service recipient vs. service driver
- Effect of pricing on the demand for the service
- Feasibility of collection and recovery
- Factors that favor low cost-recovery levels
- Factors which favor high cost-recovery levels

Budget Policies & Practices

The following fee cost recovery policies apply:

Recreation fees: Charges will be assessed for use of City facilities, gymnasiums, ball fields, special use areas, and recreation equipment for activities not sponsored or con-sponsored by the City. Such charges will generally conform to the fee-supported categories listed below. Activities covered include commercial, private non-profit, youth, and schools.

The following programs are considered “maximum” user fee-supported programs, which should recover 100 percent of direct program costs, along with a percentage of indirect program costs, as follows:

Youth and Adult Sports	50%	
Special Classes	85%	
Roller Skating		50%

Other “maximum” user fee-supported programs include Special Events and Junior Athletics.

“Minimum” user fee-supported programs include Senior Activities, Youth Centers and Activities, Playground Activities and Co-sponsored Special Interest Activities.

The Public Works Department examines these fee schedules annually and recommends changes as needed.

Planning fees: Fees should be set to recover 100% of the estimated cost of processing permits or providing services.

Building fees: As part of an annual fee resolution adoption process, the City will adopt the most current valuation data as published in Building Standards, and give consideration to adopting any new fee rate increases as published in the Uniform Administrative Code (UAC) [adopted by the City Council March 01].

The permit fee schedule is published in the UAC, which is updated every three years. As mandated, the City takes the permit fee schedule to the Board of Appeals for review, as they do when the codes themselves are presented for adoption. At this time, the Humboldt Builders’ Exchange and North Coast Homebuilders are noticed and asked to comment as a courtesy.

It is the intention of the City to establish and update the permit fee schedule when codes set forth by the UAC are adopted.

DEBT ISSUANCE AND MANAGEMENT:

The following elements should act as a guide when considering the use of debt financing:

The City will consider the use of long-term debt financing only for one-time capital acquisitions and construction projects, and only under the following circumstances

- When the acquisition’s or project’s useful life will equal or exceed the term of the financing
- When the project revenues or specific resources will be sufficient to service the long-term debt

Budget Policies & Practices

- When a public-private or public-public partnership is judged to be fiscally sound and the resources of the City are a small, but necessary, element of the project.

Debt financing will not be considered appropriate for:

- Current operating and maintenance expenses except for issuing short-term instruments such as revenue anticipation notes or tax anticipation note
- Any recurring purpose

USE OF ONE-TIME REVENUES

One-time revenues should not be used to balance budgets, and will be used for time-limited services, establishment of reserves, capital projects, equipment requirements, or services that can be terminated without significant disruption to the community or City organization. Before accepting one-time revenues such as grants for specific projects or programs, consideration and careful analysis should be given to the long-term implications of accepting the revenue. Funding for positions or projects should not be accepted if the City cannot afford to maintain the project or continue funding the positions after the one-time revenue is gone.

EVALUATE THE USE OF UNPREDICTABLE REVENUES

The City will evaluate the use of unpredictable revenues in the matching of current revenues to current expenditures. State subventions and reimbursements are examples of such unpredictable revenues.

BALANCING THE OPERATING BUDGET

The operating budget will be balanced with current revenues, which may include beginning Working Capitals less required reserves as established by the City Council.

REVENUE DIVERSIFICATION

To the degree possible, the City will strive to maintain a diversified and stable revenue base to protect against short-term fluctuations in any one revenue source, and to ensure its ability to provide ongoing service.

CONTINGENCY PLANNING

At appropriate intervals throughout the budget year, the City Council will review recommended reductions to annual appropriations should anticipated revenues not be received. This review process will be considered the City's Contingency Planning Process.

OVERHEAD COST ALLOCATION

Budget Policies & Practices

Identifiable overhead costs shall be allocated to the appropriate program within the limits of state and federal law.

RETIREMENT

The budget will provide for the adequate funding of all retirement systems.

FUNDING FOR OUTSIDE ORGANIZATIONS

The following process will be used for the distribution of City funds (both cash and in kind contributions or services) to outside organizations:

All City fund distributions will be based on performance measures as delineated within each contract between the City and an outside organization. Performance measures are statements of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program. These performance measures will be clearly stated as objectives that are measurable in quantitative terms.

Accomplishment of the objectives stated within each contract with an outside organization will be measured through performance indicators. The performance indicators will be similar to those used for each program within the City's annual budget. Performance indicators are measures of output, efficiency or outcome, for each contract objective.

The City will contract with outside organizations to administer City or Redevelopment programs that are required or desired by the City and can be done more cost effectively by the contracted organization. The contract for service with an outside organization will be regularly updated maintaining current performance measures and performance indicators.

The City will conduct an annual review of current contracts with outside organizations receiving funds from the City during the City's annual budget preparation process (January through March). Requests for City funds from additional outside organizations will be reviewed during this same time period.

BUDGETS AND BUDGETARY BASIS

The City uses two fund types to account for its activities. Governmental funds (the General Fund, special revenue funds, debt service funds, capital projects and expendable trust funds), focus on measurement of current financial resources. Proprietary funds (enterprise, internal service, and pension trust funds) which are used to account for activities similar to private businesses focus on the determination of net income. Under generally accepted accounting principles (GAAP), the modified accrual basis is followed by governmental funds, which means that revenue is recognized when measurable and available for paying the liabilities of the current period. Also, under GAAP, the full accrual basis of accounting is used by proprietary funds. This means that revenues are recognized when earned and expenses are recorded at the time liabilities are incurred. All annual appropriations lapse at year end except amounts that have been encumbered.

Annual appropriated budgets are adopted for all funds of the City except agency funds. In general, the budget is prepared on a basis consistent with GAAP. However, the budget varies from GAAP basis in the following areas:

- Budgetary revenues include such items as repayments of loans receivable and other items which on a GAAP basis are considered as reclassifications of Working Capital between reserved Working Capital and unreserved Working Capital

Budget Policies & Practices

- Non-GAAP (budgetary basis) expenditures include encumbrances (in the year of commitment to purchase), loans, debt principal payments, and capital outlay in the proprietary funds.
- Depreciation expense is not budgeted in the proprietary funds of the City.

The Comprehensive Annual Financial Report (CAFR), shows the status of the City's finances on a GAAP basis. It also contains budgetary basis financial statements, which include revenues and expenditures that are not presented in accordance with GAAP, as explained above. These budgetary statements show reconciliation to the GAAP basis financial statements.

All annual, operating appropriations lapse at fiscal year end (on a budgetary basis). Project-length financial plans are adopted for capital and other projects. Appropriations for these projects are included in the annual appropriated budgets for each of the applicable funds. Unspent project amounts are included in the annual budgets of subsequent years until project completion.

MID-YEAR BUDGET ADJUSTMENTS/AMENDMENTS

Legally adopted budgetary appropriations are enacted at the departmental level for current operating expenditures, with separate appropriations for capital and other projects, reserves, debt service, transfers and contingencies. Expenditures cannot legally exceed appropriations at these control levels. Amendments to the budget at the legal appropriation level must be approved by City Council. Amendments to the budget at less than the legal appropriation level may be made by management.

In general, ongoing budget changes should be dealt with during the annual budget process, while one-time budget changes may be considered by the City Council either during the annual budget process or at any meeting after the adoption of the budget.

Appropriations Limit FY 2017-18

Article XIII B of the California Constitution, adopted by Proposition 4 in 1980, and amended in 1990 by Proposition 111, imposes restrictions on the amount of revenues that can be received and appropriated in a fiscal year. Only revenues defined to as “proceeds of taxes” are restricted by the limit. Generally, revenues restricted as to use, enterprise fund revenues, redevelopment agency revenues, and charges for services not exceeding the cost of providing the service are not considered proceeds of taxes. Also, certain expenditures are considered exempt from the limit. During any fiscal year, a city may not appropriate any proceeds of taxes they receive in excess of their Limit.

The appropriations limit is based on actual appropriations during the base year of 1978-79, and is adjusted each year using the growth in population and inflation. The limit, cost of living factor, and population change factor must be adopted each year by resolution of the City Council.

FISCAL YEAR 2017-18 CITY OF EUREKA APPROPRIATIONS LIMIT CALCULATIONS

A. LAST YEAR'S LIMIT		\$ 132,538,400
B. ADJUSTMENT FACTORS		
1. Population % (City population growth)		1.030%
2. Inflation % (Change California Per Capita Personal Income)*		3.69%
Population Converted to a Ratio:	$\frac{3.69 + 100}{100} =$	1.0103
Per Capita Cost of Living Converted to a Ratio:	$\frac{1.03 + 100}{100} =$	1.0369
Calculation of Factor for Fiscal Year 2017-2018 (Population Ratio x Per Capita Cost of Living Ratio)		1.0476
C. THIS YEAR'S LIMIT:		\$ 138,844,586

APPROPRIATIONS SUBJECT TO LIMIT AND AMOUNT UNDER LEGAL LIMIT

A. PROCEEDS OF TAXES	\$ 24,291,179
B. EXCLUSIONS	-
C. APPROPRIATIONS SUBJECT TO LIMITATION	24,291,179
D. CURRENT YEAR LIMIT	138,844,586
E. UNDER LIMIT	\$ 114,553,407

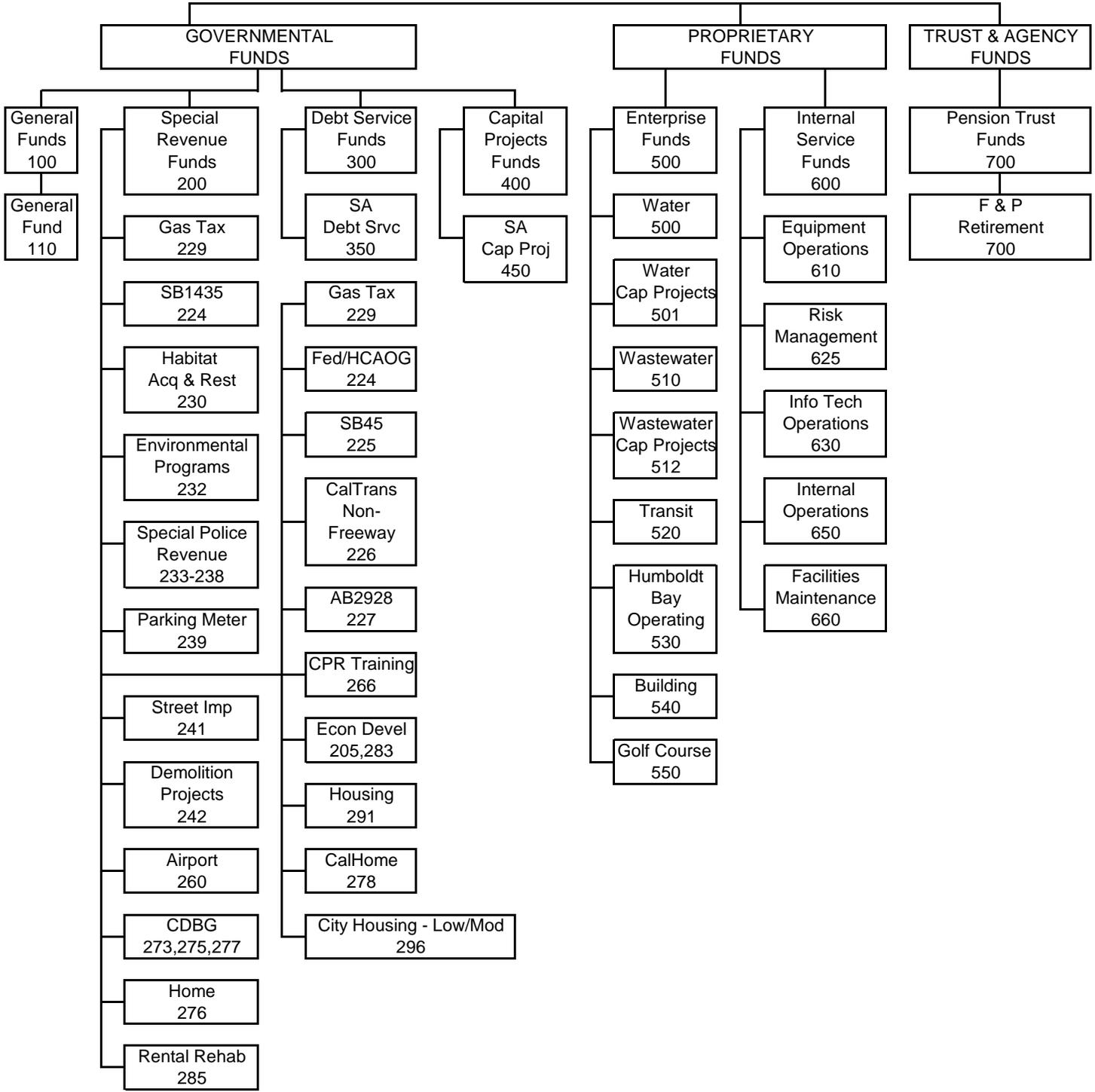
*Estimate

Appropriations Limit FY 2017-18

Reviewing the City's appropriations limit calculations over the past years indicates the City should remain well within its legal limit for many years to come. During the ten year period between fiscal years 2007-08 to 2017-18 the calculated appropriations limit has increased by 40% from \$98,779,576 to \$138,844,586. During this same time period appropriations subject to this limitation have increased 58% from \$15,357,000 to \$24,291,179. In spite of slow population growth, and a high inflation rate, tax revenues are growing more slowly than the appropriations limit.

The City of Eureka's adopted appropriations should remain well below the appropriations limit as prescribed in Article XIII B of the California Constitution and adopted by Proposition 4 in 1980 for the foreseeable future.

Fund Structure FY 2017-18



Glossary Of Terms

Activities

Specific services performed in accomplishing program objectives and goals (See Program).

ADA

Americans with Disabilities Act is federal legislation governing the abilities of all citizens to have equal access to all city buildings and materials.

Appropriation

An authorization made by the Council which permits the City to incur obligations and to make expenditures of resources.

Appropriation Limitation

Imposed by Propositions 4 and 111, creates a restriction on the amount of revenue which can be appropriated in any fiscal year. The Limit is based on actual appropriations during the 1978-79 fiscal year, and is increased each year using the growth of population and inflation. Not all revenues are restricted by the limit; only those which are referred to as "proceeds of taxes." Some examples of proceeds of taxes are sales tax, property tax, and business license tax.

Assessed Valuation

A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal. Property taxes for general purposes cannot exceed 1% of assessed value.

Audit

Prepared by an independent certified public accountant (CPA), the primary objective of an audit is to determine if the City's financial statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

BASIS OF ACCOUNTING

Accrual Accounting

Use of accrual basis of accounting is considered appropriate for proprietary funds, nonexpendable trust funds, and pension trust funds of governmental units. Accrual accounting means that revenues should be recorded in the period in which the service is given, although payment is received in a prior or subsequent period; and that expenses should be recorded in the period in which the benefit is received, although payment is made in a prior or subsequent period.

Examples of funds using the accrual basis of accounting are the Water, Wastewater, and Humboldt Bay Funds.

Glossary Of Terms

Modified Accrual Accounting

Funds such as general funds, special revenue funds, capital project funds, debt service funds, special assessment funds and expendable trust funds use the modified accrual accounting basis because they are not concerned with income determination. Under the modified accrual basis, revenues should be recognized in the accounting period in which they become available and measurable. Expenditures should be recognized in the accounting period in which the fund liability is incurred, if measurable, except for un-matured interest on general long-term debt and on special assessment indebtedness secured by interest-bearing special assessment levies, which should be recognized when due.

Examples of funds using the modified accrual basis of accounting are the General Fund, Gas Tax Fund, and Capital Improvements Fund.

Bonds

A form of borrowing (debt financing) which reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate. Bonds are used to finance large capital projects such as buildings, streets, utility infrastructure, and bridges.

Budget

A financial plan for a specified period of time that matches planned revenues and expenditures to municipal services, goals and objectives. The City of Eureka uses a financial plan covering a fiscal year, with actual budget appropriations made annually.

Budget Amendment

The City Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager has the authority to approve administrative adjustments to the budget as long as those changes are between objects within the same expenditure category.

Budget Calendar

The schedule of budget preparations, hearings and adoption of the annual budget.

Budget Policies

General and specific guidelines that govern financial plan preparation and administration.

CAFR

The Comprehensive Annual Financial Report encompasses the City's annual financial reports for all funds, a comparative analysis of prior year and current year financial transactions, notes to support financial transactions and financial statistics covering the past ten years.

Capital Improvement Plan (CIP)

A five-year plan providing for the maintenance or replacement of existing public facilities and assets and for building or acquiring new ones.

Capital Lease

The periodic payment for assets acquired with a lease financing instrument.

Capital Outlay

The costs of acquiring land or purchasing "fixed assets," i.e., building improvements, buildings, improvements other than building, machinery and equipment (in general, items to be purchased are those with a cost of \$5,000 or more, having a useful life of greater than one year, with a few exceptions).

Certificates of Participation

Form of lease-purchase financing used to construct or acquire capital facilities and equipment.

Glossary Of Terms

CDBG

Community Development Block Grants are funded by the Federal Government and their purpose is to provide funds for very low and moderate income families to eliminate substandard and deteriorated housing.

Contingency

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Contractual Services

Services rendered to a government by private firms, individuals, or other governmental agencies. Examples include utilities, maintenance agreements, and professional consulting services.

Cost Allocation

Costs which are charged to a department in the City for services of a generalized nature provided by another fund or department through a cost allocation procedure. Examples included as part of the allocation are the cost of the City Manager's Office, the City Attorney's Office, and the Finance Department. Departments which receive services from these departments are charged based on a standard formula.

CSMFO

California Society of Municipal Finance Officers. A state-wide organization whose purpose is to provide educational opportunities and interaction amongst municipal finance officers. It provides an opportunity for recognition in the achievement of excellence in operational budgeting.

Debt Financing

Borrowing funds as needed and pledging future revenues to make current expenditures. The City of Eureka uses debt financing only for one-time capital improvements whose life will exceed the term of financing and where expected revenues are sufficient to cover the long-term debt.

Debt Instrument

Methods of borrowing funds, including general obligation bonds, revenue bonds, tax allocation bonds, lease/purchase agreements, lease-revenue bonds, certificates of participation, and assessment district bonds.

Debt Service

Payments of principal and interest on bonds and other debt instruments according to a pre-determined schedule.

Deficit

The excess of an entity's liabilities over its assets or the excess of expenditures or expenses over revenues during a single accounting period.

Department

A major organizational unit of the City which has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

Depreciation

Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of physical elements, inadequacy or obsolescence.

Distinguished Budget Presentation Awards Program

A voluntary awards program administered by the Governmental Finance Officers Association on a federal level and by the California Society of Municipal Finance Officers Association on a state-wide basis to encourage governments to prepare effective budget documents.

Glossary Of Terms

ECEA

The Eureka City Employees Association is an employee organization representing those employees who are not management, fire or police.

EFL

Employee organization representing fire employees and who bargains with the City for employee salaries and benefits.

EFT

Electronic Funds Transfer is a term used by the banking industry to signify a transaction that occurs through electronic means rather than a physical transfer of funds.

Employee Benefits

Costs of benefits for City employees, including Unemployment Insurance, Workers' Compensation Insurance, Health Insurance, Dental Insurance, Vision Insurance, Retirement, and Life Insurance.

EOC

Emergency Operations Center is a location where emergency managers can assemble, coordinate their actions, and facilitate efficient communication during a local emergency.

EPA

Environmental Protection Agency. A federal agency that has oversight for environmental issues and that provides grant funds to facilitate environmental endeavors by the City.

EPFA

Eureka Public Financing Authority was established as a separate entity whose purpose is to borrow money to provide funding for Redevelopment Agency projects.

EPOA

Employee organization representing police employees and who bargains with the City for employee salaries and benefits.

ERA

The Eureka Redevelopment Agency was established under state law to undertake projects that will revitalize the project areas and improve the economic base of the community.

ERAF

Education Revenue Augmentation Fund. The California State Legislature enacted the ERAF in 1991 to permanently redirect property taxes from counties, cities, and special districts to public school entities within each county. This is a state level of funding for the Education system within the State of California. Revenues have been "shifted" from local governments to fund this educational fund from both the City and Redevelopment Agency.

Expenditure

The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. Note: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended.

Glossary Of Terms

Expenditure Savings

Under the City's budgeting procedures, personnel cost projections are based on all positions being filled throughout the year. Cost projections for major supply purchases and service contracts are projected on a similar basis. However, past experience indicates that expenditures are consistently less than budgeted amounts, due at least in part to this costing methodology. Accordingly, the expenditure savings category is used to account for this factor in preparing Working Capital projections.

FEMA

Federal Emergency Management Agency. A federal agency that provides grants for fire related equipment and also training for fire personnel.

FPPC

The "Fair Political Practice Commission" is the State agency that oversees the Political Reform Act (PRA).

Fixed Assets

Assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$10,000.

FTE

An employee unit of measurement for one "full time employee". When employee positions are allocated within the budget, these allocations are measured in terms of full time employees. Two employees working half-time would be added together and listed as one FTE.

Fund

An accounting entity that records all financial transactions for specific activities or government functions. The six generic fund types used by the City are: General Fund, Special Revenue, Debt Service, Capital Project, Enterprise, and Trust & Agency Funds.

Fund Balance (Working Capital replaces the term Fund Balance)

Also known as financial position, Working Capital for the governmental fund types is the excess of fund assets over liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses. For the enterprise funds, this term is used interchangeably with "working capital", a comparable (although not exact) financial position concept as Working Capital (see Working Capital).

FUND TYPES

The City uses funds to organize and operate its accounting system. A fund is a separate accounting entity with a self-balancing set of accounts. Funds are further classified into several types, depending on the purpose and funding source, as explained below.

General Fund (Funds 110, 120)

This fund is used for all financial transactions/resources that are not accounted for in other funds. Most City departments, except those classified as Enterprise Funds, Grants, Housing and Redevelopment, receive their funds from the General Fund.

Special Revenue Funds (Funds 205, 207, 224, 225, 226, 227, 230, 231, 232, 233, 234, 236, 237, 238, 239, 241, 242, 260, 273, 275, 276, 277, 278, 283, 285, 291 and 295)

These funds account for proceeds of revenues designated for financing specified activities of the City. Special Revenue funds are also used when there is some compelling reason for segregating a revenue source from the General Fund.

Debt Service Funds (Fund 350)

These funds account for the accumulation of resources for, and the payment of, general long-term debt principal and interest of the Agency and the Authority. Revenues for this purposed include property tax

Glossary Of Terms

increment and related interest.

Enterprise Funds (Funds 500, 501, 510, 512, 520, 530, 540, and 550)

These funds account for activities which are intended to be self-supporting or where periodic determination of net income is appropriate for management control and accountability. Costs are financed primarily through user charges.

Internal Service Funds (Funds 610, 625, 630, 650, and 660)

These funds account for activities and services provided by one City organizational unit to another, financed through cost-reimbursement.

Trust & Agency Funds (Fund 700)

Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The fiduciary funds used by the City include expendable trust and agency funds. Expendable trust funds are accounted for in the same manner as Governmental Funds (general, special revenues, debt service, and capital project funds). Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

FY

The "Fiscal Year" is the beginning and ending period for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

GAAP

Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

GASB

Governmental Accounting Standards Board sets all requirements for governmental agency reporting and accounting methodologies.

GFOA

Government Finance Officers Association of the United States and Canada. A national organization whose purpose is to provide accounting guidance and educational opportunities to governmental finance officers. This organization sets the standards for budget documents that must meet program criteria as a policy document, operations guide, a financial plan and a communication device.

Goal

Is a broad statement of purpose for particular program within the agency.

HOME Program

A HOME grant or "Home Partnership Investment Program" provides grant funds for an Owner Occupied Housing First Time Homebuyer program.

Inter-fund Transfers

The movement of monies between funds of the same governmental entity.

Investment Revenue

Revenue received as interest from the investment of funds not immediately required to meet cash disbursement obligations.

LAFCO

Local Area Formation Commission is a regional agency that oversees land use within the Humboldt County area.

Glossary Of Terms

Line Item Budget

A budget that lists detailed expenditure categories (salary, materials, telephone service, travel, etc.) separately, along with the amount budgeted for each specified category. The City uses a line-item detail to maintain and record for financial reporting and control purposes. This line item budget has been developed into a Program Budget format that presents each department's operations under a broader program of service (Public Works, Community Services, etc.)

Materials and Supplies

Expendable materials and operating supplies necessary to conduct departmental operations.

Mission

Is an ideal statement of what the organization hopes to achieve.

MOU

Memorandum of Understanding is an agreement between employees and administration covering salaries, benefits and rights of employees.

NOP

Neighborhood Oriented Policing is a program utilized by the Eureka Police Department to assign personnel to areas within the community.

NPDES

The National Pollution Distribution Elimination System sets the standards for storm water runoff.

Object of Expenditure

An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, and contract services.

Objective

Is a measurable accomplishment to be achieved within a specific period of time.

OES

Office of Emergency Services is a state-wide emergency services organizational structure. There are six mutual aid regions within California.

Operating Budget

The portion of the budget that pertains to daily operations providing basic governmental services. The program budgets in the financial plan form the operating budget.

Operations

A grouping of related programs within a functional area (See Function and Program).

Performance Measures (Objectives)

A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program. Performance measures are clearly stated objectives that are measurable in quantitative terms.

PERS

The Public Employee Retirement System is a statewide retirement system in which all full time and regular part time employees participate as one of their employee benefits. Alternately referred to as CalPERS to designate the retirement system within the State of California.

PLC

A Programmable Logic Controller is a type of computer that is used to control the water treatment process.

Glossary Of Terms

POST

“Peace Officers Standards and Training” is a requirement or standard that all police officers within California must meet.

Program

A grouping of activities organized to accomplish basic goals and objectives.

PSAPS

Public Safety Answering Point System is a county-wide computerized connection process with law agencies within the County. The Eureka Police Department maintains this networking system.

Reserve

An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose or designated by Council and is, therefore, not available for general appropriation.

Reserve Draw Down

Refers to the amount of Working Capital required as a revenue funding source to balance fund budgets where appropriations exceed current revenues. If current revenues exceed appropriations, the Working Capital will increase and be referred to a reserve improvement.

Revenue Bonds

Bonds sold to construct a project that will produce revenues pledged for the payment of related principal and interest (See Bonds).

Resolution

A special or temporary order of a legislative body: an order of a legislative body requiring less legal formality than an ordinance or statute.

Resources (Sources)

Total amounts available for appropriation including estimated revenues, fund transfers, and beginning balances.

RFP

Request for Proposals is a method of inviting proposals from qualified vendors of a specific commodity or service.

RPT

Regular part time employees who are employed by the City less than 40 hours per week but whose position is allocated as a permanent position within the annual budget process.

Salaries

Costs of salaries of City employees, including full-time and part-time/temporary employees, overtime and miscellaneous categories apply.

SCADA

The Supervisory Control and Data Acquisition is a software package that is installed in a PLC to gather necessary data on the water treatment process.

Services and Supplies

The costs of services or supplies purchased by the City. Examples of such services and supplies include consultants, architectural, engineering, legal services, contractual services for construction/maintenance of public facilities, removal and repair of equipment, purchase of gasoline and diesel fuel, payment of gas and electrical bills, payment for water purchased from Humboldt Bay Municipal Water District, office supplies, chemicals and other operating supplies, cost of liability and fire insurance and principal and

Glossary Of Terms

interest payments on outstanding City debt.

Significant Accomplishments

Outlines the changes and accomplishments that occurred over the past fiscal year. Significant changes would be changes that affect the structural nature of a department or program that may or may not impact the way services are rendered. Accomplishments review how performance objectives were met.

STAF

State Transit Assistance Funds are disbursed locally by the Humboldt County Association of Governments for local transit needs.

STIP

State Transportation Improvement Program - The STIP is a multi-year capital improvement program of transportation projects on and off the State Highway System, funded with revenues from the State Highway Account and other funding sources.

Subventions

Revenues collected by the State (or other level of government), which are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in-lieu and gasoline taxes.

Tax Allocation Bonds

Bonds sold to fund capital projects, whereby principal and interest payments are secured by tax revenues.

Units of Measure

A set of reasonable, realistic standards of precise units of measures whereby performance data can be compared. The resulting information is the feedback for management, the City Council, and citizens concerning the relative success and efficiency of the various city programs.

Unencumbered Working Capital

The portion of a fund's balance that is not restricted for a specific purpose and is available for general appropriation.

USDA

United States Department of Agriculture rules and regulations are guidelines by which our City Zoo is operated.

USDI

United States Department of the Interior rules and regulations are guidelines by which our City Zoo is operated.

Working Capital (Reserves)

Also known as financial position in private sector accounting and in enterprise fund accounting in the public sector, working capital is the excess of current assets over current liabilities. For the enterprise funds, this term is used interchangeably with "Working Capital", a comparable (although not exact) financial position concept in the governmental fund types (see Working Capital).