# EUREKA

CALIFORNIA

# 2016-2017 Adopted Budget

# FY 2016-2017 Annual Budget

| | |
|---|---|
| Frank Jager | Mayor |
| Marian Brady | Council Member |
| Linda Atkins | Council Member |
| Kim Bergel | Council Member |
| Melinda Ciarabellini | Council Member |
| Natalie Arroyo | Council Member |

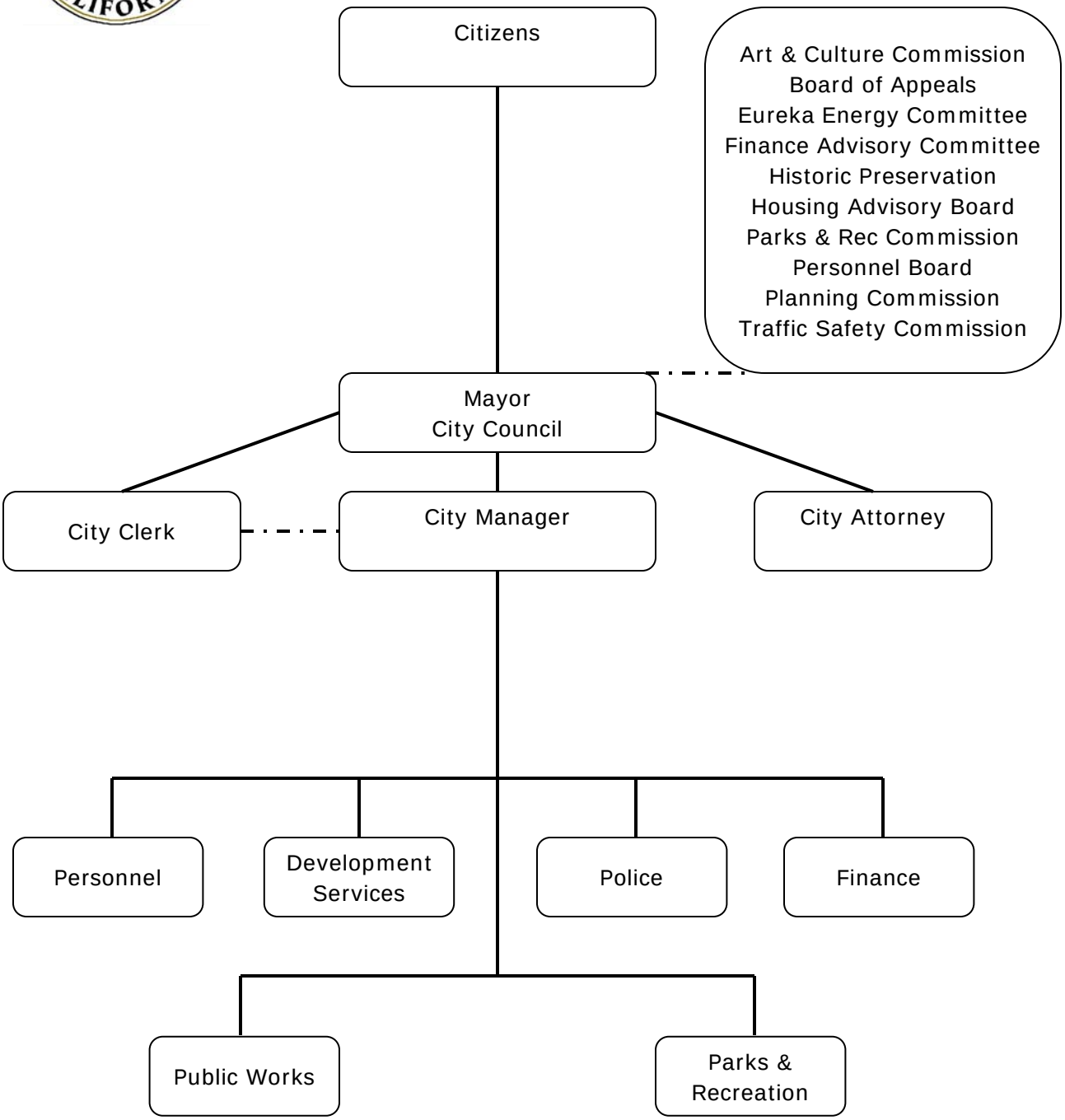
| | |
|---|---|
| Greg Sparks | City Manager |

City of Eureka, California

CITY OF EUREKA

CALIFORNIA

# *The City of Eureka*
# *Organizational Chart*



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# *Section A*
# *Introduction*

CITY OF EUREKA

CALIFORNIA

# City Manager's Transmittal

April 5, 2016

Honorable Mayor and City Council:

I am pleased to submit the Proposed Budget for the 2016-17 Fiscal Year. This budget message outlines principles and important issues of the City's financial planning efforts. The 2016-17 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 2016-17 Proposed Budget maintains the size of the City workforce following several years of reductions. This is a result of improved revenues and cost controls and organization right-sizing.

## Key Budget Principles

As in past years, the 2016-17 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 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 2016-17 fiscal year are integral to the accomplishment of the City Council's long-term goals for the City of Eureka. Those goals encompass quality of life, safety within the community, and continued financial stability. As our city moves into the future, departments are carrying out programs to meet City Council and General Plan goals in the areas of:

- Public Safety
- Economic Development
- Downtown and Waterfront Development
- Housing and Neighborhood Improvements
- Transportation Management

# Financial Condition Summary

## Financial Outlook

For FY 2016-17 the overall economic outlook for the City of Eureka remains cautiously optimistic. Leading indicators, such as Sales Tax, Transient Occupancy Tax, and Property Tax revenues are projected to increase slightly.

As the City continues to rebuild itself financially, it is imperative to fund the infrastructure of the organization first to insure long term stability. As mentioned throughout the budget document, due to the financial stress associated with the recession, a number of reserves were tapped in the past and replacement funds minimized. As revenue increases over the coming years, the priority of restoring the City's reserves is paramount. Fiscal recovery should include the implementation of policies and practices that will assist the City to become more adaptable to changing conditions and to better withstand future economic downturns. This budget continues the practice that began last year in rebuilding General Fund reserves, while also making modest improvements to streets and facilities.

The City has financial policies to assist in the long-term fiscal recovery. These policies are designed to assist the City Council in the implementation of fiscal strategies and tactics that will maintain the City's core service levels, bolster cash reserves, and ensure long-term fiscal solvency.

## 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 public safety comprising approximately 69% or $19.1 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 2016-17 continues several ongoing strategies which will contribute to the City's long-term financial stability.

## Financial Plan Overview

The total Proposed Operating Budget for the City is nearly $58 million for 2016-17, which includes one-time CDBG funding of $2.1 million. This represents a .7% increase from the 2015-16 Adopted Budget, after factoring out the one-time grant expenditures. A majority of the $400,000 increase in operating budgets is due to increased pension costs, health insurance and workers' compensation costs. An additional improvement, implemented with last year's budget document, from a financial planning perspective is the inclusion of a 2017-18 estimated budget. This second year budget provides a longer-term view of projected revenues and expenditures to guide the policy-making process.

## 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 $27.8 million for 2016-17, which includes an increase in the operating expenditure budget of 3.4%, or $882,000, from the prior fiscal year.

| General Fund Appropriations (in thousands) | 2015-16 Projected | 2016-17 Proposed | 2017-18 Projected |
|---|---|---|---|
| Operating Budgets | $ 25,029 | $ 26,702 | $ 26,943 |
| Debt Service | 281 | 130 | 130 |
| Capital Projects | 136 | 475 | 123 |
| Transfers | 1,135 | 500 | 500 |
| **Total General Fund** | **$ 26,581** | **$ 27,807** | **$ 27,696** |

The estimated General Fund working capital at June 30, 2016, is $2.6 million, or 12% 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 $4.2 million). However, it is an increase of $1.8 million from what was projected for the current year budget.

**Revenues:** The Adopted 2016-17 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 2010, Measure "O" funds added a ½-cent City Sales Tax. This general purpose revenue measure is projected to generate $4.4 million in 2016-17. This funding enables the City to provide important and valued services to the community; for day-to-day operating programs and one-time capital improvements;
- Property values in Eureka remain stable;
- No major changes in the structure of existing local government revenues. Allocation of local revenues may be affected by State legislative decisions;
- Increases to various City fees and charges, based on cost of service, will be approved, implemented, and will achieve the revenue targets. Revenues from "charges for services" are projected to decrease by approximately 9% over the previous year's budgeted amounts, when revenues from cost allocation are removed from the calculation.

## 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 generally not kept pace with system needs. Despite the status of the City's overall budget, the needs of the City and its residents must be addressed. The 2016-17 Adopted budget includes funding to support to the extent possible those areas deemed critical to sustaining a healthy community and encouraging a prosperous future.

## 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 continuation of fair and competitive compensation for our workforce. The need to plan for future reductions in State resources and continually increasing costs within the General Fund and their projected budget consequences must be considered during the 2016-17 year as well as future years.

- **Retirement Benefit Costs** CalPERS has implemented reforms including a tiered system called PEPRA, which has reduced retirement benefits thereby reducing costs. In the short term, retirement costs will continue to increase, but are expected to stabilize within the next seven to ten years as classic PERS members decrease, and the number of PEPRA employees increase.

- **Health Insurance Costs.** The City's health insurance premium projection includes a 5% increase for FY16/17.

- **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.

- **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 2016-17 and beyond, the City is faced with the need to fund approximately $2 million per year related to street maintenance. The proposed budget includes $250,000 of General Funds supplement gas tax revenues toward street improvements. It is staff's belief that based on current revenue and expenditure trends, that insufficient funding will be available for street and sidewalk maintenance in the near term. There is current legislation under consideration in Sacramento, SB16, that would provide additional funding for five years for city street and roadway improvements. This would be accomplished by an increase in the excise tax and

the Vehicle Registration Fee.

- **Business Development and Retention.** We continue to work in partnership with the business community, strengthening our formal and informal ties to local commerce, to develop our community's business potential. We emphasize assistance for businesses within our community equally with retention efforts for businesses considering relocation outside of Eureka.

- **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. The proposed budget includes $250,000 toward facilities improvements, which is still insufficient to keep up with deterioration.

## Measures "O" and "Q"

Adopted by the voters in November 2010, Measure "O" set an added ½-cent City Transaction and Use Tax, which will expire June 30, 2016. Measure "Q" will extend this tax for another five years after that. This general purpose revenue is projected to generate $4.3 million in FY 2016-17. This funding enables the City to provide important and valued services to the community; for both day-to-day operating programs and one-time capital improvements. It is the City Council's obligation to prioritize the use of this resource; just as it is their job to prioritize the use of all City resources. For this reason it is important that as the City Council sets goals for the FY 2016-17 Budget, it also considers the prioritized use of the Measure "O" funds.

Along with the five-year sunset and requirements for annual audits and annual community reports on how much revenue is generated by the measure and how the funds are spent, Measures "O" and "Q" also include accountability and citizen oversight provisions. These are general purpose measures and so the proceeds are not restricted to specific purposes. This enables the City Council with flexibility to respond to new circumstances and challenges. However the ballot language of the Measure provided examples of the types of uses that would be funded through the Measure. These included: police, fire, street maintenance, environmental programs, zoo, parks, and recreation. Through this budgetary process the City Council will allocate Measure "O", and later Measure 'Q" funds, to operating programs and capital improvements.

## Summary

Although the City continues to operate in a challenging economic environment, we have made strides in our goal of financial sustainability. Our goal has been to develop a budget that will meet the needs of our community without compromising the future. The proposed budget positions the City with the necessary resources to make some improvements to our existing infrastructure and facilities, while preserving our long-term fiscal health by aligning revenues and costs. This budget also re-initiates the maintenance of prudent working capital at established policy levels.

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. The "jobless recovery" currently underway is still putting a strain on our economy. The recovery itself is uneven and local governments are feeling its impacts in some of our lagging revenues. Even with the

cooperation of our employees in containing personnel costs, we are faced with the prospect of benefit costs beyond our control and the problem of how to address these in the future. 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. Despite our fiscal challenges, we remain focused on high-quality service provision to the citizens of Eureka. I appreciate the Council's vision and continued support of the organization as we fulfill that vision.

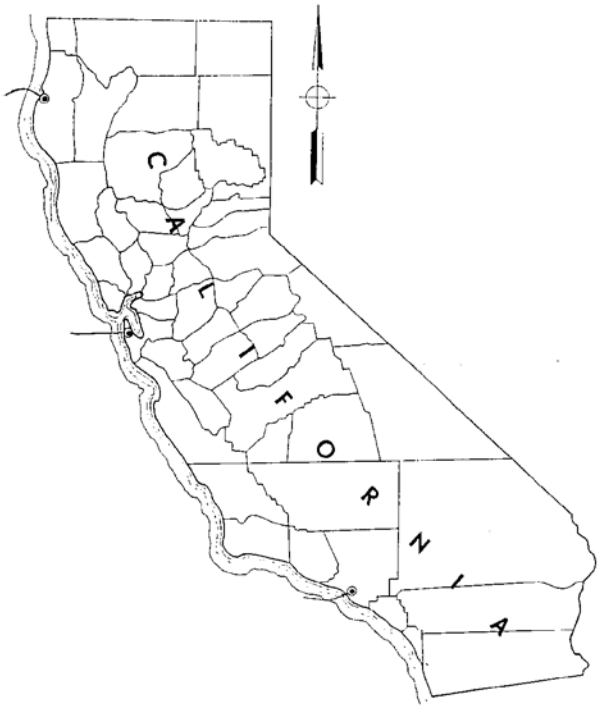
Respectfully submitted for your consideration,

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.

Eu

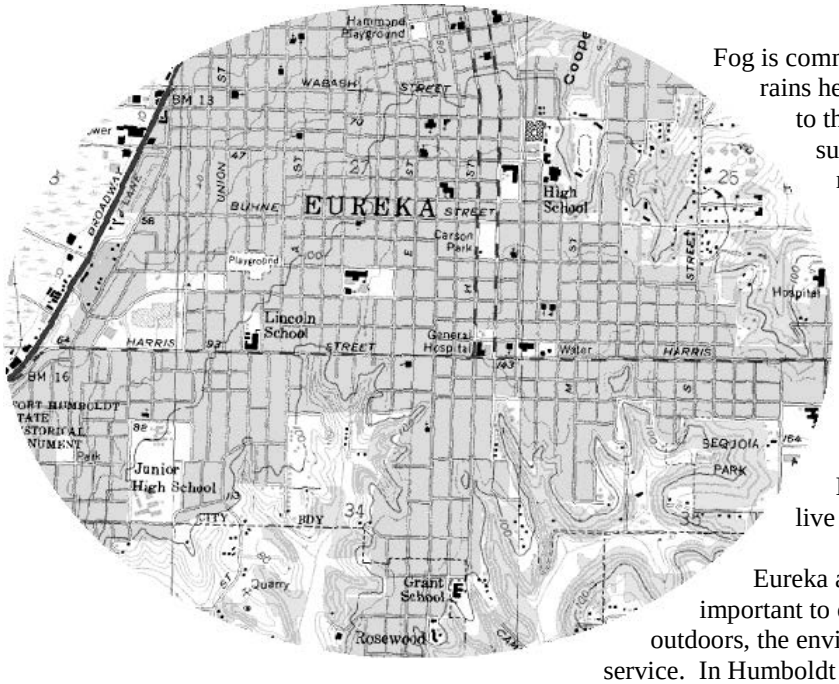



Today, Eureka is an established *State Historical Landmark* due to the presence of so many examples of Victorian and other "period" architecture. Many of these homes and buildings have been preserved and painstakingly restored. Eureka still maintains the highest level of Victorian homes per capita in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

San

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.

CITY OF EUREKA

CALIFORNIA

# *Section B*
# *Budget Graphs & Summaries*

# *Budget Graphics & Summaries*

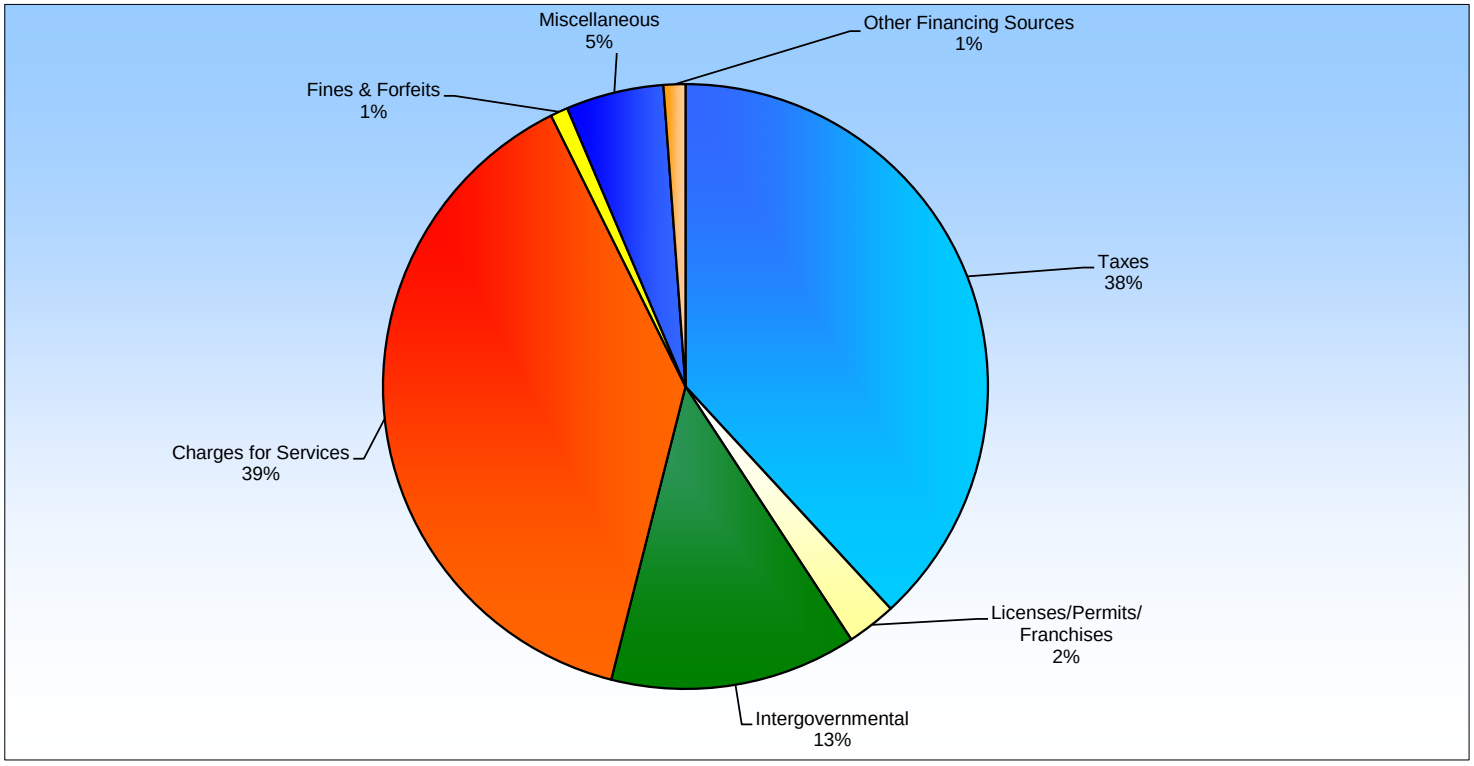
## OVERVIEW

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 Revenues by Source
- Summary of Operating Program Expenditures by Type
- Summary of Operating Program Expenditures by Function
- Operating Expenditure Summary by Department
- General Fund Revenues and Expenditures
- Summary of Recommended Regular Positions
- Summary of Changes in FTE Positions
- Positions by Department
- Recap of Funds 2015-16; 2016-17; 2017-18

Generally, charts are for the 2016-17 fiscal year, while tables present information for four fiscal periods: 2014-15 Actual, 2015-16 Amended Budget, 2015-16 Estimates (Estimated Actuals) and 2016-17 Proposed Budget and 2017-18 Projected Budget.

# *Summary of Revenue Source*



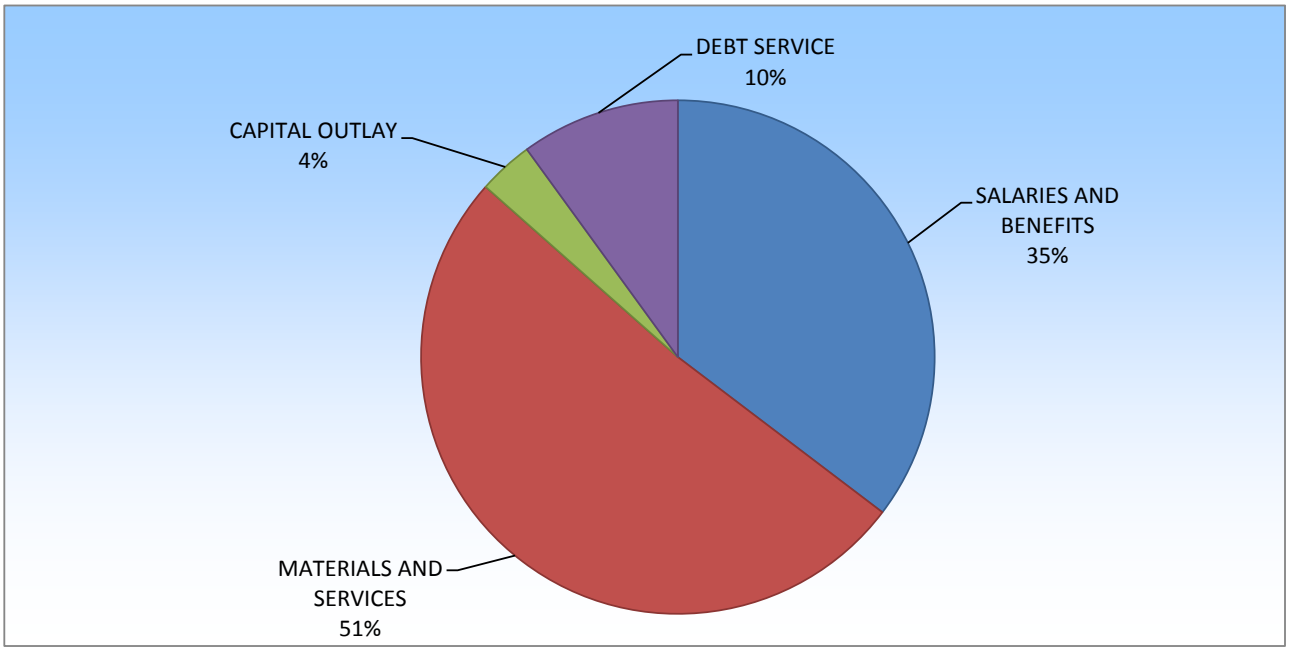

**2016-17 REVENUE SOURCES $66,315,059**

| | 2014/15 Actual | 2015/16 Estimated | 2016/17 Budget | 2017/18 Budget |
|---|---|---|---|---|
| Taxes | 23,812,636 | 25,527,434 | 25,289,720 | 25,763,264 |
| Licenses/Permits/Franchises | 1,379,984 | 1,742,930 | 1,743,500 | 1,743,500 |
| Intergovernmental | 9,175,364 | 8,800,774 | 8,745,221 | 4,937,738 |
| Charges for Services | 24,528,197 | 26,208,437 | 25,676,225 | 25,683,225 |
| Fines & Forfeits | 1,497,792 | 646,642 | 619,000 | 619,000 |
| Miscellaneous | 9,384,639 | 994,249 | 3,467,110 | 3,467,110 |
| Other Financing Sources | 28,663,164 | 6,821,337 | 774,283 | 774,283 |
| **TOTAL** | **98,441,776** | **70,741,803** | **66,315,059** | **62,988,120** |

# *Revenue Summary By Fund Type*

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| **GENERAL FUND** | | | | | | |
| | Taxes | 20,548,084 | 21,374,318 | 21,374,318 | 21,751,693 | 22,225,237 |
| | Licenses/Permits/Franchises | 962,919 | 1,267,800 | 1,267,800 | 1,231,300 | 1,231,300 |
| | Intergovernmental | 2,494,320 | 2,381,510 | 2,381,510 | 2,395,920 | 2,440,198 |
| | Charges for Services | 1,304,995 | 1,258,900 | 1,208,900 | 1,145,950 | 1,145,950 |
| | Fines & Forfeits | 338,851 | 208,642 | 208,642 | 199,000 | 199,000 |
| | Miscellaneous | 4,018,728 | 135,459 | 152,926 | 141,460 | 141,460 |
| | Other Financing Sources | 3,527,700 | 4,241,142 | 4,241,142 | - | - |
| | Subtotal | 33,195,597 | 30,867,771 | 30,835,238 | 26,865,323 | 27,383,145 |
| **SPECIAL REVENUE FUNDS** | | | | | | |
| | Taxes | 50,000 | - | - | - | - |
| | Licenses/Permits/Franchises | 54,839 | 66,130 | 66,130 | 61,200 | 61,200 |
| | Intergovernmental | 5,336,721 | 6,580,369 | 4,843,236 | 4,620,244 | 768,483 |
| | Charges for Services | 83,824 | 30,000 | 30,000 | 30,000 | 30,000 |
| | Fines & Forfeits | 206,989 | 108,000 | 158,000 | 140,000 | 140,000 |
| | Miscellaneous | 160,361 | 61,000 | 66,113 | 61,000 | 61,000 |
| | Other Financing Sources | 461,981 | 706,102 | 706,102 | 300,000 | 300,000 |
| | Subtotal | 6,354,715 | 7,551,601 | 5,869,581 | 5,212,444 | 1,360,683 |
| **DEBT SERVICE FUNDS** | | | | | | |
| | Taxes | 2,990,270 | 4,153,116 | 4,153,116 | 3,538,027 | 3,538,027 |
| | Charges for Services | - | - | - | - | - |
| | Miscellaneous | 495 | - | - | - | - |
| | Other Financing Sources | 67,126 | - | - | - | - |
| | Subtotal | 3,057,891 | 4,153,116 | 4,153,116 | 3,538,027 | 3,538,027 |
| **CAPITAL PROJECTS FUNDS** | | | | | | |
| | Miscellaneous | 186 | - | - | - | - |
| | Subtotal | 186 | - | - | - | - |
| **ENTERPRISE FUNDS** | | | | | | |
| | Taxes | 224,282 | - | - | - | - |
| | Licenses/Permits/Franchises | 362,226 | 409,000 | 409,000 | 451,000 | 451,000 |
| | Intergovernmental | 1,344,323 | 1,722,467 | 1,576,028 | 1,544,120 | 1,544,120 |
| | Fines & Forfeits | 951,952 | 280,000 | 280,000 | 280,000 | 280,000 |
| | Charges for Services | 15,035,283 | 15,195,954 | 15,231,793 | 15,312,600 | 15,312,600 |
| | Miscellaneous | 5,202,558 | 734,354 | 734,354 | 3,264,650 | 3,264,650 |
| | Other Financing Sources | 24,606,357 | 174,283 | 174,283 | 224,283 | 224,283 |
| | Subtotal | 47,726,981 | 18,516,058 | 18,405,458 | 21,076,653 | 21,076,653 |
| **INTERNAL SERVICE FUNDS** | | | | | | |
| | Taxes | - | - | - | - | - |
| | Intergovernmental | - | - | - | 184,937 | 184,937 |
| | Charges for Services | 7,706,649 | 9,322,020 | 9,340,649 | 8,787,566 | 8,794,566 |
| | Miscellaneous | 2,311 | - | 40,856 | - | - |
| | Other Financing Sources | - | - | 1,699,810 | 250,000 | 250,000 |
| | Subtotal | 7,708,960 | 9,322,020 | 11,081,315 | 9,222,503 | 9,229,503 |
| **TRUST FUNDS** | | | | | | |
| | Charges for Services | 397,446 | 397,095 | 397,095 | 400,109 | 400,109 |
| | Miscellaneous | - | - | - | - | - |
| | Subtotal | 397,446 | 397,095 | 397,095 | 400,109 | 400,109 |
| **TOTAL ALL FUND TYPES** | | | | | | |
| | Taxes | 23,812,636 | 25,527,434 | 25,527,434 | 25,289,720 | 25,763,264 |
| | Licenses/Permits/Franchises | 1,379,984 | 1,742,930 | 1,742,930 | 1,743,500 | 1,743,500 |
| | Intergovernmental | 9,175,364 | 10,684,346 | 8,800,774 | 8,745,221 | 4,937,738 |
| | Charges for Services | 24,528,197 | 26,203,969 | 26,208,437 | 25,676,225 | 25,683,225 |
| | Fines & Forfeits | 1,497,792 | 596,642 | 646,642 | 619,000 | 619,000 |
| | Miscellaneous | 9,384,639 | 930,813 | 994,249 | 3,467,110 | 3,467,110 |
| | Other Financing Sources | 28,663,164 | 5,121,527 | 6,821,337 | 774,283 | 774,283 |
| | **GRAND TOTAL** | 98,441,776 | 70,807,661 | 70,741,803 | 66,315,059 | 62,988,120 |

## *Summary of Operating Program Expenditures By Type*

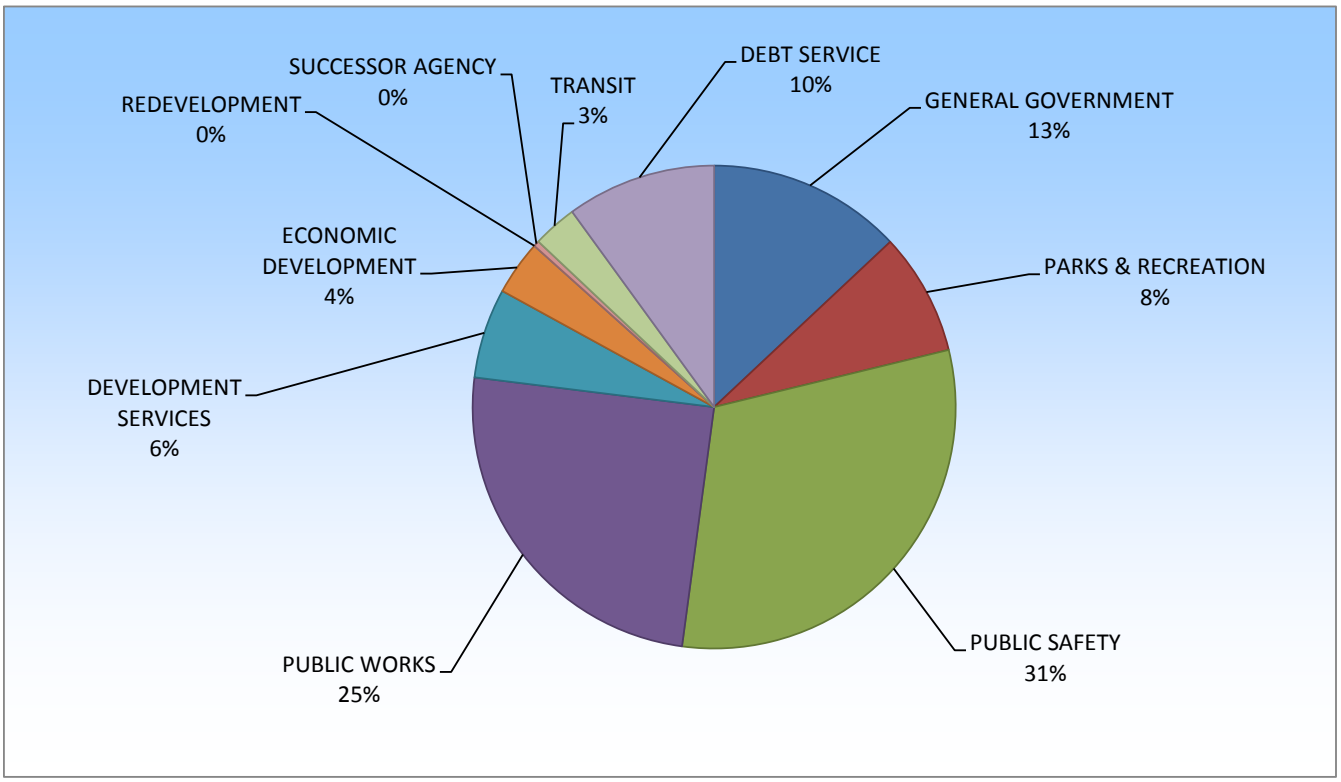



### 2016-17 OPERATING BUDGET $64,393,227

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| SALARIES AND BENEFITS | 23,790,300 | 22,158,607 | 20,834,955 | 22,751,197 | 23,148,796 |
| MATERIALS AND SERVICES | 28,733,810 | 35,786,106 | 31,556,639 | 32,973,472 | 28,876,987 |
| CAPITAL OUTLAY | 943,751 | 2,266,245 | 1,821,356 | 2,227,048 | 2,227,048 |
| DEBT SERVICE | 3,684,021 | 6,542,012 | 6,542,012 | 6,441,510 | 6,079,488 |
| **Total *** | **57,151,882** | **66,752,970** | **60,754,962** | **64,393,227** | **60,332,319** |

* Does not include projects or other financing uses

# *Summary of Operating Program Expenditures By Function*




## 2016-17 OPERATING BUDGET $ 64,393,227

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| GENERAL GOVERNMENT | 7,400,933 | 8,091,814 | 8,043,941 | 8,375,964 | 8,411,941 |
| PARKS & RECREATION | 4,754,164 | 5,186,106 | 5,012,060 | 5,272,943 | 5,296,099 |
| PUBLIC SAFETY | 19,271,409 | 19,723,813 | 18,675,128 | 19,915,782 | 20,036,901 |
| PUBLIC WORKS | 15,600,151 | 15,686,266 | 15,448,605 | 15,995,507 | 16,027,617 |
| DEVELOPMENT SERVICES | 1,384,059 | 3,727,144 | 1,773,799 | 3,874,720 | 2,316,398 |
| ECONOMIC DEVELOPMENT | 2,609,168 | 5,489,723 | 3,122,185 | 2,352,926 | 0 |
| REDEVELOPMENT | 0 | 0 | 0 | 0 | 0 |
| SUCCESSOR AGENCY | 307,718 | 250,000 | 250,000 | 250,000 | 250,000 |
| TRANSIT | 2,140,259 | 2,056,092 | 1,887,232 | 1,913,875 | 1,913,875 |
| DEBT SERVICE | 3,684,021 | 6,542,012 | 6,542,012 | 6,441,510 | 6,079,488 |
| **Total *** | **57,151,882** | **66,752,970** | **60,754,962** | **64,393,227** | **60,332,319** |

* Does not include projects or other financing uses

## *Operating Expenditures Summary By Department*

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **LEGISLATIVE** | | | | | |
| Salaries and Benefits | $ 91,098 | $ 102,891 | $ 106,798 | $ 103,976 | $ 109,479 |
| Materials and Services | 59,215 | 48,281 | 48,281 | 40,684 | 40,684 |
| Capital Outlay | - | - | - | - | - |
| Subtotal | 150,313 | 151,172 | 155,079 | 144,660 | 150,163 |
| **CITY MANAGER** | | | | | |
| Salaries and Benefits | 241,359 | 245,881 | 254,302 | 266,864 | 270,295 |
| Materials and Services | 39,583 | 33,229 | 33,229 | 31,048 | 31,048 |
| Capital Outlay | - | - | - | 700 | 700 |
| Subtotal | 280,942 | 279,110 | 287,531 | 298,612 | 302,043 |
| **CITY CLERK** | | | | | |
| Salaries and Benefits | 467,388 | 581,405 | 467,609 | 506,970 | 514,918 |
| Materials and Services | 2,432,482 | 2,762,200 | 2,762,200 | 2,748,047 | 2,748,047 |
| Capital Outlay | 189,451 | 238,500 | 238,500 | 157,500 | 157,500 |
| Subtotal | 3,089,321 | 3,582,105 | 3,468,309 | 3,412,517 | 3,420,465 |
| **HUMAN RESOURCES** | | | | | |
| Salaries and Benefits | 369,685 | 398,962 | 409,091 | 425,859 | 434,297 |
| Materials and Services | 76,551 | 108,509 | 108,509 | 105,535 | 105,535 |
| Capital Outlay | - | 1,000 | 1,000 | 1,000 | 1,000 |
| Subtotal | 446,236 | 508,471 | 518,600 | 532,394 | 540,832 |
| **FINANCE** | | | | | |
| Salaries and Benefits | 1,056,944 | 800,423 | 793,180 | 1,004,918 | 1,022,754 |
| Materials and Services | 3,631,825 | 3,732,257 | 3,789,522 | 3,947,238 | 3,933,543 |
| Capital Outlay | 4,489 | 136,000 | 1,000 | 1,000 | 1,000 |
| Subtotal | 4,693,258 | 4,668,680 | 4,583,702 | 4,953,156 | 4,957,297 |
| **CITY ATTORNEY** | | | | | |
| Salaries and Benefits | 259,043 | 386,343 | 345,927 | 377,173 | 383,689 |
| Materials and Services | 192,333 | 183,930 | 183,930 | 180,218 | 180,218 |
| Capital Outlay | 2,570 | 5,000 | 5,000 | 5,000 | 5,000 |
| Subtotal | 453,946 | 575,273 | 534,857 | 562,391 | 568,907 |
| **POLICE** | | | | | |
| Salaries and Benefits | 9,038,327 | 9,478,075 | 8,723,179 | 9,329,715 | 9,517,635 |
| Materials and Services | 2,505,004 | 3,358,977 | 3,375,077 | 3,394,424 | 3,327,623 |
| Capital Outlay | 469,612 | 664,215 | 329,061 | 843,818 | 843,818 |
| Subtotal | 12,012,943 | 13,501,267 | 12,427,317 | 13,567,957 | 13,689,076 |
| **FIRE** | | | | | |
| Salaries and Benefits | 2,522,332 | - | - | - | - |
| Materials and Services | 4,699,498 | 6,208,546 | 6,208,546 | 6,333,825 | 6,333,825 |
| Capital Outlay | 24,386 | - | 25,265 | - | - |
| Subtotal | 7,246,216 | 6,208,546 | 6,233,811 | 6,333,825 | 6,333,825 |

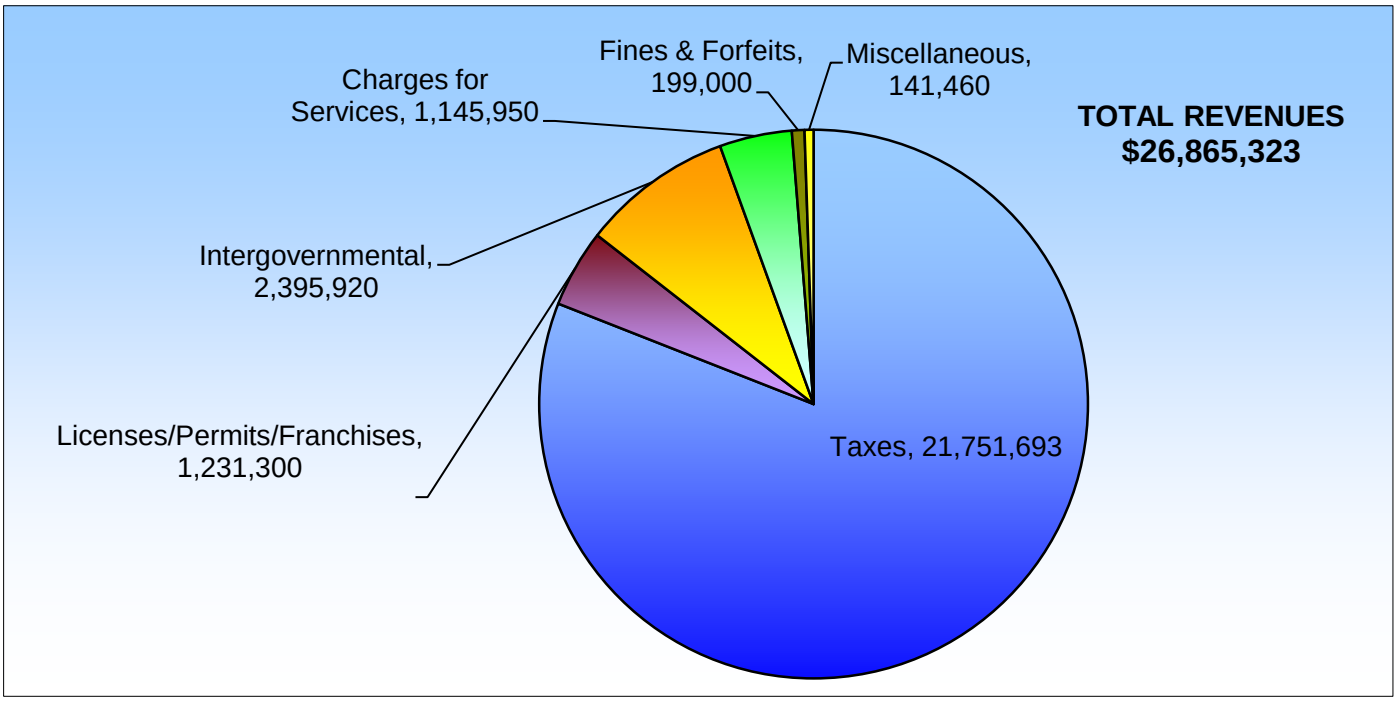
## *Operating Expenditures Summary By Department*

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PARKS & RECREATION** | | | | | |
| Salaries and Benefits | 2,754,531 | 3,023,201 | 2,859,155 | 3,127,133 | 3,166,002 |
| Materials and Services | 1,970,360 | 2,114,905 | 2,104,905 | 2,097,810 | 2,082,097 |
| Capital Outlay | 29,273 | 48,000 | 48,000 | 48,000 | 48,000 |
| Subtotal | 4,754,164 | 5,186,106 | 5,012,060 | 5,272,943 | 5,296,099 |
| **PUBLIC WORKS** | | | | | |
| Salaries and Benefits | 5,576,719 | 5,650,183 | 5,535,531 | 5,989,322 | 6,086,524 |
| Materials and Services | 9,854,396 | 9,024,401 | 8,914,401 | 9,258,761 | 9,198,761 |
| Capital Outlay | 222,848 | 1,173,530 | 1,173,530 | 1,170,030 | 1,170,030 |
| Subtotal | 15,653,963 | 15,848,114 | 15,623,462 | 16,418,113 | 16,455,315 |
| **DEVELOPMENT SERVICES** | | | | | |
| Salaries and Benefits | 921,608 | 1,094,148 | 943,088 | 1,219,158 | 1,243,094 |
| Materials and Services | 3,016,685 | 7,960,871 | 3,778,039 | 4,585,882 | 645,606 |
| Capital Outlay | 1,122 | - | - | - | - |
| Subtotal | 3,939,415 | 9,055,019 | 4,721,127 | 5,805,040 | 1,888,700 |
| **SUCCESSOR AGENCY** | | | | | |
| Salaries and Benefits | 64,427 | - | - | - | - |
| Materials and Services | 243,291 | 250,000 | 250,000 | 250,000 | 250,000 |
| Subtotal | 307,718 | 250,000 | 250,000 | 250,000 | 250,000 |
| **TOTAL OPERATING DEPARTMENTS** | | | | | |
| Salaries and Benefits | 23,363,461 | 21,761,512 | 20,437,860 | 22,351,088 | 22,748,687 |
| Materials and Services | 28,721,223 | 35,786,106 | 31,556,639 | 32,973,472 | 28,876,987 |
| Capital Outlay | 943,751 | 2,266,245 | 1,821,356 | 2,227,048 | 2,227,048 |
| Subtotal | 53,028,435 | 59,813,863 | 53,815,855 | 57,551,608 | 53,852,722 |
| **OTHER OPERATING EXPENDITURES:** | | | | | |
| Fire & Police Retirement Fund | | | | | |
| Salaries and Benefits | 426,839 | 397,095 | 397,095 | 400,109 | 400,109 |
| Materials and Services | 12,587 | - | - | - | - |
| Subtotal | 439,426 | 397,095 | 397,095 | 400,109 | 400,109 |
| **GRAND TOTAL*** | $ 53,467,861 | $ 60,210,958 | $ 54,212,950 | $ 57,951,717 | $ 54,252,831 |

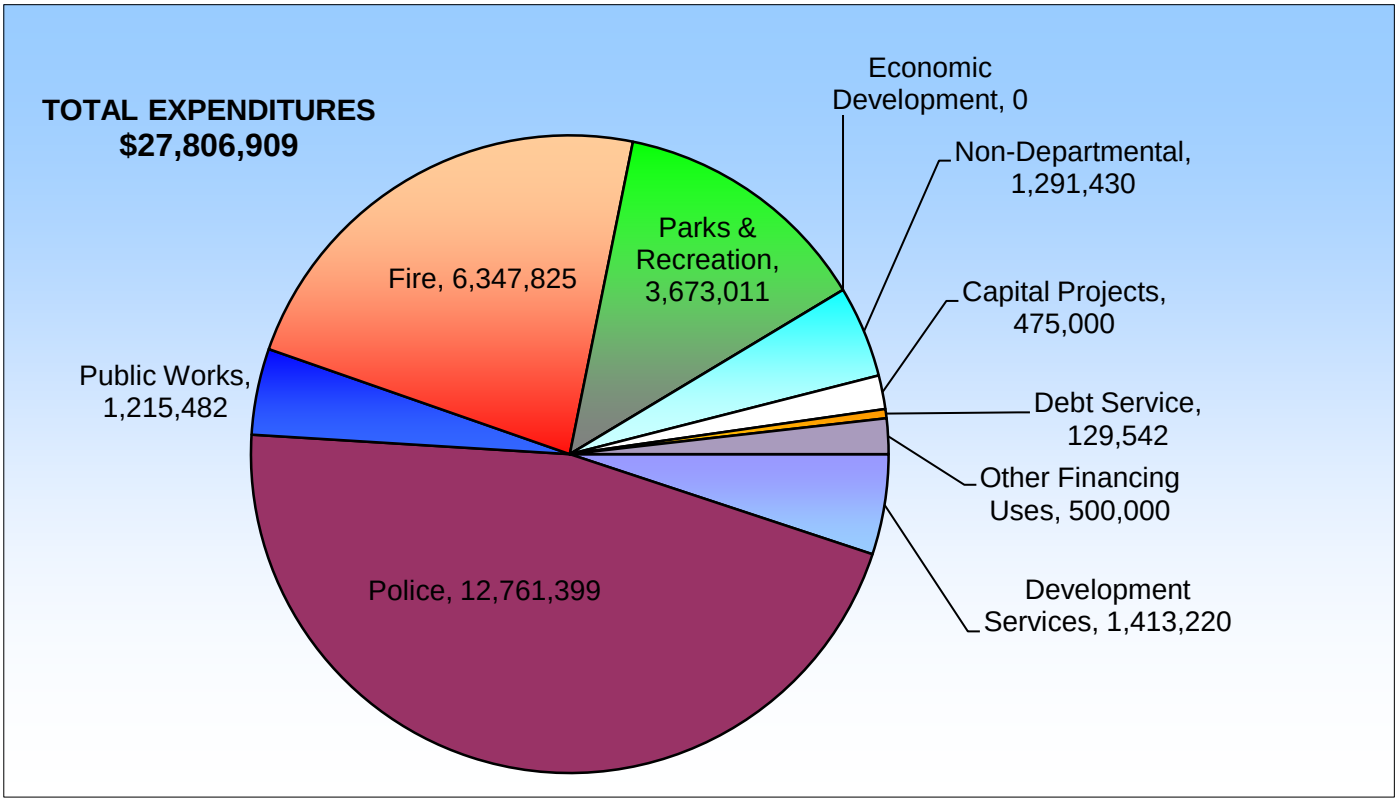
* Does not include debt service, projects or other financing uses

# General Fund

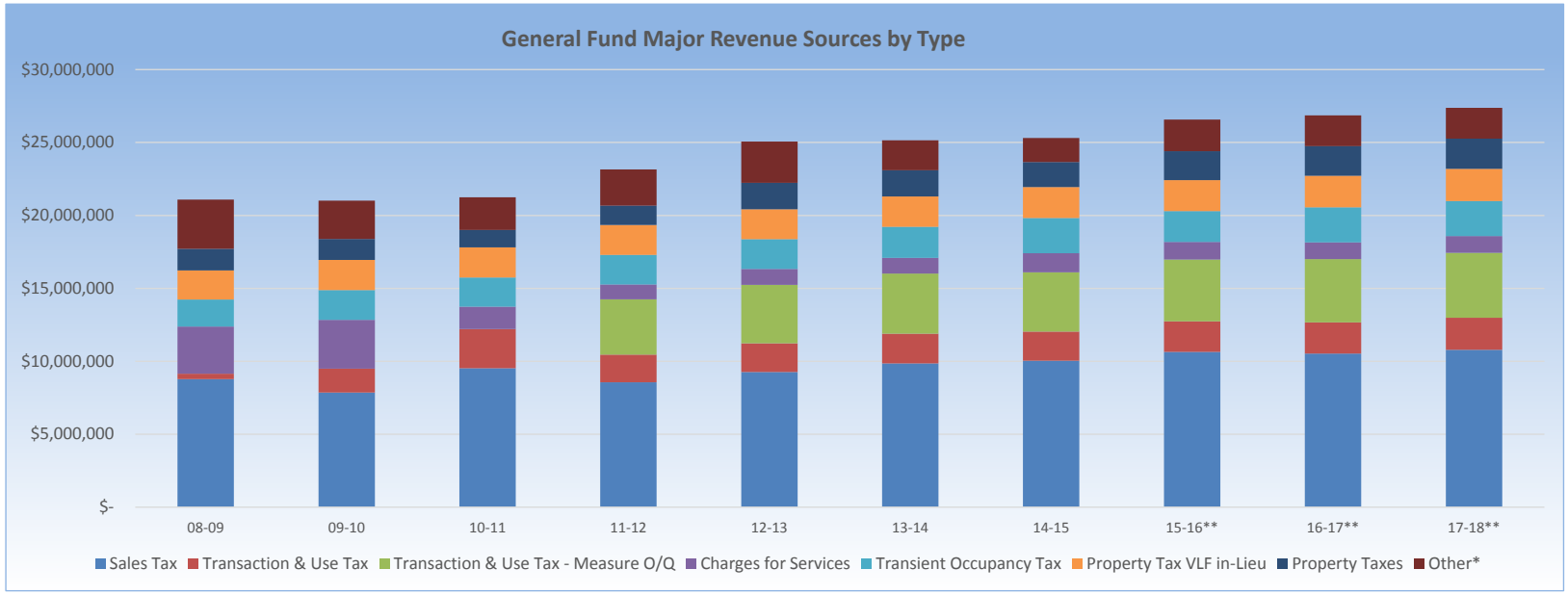
## REVENUES: WHERE IT COMES FROM




## EXPENDITURES: WHERE IT GOES



# General Fund Trends




| | 08-09 | 09-10 | 10-11 | 11-12 | 12-13 | 13-14 | 14-15 | 15-16** | 16-17** | 17-18** |
|---|---|---|---|---|---|---|---|---|---|---|
| Sales Tax | $ 8,775,000 | $ 7,860,886 | $ 9,518,499 | $ 8,556,098 | $ 9,268,711 | $ 9,860,760 | $ 10,037,011 | $ 10,645,044 | $ 10,527,877 | $ 10,789,924 |
| Transaction & Use Tax | 375,000 | 1,628,022 | 2,688,403 | 1,900,000 | 1,966,634 | 2,037,130 | 2,005,554 | 2,096,622 | 2,142,000 | 2,198,000 |
| Transaction & Use Tax - Measure O/Q | - | - | - | 3,800,000 | 4,004,028 | 4,120,798 | 4,054,688 | 4,241,142 | 4,335,000 | 4,449,000 |
| Charges for Services | 3,236,585 | 3,356,328 | 1,539,094 | 1,017,791 | 1,092,381 | 1,074,450 | 1,304,995 | 1,208,900 | 1,145,950 | 1,145,950 |
| Transient Occupancy Tax | 1,848,000 | 2,032,584 | 2,002,077 | 2,019,361 | 2,032,949 | 2,125,469 | 2,419,501 | 2,100,000 | 2,400,000 | 2,400,000 |
| Property Tax VLF in-Lieu | 2,003,284 | 2,072,725 | 2,060,682 | 2,051,626 | 2,060,744 | 2,085,640 | 2,132,491 | 2,132,800 | 2,175,456 | 2,218,965 |
| Property Taxes | 1,475,000 | 1,437,587 | 1,192,487 | 1,325,932 | 1,810,383 | 1,788,314 | 1,707,505 | 1,974,154 | 2,022,943 | 2,063,403 |
| Other* | 3,369,900 | 2,630,601 | 2,243,214 | 2,476,657 | 2,830,049 | 2,060,540 | 1,650,201 | 2,177,967 | 2,116,097 | 2,117,903 |
| **Total** | $ 21,082,769 | $ 21,018,733 | $ 21,244,456 | $ 23,147,465 | $ 25,065,879 | $ 25,153,101 | $ 25,311,946 | $ 26,576,629 | $ 26,865,323 | $ 27,383,145 |

"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

**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…*

## 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 FY 2015-16 & PROPOSED FY 16-17 CHANGES

**City Clerk / Information Technology**
Administrative Assistant position moved to Finance (1 FTE)
No change in department FTE

**Personnel**
Senior Personnel Analyst position reclassified to a Personnel Manager (0 FTE)
No change in department FTE

**Finance**
Unfreeze an Accounting Specialist position and reclassify to an Accounting Technician (0 FTE)
Administrative Assistant position moved from City Clerk / Information Technology (1 FTE)
No change in department FTE

**Police**
FY15/16: Communications Dispatcher position reclassified to a Senior Communications Dispatcher (0 FTE)
Police Officer position reclassified to a Police Sergeant (0 FTE)
Administrative Technician position reclassified to a Crime Analyst (0 FTE)
No change in department FTE

**Parks & Recreation**
FY15/16: Maintenance Supervisor position reclassified to a Parks & Recreation Manager (0 FTE)
No change in department FTE

**Development Services**
Assistant Planner position reclassified to a Principal Planner (0 FTE)
Senior Administrative Assistant position reclassified to a Housing Technician (0 FTE)
No change in department FTE

**Public Works Department**
FY15/16: Traffic Engineering Analyst position reclassified to a Engineering Technician (0 FTE)
FY15/16: City Engineer / Deputy PW Director position reclassified to a Project Manager (0 FTE)
FY15/16: Deputy City Engineer position reclassified to a Deputy PW Director - Engineering (0 FTE)
FY15/16: Water System Specialist position reclassified to a Utility Worker (0 FTE)
FY15/16: Industrial Maintenance Technician position reclassified to an Electrical & Instrumentation Technician (0 FTE)
FY15/16: Eliminate duplicate Field Superintendent position inadvertently added (0 FTE)
Administrative Technician position reclassified to an Engineering Technician (0 FTE)
No change in department FTE

# *Full-Time Equivalent Positions by Department*

| | 2014-15 Actual | Revised 2015-16 Budget | Proposed 2016-17 Budget | Projected 2017-18 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 |
| Total | 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 | 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 |
| Total | 5.50 | 5.50 | 4.50 | 4.50 |
| **PERSONNEL** | | | | |
| Personnel Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Personnel Analyst I/II | 1.00 | 1.00 | 1.00 | 1.00 |
| Personnel Manager | - | - | 1.00 | 1.00 |
| Senior Administrative Assistant-Confidential | 0.80 | 1.00 | 1.00 | 1.00 |
| Senior Personnel Analyst | 1.00 | 1.00 | - | - |
| Total | 3.80 | 4.00 | 4.00 | 4.00 |
| **FINANCE** | | | | |
| Finance Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Accountant I/II | 1.00 | 1.00 | 1.00 | 1.00 |
| Accounting Specialist I/II | 5.00 | 5.00 | 4.00 | 4.00 |
| Accounting Technician I/II | 2.00 | 2.00 | 3.00 | 3.00 |
| Administrative Assistant | - | - | 1.00 | 1.00 |
| Assistant to the Finance Director | 1.00 | - | - | - |
| Deputy Finance Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Finance Office Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Administrative Assistant-Confidential | 0.20 | - | - | - |
| Total | 12.20 | 11.00 | 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 |
| Total | 3.00 | 3.00 | 3.00 | 3.00 |

# *Full-Time Equivalent Positions by Department*

| | 2014-15 Actual | Revised 2015-16 Budget | Proposed 2016-17 Budget | Projected 2017-18 Budget |
|---|---|---|---|---|
| **POLICE** | | | | |
| Police Chief | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Technician I/II | - | 2.00 | 1.00 | 1.00 |
| Animal Control Officer | 1.00 | 1.00 | 1.00 | 1.00 |
| Communications Dispatcher | 9.00 | 8.00 | 8.00 | 8.00 |
| Communications Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Crime Analyst | - | - | 1.00 | 1.00 |
| Evidence Technician | - | 1.00 | 1.00 | 1.00 |
| Neighborhood Oriented Policing Officer | 1.00 | 1.00 | - | - |
| Police Captain | 2.00 | 2.00 | 2.00 | 2.00 |
| Police Lieutenant | 1.00 | - | - | - |
| Police Officer | 42.00 | 43.00 | 43.00 | 43.00 |
| Police Property Coordinator | 1.00 | 1.00 | - | - |
| Police Property Technician | 1.00 | 1.00 | 2.00 | 2.00 |
| Police Records Specialist I/II | 5.00 | 5.00 | 5.00 | 5.00 |
| Police Records Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Sergeant | 8.00 | 8.00 | 9.00 | 9.00 |
| Police Services Officer | 9.00 | - | - | - |
| Senior Administrative Services Assistant | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Communications Dispatcher | 2.00 | 3.00 | 3.00 | 3.00 |
| Support Services Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | 87.00 | 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 | 0.70 | 0.70 | 0.70 |
| Custodian | 3.00 | 4.00 | 4.00 | 4.00 |
| Deputy Parks & Recreation Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Electrician | 2.00 | 2.00 | 2.00 | 2.00 |
| Facilities Maintenance Superintendent | 1.00 | 1.00 | 1.00 | 1.00 |
| 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 Supervisor | 1.00 | - | - | - |
| Maintenance Worker I/II | 3.00 | 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 |
| Parks & Recreation Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Recreation Coordinator | 2.00 | 2.00 | 2.00 | 2.00 |
| Recreation Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Custodian | 1.00 | - | - | - |
| Senior Maintenance Worker | 2.00 | - | - | - |
| Youth Activities Coordinator (RPT) | 0.64 | 0.64 | 0.64 | 0.64 |
| Zoo Attendant | 1.00 | 1.00 | 1.00 | 1.00 |
| Zoo Education & Operations Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Zoo Manager | 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 | 36.04 | 36.04 | 36.04 | 36.04 |

# *Full-Time Equivalent Positions by Department*

| | 2014-15 Actual | Revised 2015-16 Budget | Proposed 2016-17 Budget | Projected 2017-18 Budget |
|---|---|---|---|---|
| **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 | 4.00 | 3.00 | 3.00 |
| Assistant Engineer I/II | 1.00 | - | - | - |
| Associate Civil Engineer | 1.00 | - | - | - |
| Building Inspector I/II | 2.00 | 2.00 | 2.00 | 2.00 |
| City Engineer / Deputy PW Director | 1.00 | - | - | - |
| Code Enforcement Inspector | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy City Engineer | 1.00 | - | - | - |
| Deputy PW Director - Engineering | - | 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 |
| Engineering Technician I/II | 2.00 | 3.00 | 4.00 | 4.00 |
| Equipment Mechanic | 4.00 | 4.00 | 4.00 | 4.00 |
| Equipment Services Technician | 1.00 | 1.00 | 1.00 | 1.00 |
| Field Superintendent | 2.00 | 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 |
| Industrial Maintenance Technician | 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 | 5.50 | 5.50 | 5.50 | 5.50 |
| Plans Examiner / Senior Building Inspector | 1.00 | 1.00 | 1.00 | 1.00 |
| Project Manager | 1.00 | 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 |
| Street Sweeper Operator | 1.00 | 1.00 | 1.00 | 1.00 |
| Traffic Engineering Analyst | 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 | 12.50 | 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 |
| Water System Specialist | 1.00 | - | - | - |
| Total | 73.00 | 70.00 | 70.00 | 70.00 |

# *Full-Time Equivalent Positions by Department*

| | 2014-15 Actual | Revised 2015-16 Budget | Proposed 2016-17 Budget | Projected 2017-18 Budget |
|---|---|---|---|---|
| **DEVELOPMENT SERVICES** | | | | |
| Development Services Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant/Associate Planner | 3.00 | 3.00 | 2.00 | 2.00 |
| Development Project Manager | 1.00 | - | - | - |
| Housing Technician | - | - | 1.00 | 1.00 |
| Principal Planner | - | - | 1.00 | 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 | 2.00 | 1.00 | 1.00 |
| Senior Planner | 2.00 | 2.00 | 2.00 | 2.00 |
| Total | 12.00 | 11.00 | 11.00 | 11.00 |
| **TOTAL** | 234.04 | 223.04 | 223.04 | 223.04 |

# Recap of Funds - FY 2015/16

| Fund Description | Beginning Working Capital | Projected Revenues | Transfers In | Operating Budgets | Debt Serv | Projects | Transfers Out | Ending Working Capital |
|---|---|---|---|---|---|---|---|---|
| CITY FUNDS | | | | | | | | |
| General | 2,628,194 | 22,335,487 | 4,241,142 | 25,028,906 | 281,107 | 135,900 | 1,135,000 | 2,623,910 |
| Donations | 181,697 | 17,467 | 0 | 102,955 | 0 | 0 | 0 | 96,209 |
| Measure "O" | 0 | 4,241,142 | 0 | 0 | 0 | 0 | 4,241,142 | 0 |
| Economic Development | (38,382) | 3,342,206 | 0 | 3,072,312 | 0 | 0 | 0 | 231,512 |
| Gas Tax | 804,682 | 1,170,063 | 0 | 722,119 | 0 | 526,490 | 32,020 | 694,116 |
| Habitat Acq. & Rest. | (108,835) | 0 | 0 | 0 | 0 | 0 | 0 | (108,835) |
| Environmental Programs | 159,501 | 45,000 | 0 | 61,148 | 0 | 0 | 0 | 143,353 |
| Police Special Revenue | 522,411 | 355,967 | 0 | 223,672 | 0 | 0 | 0 | 654,706 |
| Parking Fund | 10,415 | 174,130 | 0 | 126,960 | 0 | 15,000 | 7,350 | 35,235 |
| Street Improvements | 3,873 | 0 | 0 | 0 | 0 | 0 | 0 | 3,873 |
| Demolition Projects | (222,219) | 5,113 | 0 | 0 | 0 | 50,000 | 0 | (267,106) |
| Airport | 44,868 | 21,000 | 0 | 75,447 | 0 | 0 | 0 | (9,579) |
| Housing | 2,295,916 | 50,000 | 706,102 | 351,036 | 0 | 0 | 600 | 2,700,382 |
| Water | 8,064,189 | 7,804,649 | 0 | 5,906,118 | 1,765,015 | 32,000 | 144,230 | 8,021,475 |
| Water Capital | 5,255,818 | 0 | 0 | 0 | 0 | 320,000 | 0 | 4,935,818 |
| Wastewater Operating | 1,917,870 | 6,903,305 | 0 | 5,593,928 | 1,298,876 | 32,000 | 239,100 | 1,657,271 |
| Wastewater Capital | 8,339,403 | 0 | 0 | 0 | 0 | 2,493,268 | 0 | 5,846,135 |
| Transit | 90,999 | 1,952,867 | 0 | 1,887,232 | 0 | 64,866 | 0 | 91,768 |
| Humboldt Bay | (420,646) | 699,354 | 174,283 | 828,479 | 174,283 | 100,000 | 27,300 | (677,071) |
| Building | (1,247,265) | 846,000 | 0 | 735,111 | 0 | 0 | 34,930 | (1,171,306) |
| Golf Course | 215,713 | 25,000 | 0 | 6,766 | 0 | 120,453 | 0 | 113,494 |
| Equipment Operations | 2,051,208 | 2,238,775 | 0 | 2,178,702 | 0 | 0 | 62,690 | 2,048,591 |
| Risk Management | (1,193,489) | 2,031,039 | 1,199,760 | 2,009,000 | 0 | 0 | 0 | 28,310 |
| Information Technology Oper | 313,475 | 1,447,925 | 0 | 1,171,595 | 0 | 0 | 16,590 | 573,215 |
| Internal Operations | (663,193) | 3,663,766 | 500,050 | 3,484,369 | 0 | 0 | 0 | 16,254 |
| F & P Retirement | 4,711 | 397,095 | 0 | 397,095 | 0 | 0 | 0 | 4,711 |
| | 29,010,914 | 59,767,350 | 6,821,337 | 53,962,950 | 3,519,281 | 3,889,977 | 5,940,952 | 28,286,441 |
| SUCCESSOR AGENCY / ERA FUNDS | | | | | | | | |
| Successor Agency-Debt Svc | 203,710 | 4,153,116 | 0 | 250,000 | 3,022,731 | 0 | 880,385 | 203,710 |
| Successor Agency-Cap Proj | 150,000 | 0 | 0 | 0 | 0 | 150,000 | 0 | 0 |
| | 353,710 | 4,153,116 | 0 | 250,000 | 3,022,731 | 150,000 | 880,385 | 203,710 |
| TOTAL - ALL FUNDS | 29,364,624 | 63,920,466 | 6,821,337 | 54,212,950 | 6,542,012 | 4,039,977 | 6,821,337 | 28,490,151 |

# 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 | 2,623,910 | 26,865,323 | 0 | 26,702,367 | 129,542 | 475,000 | 500,000 | 1,682,324 |
| Donations | 96,209 | 0 | 0 | 96,209 | 0 | 0 | 0 | 0 |
| Economic Development | 231,512 | 2,147,926 | 0 | 2,352,926 | 0 | 0 | 0 | 26,512 |
| Gas Tax | 694,116 | 2,063,483 | 0 | 559,537 | 0 | 1,765,300 | 0 | 432,762 |
| Habitat Acq. & Rest. | (108,835) | 203,835 | 0 | 0 | 0 | 95,000 | 0 | 0 |
| Environmental Programs | 143,353 | 45,000 | 0 | 42,823 | 0 | 0 | 0 | 145,530 |
| Police Special Revenue | 654,706 | 230,000 | 0 | 712,370 | 0 | 0 | 0 | 172,336 |
| Parking Fund | 35,235 | 151,200 | 0 | 152,594 | 0 | 15,000 | 0 | 18,841 |
| Street Improvements | 3,873 | 0 | 250,000 | 0 | 0 | 250,000 | 0 | 3,873 |
| Demolition Projects | (267,106) | 0 | 0 | 0 | 0 | 50,000 | 0 | (317,106) |
| Airport | (9,579) | 21,000 | 0 | 125,338 | 0 | 0 | 0 | (113,917) |
| Housing | 2,700,382 | 50,000 | 50,000 | 1,808,925 | 0 | 0 | 0 | 991,457 |
| Water | 8,021,475 | 7,902,500 | 0 | 6,398,313 | 1,766,548 | 169,400 | 0 | 7,589,714 |
| Water Capital | 4,935,818 | 0 | 0 | 0 | 0 | 3,470,000 | 0 | 1,465,818 |
| Wastewater Operating | 1,657,271 | 6,944,100 | 0 | 6,145,577 | 1,296,997 | 68,400 | 0 | 1,090,397 |
| Wastewater Capital | 5,846,135 | 2,466,645 | 0 | 0 | 0 | 5,805,000 | 0 | 2,507,780 |
| Transit | 91,768 | 1,926,120 | 0 | 1,913,875 | 0 | 0 | 0 | 104,013 |
| Humboldt Bay | (677,071) | 698,005 | 224,283 | 833,144 | 174,282 | 100,000 | 0 | (862,209) |
| Building | (1,171,306) | 890,000 | 0 | 724,354 | 0 | 0 | 0 | (1,005,660) |
| Golf Course | 113,494 | 25,000 | 0 | 6,761 | 0 | 80,000 | 0 | 51,733 |
| Equipment Operations | 2,048,591 | 2,000,488 | 0 | 2,000,494 | 0 | 0 | 0 | 2,048,585 |
| Risk Management | 28,310 | 2,115,026 | 0 | 1,973,383 | 0 | 0 | 0 | 169,953 |
| Information Technology Oper | 573,215 | 1,239,838 | 0 | 1,144,852 | 60,402 | 0 | 0 | 607,799 |
| Internal Operations | 16,254 | 2,901,765 | 0 | 2,892,754 | 0 | 0 | 0 | 25,265 |
| Facilities Operations | 0 | 715,386 | 250,000 | 715,012 | 0 | 250,000 | 0 | 374 |
| F & P Retirement | 4,711 | 400,109 | 0 | 400,109 | 0 | 0 | 0 | 4,711 |
| | 28,286,441 | 62,002,749 | 774,283 | 57,701,717 | 3,427,771 | 12,593,100 | 500,000 | 16,840,885 |
| SUCCESSOR AGENCY FUNDS | | | | | | | | |
| Successor Agency-Debt Svc | 203,710 | 3,538,027 | 0 | 250,000 | 3,013,739 | 0 | 274,283 | 203,715 |
| TOTAL - ALL FUNDS | 28,490,151 | 65,540,776 | 774,283 | 57,951,717 | 6,441,510 | 12,593,100 | 774,283 | 17,044,600 |

# 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 | 1,682,324 | 27,383,145 | 0 | 26,943,011 | 129,542 | 123,000 | 500,000 | 1,369,916 |
| Economic Development | 26,512 | 0 | 0 | 0 | 0 | 0 | 0 | 26,512 |
| Gas Tax | 432,762 | 563,483 | 0 | 564,369 | 0 | 0 | 0 | 431,876 |
| Environmental Programs | 145,530 | 45,000 | 0 | 42,823 | 0 | 0 | 0 | 147,707 |
| Police Special Revenue | 172,336 | 230,000 | 0 | 712,370 | 0 | 0 | 0 | (310,034) |
| Parking Fund | 18,841 | 151,200 | 0 | 93,557 | 0 | 62,000 | 0 | 14,484 |
| Street Improvements | 3,873 | 0 | 250,000 | 0 | 0 | 250,000 | 0 | 3,873 |
| Demolition Projects | (317,106) | 0 | 0 | 0 | 0 | 0 | 0 | (317,106) |
| Airport | (113,917) | 21,000 | 0 | 75,984 | 0 | 0 | 0 | (168,901) |
| Housing | 991,457 | 50,000 | 50,000 | 273,927 | 0 | 0 | 0 | 817,530 |
| Water | 7,589,714 | 7,902,500 | 0 | 6,428,630 | 1,406,382 | 79,000 | 0 | 7,578,202 |
| Water Capital | 1,465,818 | 0 | 0 | 0 | 0 | 721,000 | 0 | 744,818 |
| Wastewater Operating | 1,090,397 | 6,944,100 | 0 | 6,190,518 | 1,293,581 | 0 | 0 | 550,398 |
| Wastewater Capital | 2,507,780 | 2,466,645 | 0 | 0 | 0 | 3,641,000 | 0 | 1,333,425 |
| Transit | 104,013 | 1,926,120 | 0 | 1,913,875 | 0 | 0 | 0 | 116,258 |
| Humboldt Bay | (862,209) | 698,005 | 224,283 | 838,981 | 174,282 | 21,000 | 0 | (974,184) |
| Building | (1,005,660) | 890,000 | 0 | 733,027 | 0 | 0 | 0 | (848,687) |
| Golf Course | 51,733 | 25,000 | 0 | 6,907 | 0 | 0 | 0 | 69,826 |
| Equipment Operations | 2,048,585 | 2,000,488 | 0 | 2,011,800 | 0 | 13,000 | 0 | 2,024,273 |
| Risk Management | 169,953 | 2,115,026 | 0 | 1,973,383 | 0 | 0 | 0 | 311,596 |
| Information Technology Oper | 607,799 | 1,239,838 | 0 | 1,150,113 | 60,402 | 0 | 0 | 637,122 |
| Internal Operations | 25,265 | 2,902,765 | 0 | 2,927,707 | 0 | 0 | 0 | 323 |
| Facilities Operations | 374 | 721,386 | 250,000 | 721,740 | 0 | 250,000 | 0 | 20 |
| F & P Retirement | 4,711 | 400,109 | 0 | 400,109 | 0 | 0 | 0 | 4,711 |
| | 16,840,885 | 58,675,810 | 774,283 | 54,002,831 | 3,064,189 | 5,160,000 | 500,000 | 13,563,958 |
| SUCCESSOR AGENCY FUNDS | | | | | | | | |
| Successor Agency-Debt Svc | 203,715 | 3,538,027 | 0 | 250,000 | 3,015,299 | 0 | 274,283 | 202,160 |
| TOTAL - ALL FUNDS | 17,044,600 | 62,213,837 | 774,283 | 54,252,831 | 6,079,488 | 5,160,000 | 774,283 | 13,766,118 |

# *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 (2014-15) and the 2015-16 budget and estimated actual, as well as the proposed amount for the fiscal year covered by the 2016-17 annual budget and the 2017-18 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 2016-17 and 2017-18.

E. Service Level Changes - Details any projected changes in program service levels for the budget year.

F. 2016-17 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.

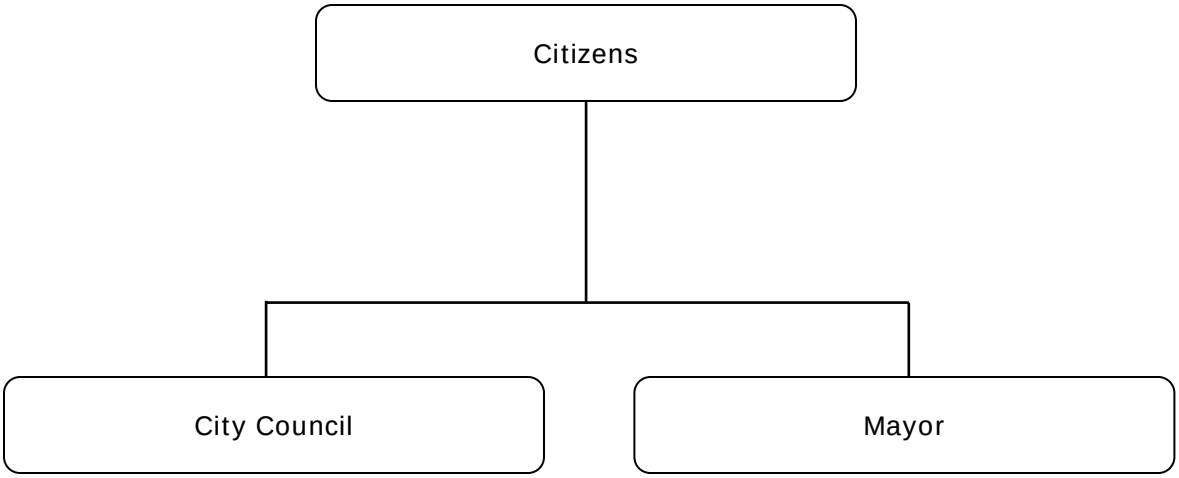
3. Property insurance is allocated based on total square footage.

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.

The City of Eureka
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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **EXPENDITURES BY PROGRAM:** | | | | | |
| City Council | $ 123,714 | $ 121,700 | $ 124,224 | $ 114,566 | $ 118,675 |
| Mayor | 26,599 | 29,472 | 30,855 | 30,094 | 31,488 |
| Total | $ 150,313 | $ 151,172 | $ 155,079 | $ 144,660 | $ 150,163 |
| **EXPENDITURES BY CATEGORY:** | | | | | |
| Salaries and Benefits | $ 91,098 | $ 102,891 | $ 106,798 | $ 103,976 | $ 109,479 |
| Services and Supplies | 59,215 | 48,281 | 48,281 | 40,684 | 40,684 |
| Capital Outlay | - | - | - | - | - |
| Total | $ 150,313 | $ 151,172 | $ 155,079 | $ 144,660 | $ 150,163 |
| **EXPENDITURES BY FUND:** | | | | | |
| Internal Operations | $ 150,313 | $ 151,172 | $ 155,079 | $ 144,660 | $ 150,163 |
| Total | $ 150,313 | $ 151,172 | $ 155,079 | $ 144,660 | $ 150,163 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|

**PERSONNEL:**

None.

**DEPARTMENT:** Legislative

**FUND:** General 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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 69,636 | $ 80,925 | $ 83,449 | $ 81,353 | $ 85,462 |
| Services and Supplies | 54,078 | 40,775 | 40,775 | 33,213 | 33,213 |
| Capital Outlay | - | - | - | - | - |
| Total Expenditures | $ 123,714 | $ 121,700 | $ 124,224 | $ 114,566 | $ 118,675 |
| **EXPENDITURES BY FUND:** | | | | | |
| Internal Operations | 123,714 | 121,700 | 124,224 | 114,566 | 118,675 |
| Total | $ 123,714 | $ 121,700 | $ 124,224 | $ 114,566 | $ 118,675 |

**DEPARTMENT:** Legislative
**FUND:** General 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)** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 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)** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 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 |

**DEPARTMENT:** Legislative

**FUND:** General 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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 21,462 | $ 21,966 | $ 23,349 | $ 22,623 | $ 24,017 |
| Services and Supplies | 5,137 | 7,506 | 7,506 | 7,471 | 7,471 |
| Total Expenditures | $ 26,599 | $ 29,472 | $ 30,855 | $ 30,094 | $ 31,488 |
| **EXPENDITURES BY FUND:** | | | | | |
| Internal Operations | $ 26,599 | $ 29,472 | $ 30,855 | $ 30,094 | $ 31,488 |
| Total | $ 26,599 | $ 29,472 | $ 30,855 | $ 30,094 | $ 31,488 |

**DEPARTMENT:** Legislative

**FUND:** General 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.

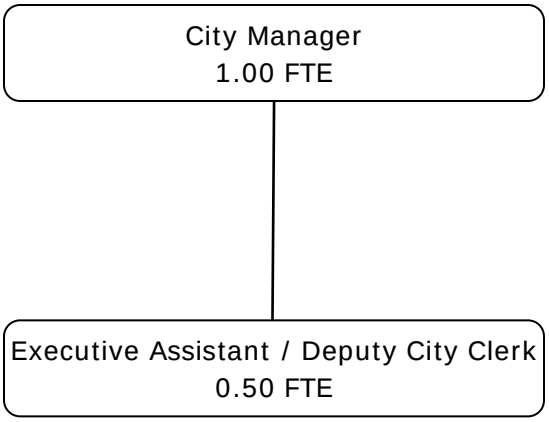
**PERFORMANCE MEASURES:**

| Program/Service Outcomes: (objectives based) | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 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) | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 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 |

The City of Eureka
Organizational Chart

# City Manager



# Department Summary City Manager

**DEPARTMENT DESCRIPTION:**

The City Manager is the chief executive officer of the Municipal Corporation, and chief policy and financial advisor to the City Council. The City Manager is appointed by the City Council. The City Manager's Office is responsible for all city operations, administration of city government, enforcement of city ordinances and applicable state law, implementing City Council policy and preparing an annual budget.

Major functions included in this program are: Council administrative support and policy analysis; organizational development; administrative analysis; community relations; intergovernmental relations; and general leadership/oversight of City operations.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **EXPENDITURES BY PROGRAM:** | | | | | |
| City Manager | $ 280,942 | $ 279,110 | $ 287,531 | $ 298,612 | $ 302,043 |
| Total | $ 280,942 | $ 279,110 | $ 287,531 | $ 298,612 | $ 302,043 |
| **EXPENDITURES BY CATEGORY:** | | | | | |
| Salaries and Benefits | $ 241,359 | $ 245,881 | $ 254,302 | $ 266,864 | $ 270,295 |
| Services and Supplies | 39,583 | 33,229 | 33,229 | 31,048 | 31,048 |
| Capital Outlay | - | - | - | 700 | 700 |
| Total | $ 280,942 | $ 279,110 | $ 287,531 | $ 298,612 | $ 302,043 |
| **EXPENDITURES BY FUND:** | | | | | |
| Internal Operations Fund | 280,942 | 279,110 | 287,531 | 298,612 | 302,043 |
| Total | $ 280,942 | $ 279,110 | $ 287,531 | $ 298,612 | $ 302,043 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **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 |

**DEPARTMENT:** City Manager **FUND:** Internal Operations
**PROGRAM:** City Manager **ACCOUNT:** 41400

**SERVICE LEVEL CHANGES:**

Assistant City Manager - Operations position eliminated
Project Manager (Economic Development) moved to Development Services
Senior Administrative Assistant-Confidential position increased; shared with Finance

**PROGRAM GOALS:**

Development, redevelopment, promotion and preservation. Continue harbor development and improvement. Continue business retention efforts. Continue aggressive approach to reduce crime. Continue support of annexation. Continue efforts to improve working relationship with County and other cities. Maintain Coast Guard City Status. Recognize City Employees. Effective communication with Council, City departments and citizens.

**PROGRAM OBJECTIVES:**

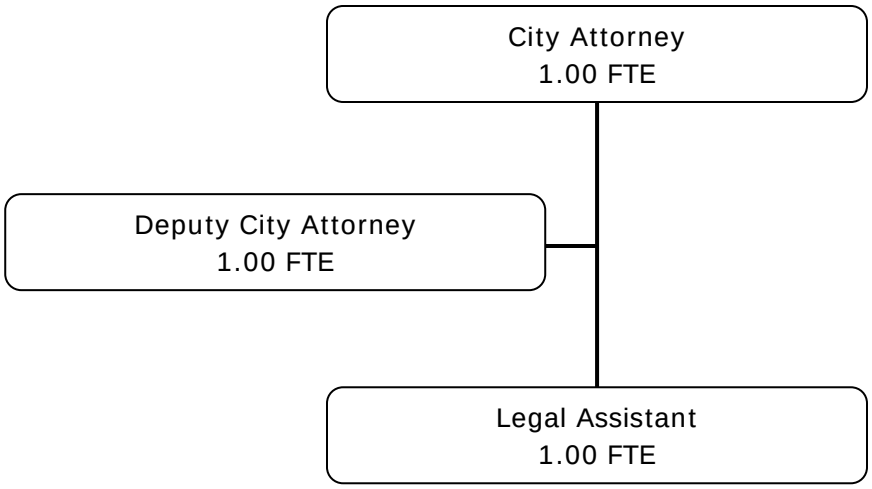
Provide team meetings twice a month. Update strategic visioning document on an annual basis. Provide support to city businesses by meeting with business owners. Attend monthly CAO & City Manager's Group meetings. Plan and promote employee recognition dinner. Assist and coordinate special events within the City. Attend Neighborhood Watch Meetings.

**PERFORMANCE MEASURES:**

| Program/Service Outputs: (goods, services, units produced) | 2014-15 Actual | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|
| Update visioning document on an annual basis | 1 | 1 | 1 |
| Management team meetings | 24 | 50 | 50 |
| Neighborhood meetings | 10 | 10 | 10 |
| Meetings with local business | 10 | 10 | 10 |
| Meetings with CAO/City Managers | 12 | 12 | 12 |
| Employee Recognition Dinner | 1 | 1 | 1 |
| Quarterly Reports | 4 | 4 | 4 |
| Monthly What's News / E-News | 12 | 12 | 12 |

The City of Eureka
Organizational Chart

# City Attorney



# Department Summary City Attorney

**DEPARTMENT DESCRIPTION:**

The City Attorney Department 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, throrough 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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **EXPENDITURES BY PROGRAM:** | | | | | |
| Legal Services | $ 453,946 | $ 575,273 | $ 534,857 | $ 562,391 | $ 568,907 |
| Total | $ 453,946 | $ 575,273 | $ 534,857 | $ 562,391 | $ 568,907 |
| **EXPENDITURES BY CATEGORY:** | | | | | |
| Salaries and Benefits | $ 259,043 | $ 386,343 | $ 345,927 | $ 377,173 | $ 383,689 |
| Materials and Services | 192,333 | 183,930 | 183,930 | 180,218 | 180,218 |
| Capital Outlay | 2,570 | 5,000 | 5,000 | 5,000 | 5,000 |
| Total | $ 453,946 | $ 575,273 | $ 534,857 | $ 562,391 | $ 568,907 |
| **EXPENDITURES BY FUND:** | | | | | |
| Internal Operations Fund | 453,946 | 575,273 | 534,857 | 562,391 | 568,907 |
| Total | $ 453,946 | $ 575,273 | $ 534,857 | $ 562,391 | $ 568,907 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **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.

**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 mission of the City Attorney is to provide ethical, sound, practical, solution-oriented legal advice to the City Council, staff, Boards and Commissions of the City of Eureka. The City Attorney's Office seeks to integrate the legal function with administrative and policy functions of the City at the most basic levels in order to assist in achieving the City Council's objectives and protect the City from liability risks.

The Office of the City Attorney performs the following functions:

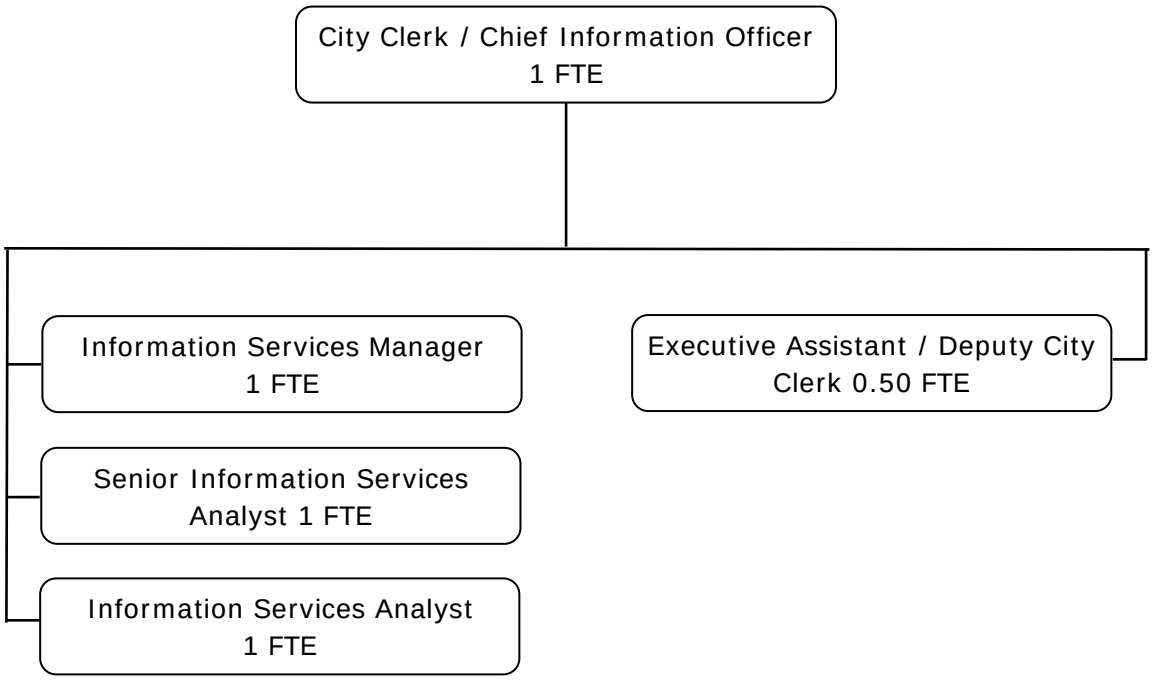
- Advise the City Council, City advisory boards and commissions, and City staff on all legal issues that they face on daily basis in the complex area of municipal operations in California;
- Represent the Council, staff, and the City as an institution before administrative bodies, such as the California 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: | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| **Program/Service Outputs: (product based)** | | | | |
| Number of training seminars | 2 | 6 | 6 | 6 |
| Attend City Council and other meetings | 50 | 50 | 50 | 50 |

The City of Eureka
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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **EXPENDITURES BY PROGRAM:** | | | | | |
| City Clerk | $ 255,149 | $ 268,048 | $ 273,714 | $ 280,282 | $ 282,969 |
| Information Technology Operations | 1,128,430 | 1,291,057 | 1,171,595 | 1,144,852 | 1,150,113 |
| Emergency Operations Center | 12,250 | 14,000 | 14,000 | 14,000 | 14,000 |
| Risk Management - Liability | 716,688 | 1,010,000 | 1,010,000 | 890,570 | 890,570 |
| Risk Management - Workers Comp | 831,310 | 854,000 | 854,000 | 937,813 | 937,813 |
| Risk Management - Employee Benefits | 145,494 | 145,000 | 145,000 | 145,000 | 145,000 |
| Total | $ 3,089,321 | $ 3,582,105 | $ 3,468,309 | $ 3,412,517 | $ 3,420,465 |
| **EXPENDITURES BY CATEGORY:** | | | | | |
| Salaries and Benefits | $ 467,388 | $ 581,405 | $ 467,609 | $ 506,970 | $ 514,918 |
| Services and Supplies | 2,432,482 | 2,762,200 | 2,762,200 | 2,748,047 | 2,748,047 |
| Capital Outlay | 189,451 | 238,500 | 238,500 | 157,500 | 157,500 |
| Total | $ 3,089,321 | $ 3,582,105 | $ 3,468,309 | $ 3,412,517 | $ 3,420,465 |
| **EXPENDITURES BY FUND:** | | | | | |
| General Fund | $ 12,250 | $ 14,000 | $ 14,000 | $ 14,000 | $ 14,000 |
| Internal Operations | $ 255,149 | $ 268,048 | $ 273,714 | $ 280,282 | $ 282,969 |
| Information Technology | 1,128,430 | 1,291,057 | 1,171,595 | 1,144,852 | 1,150,113 |
| Risk Management Fund | 1,693,492 | 2,009,000 | 2,009,000 | 1,973,383 | 1,973,383 |
| Total | $ 3,089,321 | $ 3,582,105 | $ 3,468,309 | $ 3,412,517 | $ 3,420,465 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **PERSONNEL:** | | | | |
| Full-time Positions | 5.50 | 5.50 | 4.50 | 4.50 |
| Total | 5.50 | 5.50 | 4.50 | 4.50 |

**DEPARTMENT:** City Clerk / CIO
**FUND:** General 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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 183,608 | $ 192,122 | $ 197,788 | $ 201,936 | $ 204,623 |
| Services and Supplies | 71,541 | 75,926 | 75,926 | 78,346 | 78,346 |
| Capital Outlay | - | - | - | - | - |
| Total Expenditures | $ 255,149 | $ 268,048 | $ 273,714 | $ 280,282 | $ 282,969 |
| **EXPENDITURES BY FUND** | | | | | |
| Internal Operations | $ 255,149 | $ 268,048 | $ 273,714 | $ 280,282 | $ 282,969 |
| Total | $ 255,149 | $ 268,048 | $ 273,714 | $ 280,282 | $ 282,969 |

| **FULL TIME AND REGULAR PART-TIME POSITIONS:** | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| 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.

**DEPARTMENT:** City Clerk / CIO **FUND:** General 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:**

| Program/Service Outcomes: (objectives based) | 2014-15 Actual | 2015-16 Budget | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| 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 |

**DEPARTMENT:** City Clerk / CIO

**FUND:** General Fund
Internal Operations

**PROGRAM:** City Clerk

**ACCOUNT:** 41420

**PERFORMANCE MEASURES - (continued):**

| Program/Service Outputs: (product based) | 2014-15 Actual | 2015-16 Budget | 2015-16 Estimated | 2016-17 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.

| PROGRAM EXPENDITURES: | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| Salaries and Benefits | $ 283,780 | $ 389,283 | $ 269,821 | $ 305,034 | $ 310,295 |
| Services and Supplies | 655,199 | 663,274 | 663,274 | 682,318 | 682,318 |
| Capital Outlay | 189,451 | 238,500 | 238,500 | 157,500 | 157,500 |
| Total Expenditures | $ 1,128,430 | $ 1,291,057 | $ 1,171,595 | $ 1,144,852 | $ 1,150,113 |

| FULL TIME AND REGULAR PART-TIME POSITIONS: | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| 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 | 1.00 | | |
| Total | 4.00 | 4.00 | 3.00 | 3.00 |

**SERVICE LEVEL CHANGES:**

Administrative Assistant position moved to Finance (1 FTE)

# 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**

**PERFORMANCE MEASURES:**

| ***Supporting Departmental Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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:**

| ***Supporting Departmental Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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 |

**DEPARTMENT:** City Clerk / CIO **FUND:** Information Technology

**PROGRAM:** Information Technology Operations **ACCOUNT:** 41435

**Supporting Program Goal:**
**MAINTAIN DATABASE FOR MONITORING ALL PROBLEMS REPORTED**

**PERFORMANCE MEASURES:**

| ***Supporting Departmental Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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**

**PERFORMANCE MEASURES:**

| ***Supporting Departmental Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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) | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 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 |

**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.

| PROGRAM EXPENDITURES: | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| Services and Supplies | $ 12,250 | $ 14,000 | $ 14,000 | $ 14,000 | $ 14,000 |
| Total Expenditures | $ 12,250 | $ 14,000 | $ 14,000 | $ 14,000 | $ 14,000 |

## 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)*

**PERFORMANCE MEASURES:**

| *TO PROTECT RESIDENTS OF AND VISITORS T<br>*Supporting Department Objectives* | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| 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% |

**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)*

**PERFORMANCE MEASURES:**

| *Supporting Departmental Objectives* | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| 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% |

**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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Services and Supplies | $ 716,688 | $ 1,010,000 | $ 1,010,000 | $ 890,570 | $ 890,570 |
| Total Expenditures | $ 716,688 | $ 1,010,000 | $ 1,010,000 | $ 890,570 | $ 890,570 |

**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) | 2014-15 Actual | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|
| Provide consistent and accurate information and requirments to reduce liability exposure. | Yes | Yes | Yes |
| Develop and maintain shared database of insurance documents | NA | Yes | Yes |

**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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Services and Supplies | $ 831,310 | $ 854,000 | $ 854,000 | $ 937,813 | $ 937,813 |
| Total Expenditures | $ 831,310 | $ 854,000 | $ 854,000 | $ 937,813 | $ 937,813 |

**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) | 2014-15 Actual | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|
| Develop and maintain risk management procedures manual | NA | Yes | Yes |
| Develop and maintain shared database of insurance documents | Yes | Yes | Yes |

**DEPARTMENT:** City Clerk / CIO
**PROGRAM:** Employee Benefits
**FUND:** Risk Management
**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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Services and Supplies | $ 145,494 | $ 145,000 | $ 145,000 | $ 145,000 | $ 145,000 |
| Total Expenditures | $ 145,494 | $ 145,000 | $ 145,000 | $ 145,000 | $ 145,000 |

**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:**

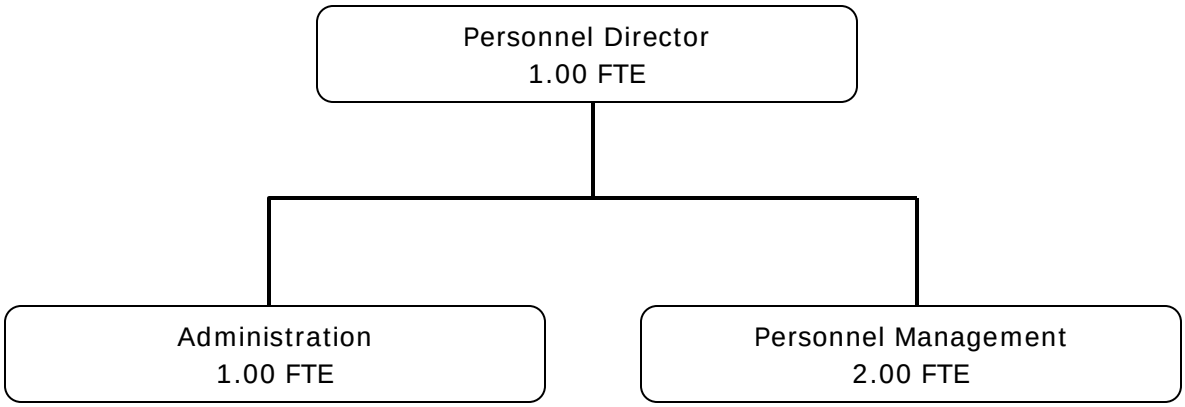
| Program/Service Outcomes: (Objectives based) | 2014-15 Actual | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|
| Effectively adminster benefit programs | Yes | Yes | Yes |

CITY OF EUREKA

CALIFORNIA

The City of Eureka
Organizational Chart

# Personnel Department



**DEPARTMENT:** Personnel
**PROGRAM:** Human Resources Management

**FUND:** Internal Operations
**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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 369,685 | $ 398,962 | $ 409,091 | $ 425,859 | $ 434,297 |
| Services and Supplies | 76,551 | 108,509 | 108,509 | 105,535 | 105,535 |
| Capital Outlay | - | 1,000 | 1,000 | 1,000 | 1,000 |
| Total Expenditures | $ 446,236 | $ 508,471 | $ 518,600 | $ 532,394 | $ 540,832 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **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 | 1.00 | 1.00 |
| Personnel Manager | - | - | 1.00 | 1.00 |
| Senior Personnel Analyst | 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:**

Senior Personnel Analyst position reclassified to a Personnel Manager (0 FTE)

**DEPARTMENT:** Personnel
**PROGRAM:** Human Resources Management
**FUND:** Internal Operations
**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.

**DEPARTMENT:** Personnel
**PROGRAM:** Human Resources Management

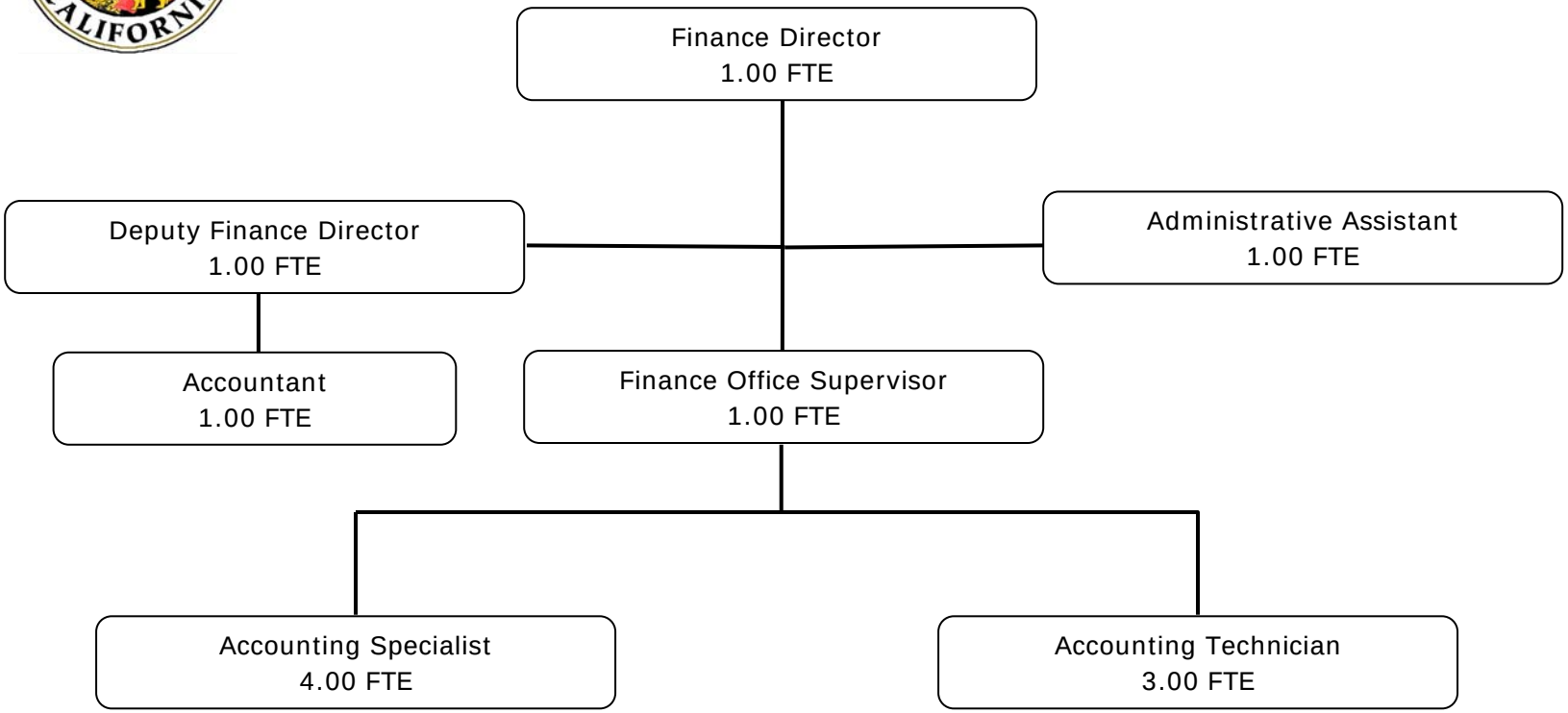
**FUND:** Internal Operations
**ACCOUNT:** 41410

**PERFORMANCE MEASURES:**

| Program/Service Outcomes: (based on program objectives) | 2014-15 Actual | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|
| 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 |

# Finance Department

The City of Eureka
Organizational Chart



# 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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **EXPENDITURES BY PROGRAM:** | | | | | |
| Finance | $ 1,098,494 | $ 1,084,454 | $ 1,077,211 | $ 1,306,170 | $ 1,324,006 |
| Non-Departmental | 1,454,505 | 1,528,134 | 1,619,259 | 1,733,111 | 1,719,416 |
| Transit - General Public | 1,688,727 | 1,586,892 | 1,418,076 | 1,471,375 | 1,471,375 |
| Transit - Para transit | 451,532 | 469,200 | 469,156 | 442,500 | 442,500 |
| Successor Agency | 307,718 | 250,000 | 250,000 | 250,000 | 250,000 |
| | $ 5,000,976 | $ 4,918,680 | $ 4,833,702 | $ 5,203,156 | $ 5,207,297 |
| **EXPENDITURES BY CATEGORY:** | | | | | |
| Salaries and Benefits | $ 1,121,371 | $ 800,423 | $ 793,180 | $ 1,004,918 | $ 1,022,754 |
| Services and Supplies | 3,875,116 | 3,982,257 | 4,039,522 | 4,197,238 | 4,183,543 |
| Capital Outlay | 4,489 | 136,000 | 1,000 | 1,000 | 1,000 |
| Total Expenditures | $ 5,000,976 | $ 4,918,680 | $ 4,833,702 | $ 5,203,156 | $ 5,207,297 |
| **EXPENDITURES BY FUND** | | | | | |
| General Fund | $ 934,360 | $ 1,050,571 | $ 1,146,321 | $ 1,291,430 | $ 1,291,430 |
| General Fund - Donations | 17,500 | 33,980 | 29,355 | 13,695 | - |
| Water | 234,330 | 252,497 | 239,901 | 352,458 | 357,577 |
| Wastewater | 228,242 | 254,182 | 241,586 | 307,283 | 311,622 |
| Transit Fund | 2,140,259 | 2,056,092 | 1,887,232 | 1,913,875 | 1,913,875 |
| Internal Operations Fund | 1,138,567 | 1,021,358 | 1,039,307 | 1,074,415 | 1,082,793 |
| SA Debt Service Fund-Merged Area | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 |
| SA Capital Fund-Merged Area | 57,718 | - | - | - | - |
| Total Resources | $ 5,000,976 | $ 4,918,680 | $ 4,833,702 | $ 5,203,156 | $ 5,207,297 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **PERSONNEL:** | | | | |
| Full-time Positions | 12.20 | 11.00 | 12.00 | 12.00 |
| Total | 12.20 | 11.00 | 12.00 | 12.00 |

**DEPARTMENT:** Finance

**FUND:** Water
Wastewater
Internal Operations Fund

**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.

**DEPARTMENT:** Finance

**FUND:** Water
Wastewater
Internal Operations Fund

**PROGRAM:** Finance

**ACCOUNT:** 41430

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 839,363 | $ 750,423 | $ 743,180 | $ 954,918 | $ 972,754 |
| Services and Supplies | 254,642 | 333,031 | 333,031 | 350,252 | 350,252 |
| Capital Outlay | 4,489 | 1,000 | 1,000 | 1,000 | 1,000 |
| Total Expenditures | $ 1,098,494 | $ 1,084,454 | $ 1,077,211 | $ 1,306,170 | $ 1,324,006 |
| **EXPENDITURES BY FUND** | | | | | |
| Water | $ 234,330 | $ 252,497 | $ 239,901 | $ 352,458 | $ 357,577 |
| Wastewater | 228,242 | 254,182 | 241,586 | 307,283 | 311,622 |
| Internal Operations Fund | 635,922 | 577,775 | 595,724 | 646,429 | 654,807 |
| Total Resources | $ 1,098,494 | $ 1,084,454 | $ 1,077,211 | $ 1,306,170 | $ 1,324,006 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **FULL TIME AND REGULAR PART-TIME POSITIONS:** | | | | |
| Finance Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant | - | - | 1.00 | 1.00 |
| Deputy Finance Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant to the Finance Director | 1.00 | - | - | - |
| Finance Office Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Accountant I/II | 1.00 | 1.00 | 1.00 | 1.00 |
| Accounting Specialist I/II | 5.00 | 5.00 | 4.00 | 4.00 |
| Accounting Technician II | 2.00 | 2.00 | 3.00 | 3.00 |
| Senior Administrative Assistant - Confidential (RPT) | 0.20 | - | - | - |
| Total | 12.20 | 11.00 | 12.00 | 12.00 |

**SERVICE LEVEL CHANGES:**

Unfreeze an Accounting Specialist position and reclassify to an Accounting Technician (0 FTE)
Administrative Assistant position moved from City Clerk / Information Technology (1 FTE)

**DEPARTMENT:** Finance

**FUND:** Water
Wastewater
Internal Operations Fund

**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.

**PERFORMANCE MEASURES:**

| Supporting Program Objectives: | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| Invest 90% of available cash<br>% of total cash actively invested | 93% | 90% | 92% | 90% |
| Issue third party reports on time<br>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.

**PERFORMANCE MEASURES:**

| Supporting Program Objectives: | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| 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.

**DEPARTMENT:** Finance **FUND:** Water
Wastewater
Internal Operations Fund

**PROGRAM:** Finance **ACCOUNT:** 41430

**OPERATIONS (Continued)**

**PERFORMANCE MEASURES:**

| **Supporting Program Objectives:** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 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 |

**PERFORMANCE MEASURES:**

| **Supporting Program Objectives:** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 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.

**PERFORMANCE MEASURES:**

| **Supporting Program Objectives:** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| Make annual review of fees & charges | Yes | Yes | Yes | Yes |

**DEPARTMENT:** Finance **FUND:** General Fund
Internal Operations
**PROGRAM:** Non-Departmental **ACCOUNT:** 41500

**PROGRAM DESCRIPTION:**

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

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 217,581 | $ 50,000 | $ 50,000 | $ 50,000 | $ 50,000 |
| Services and Supplies | 1,236,924 | 1,478,134 | 1,569,259 | 1,683,111 | 1,669,416 |
| Capital Outlay | - | - | - | - | - |
| Total Expenditures | $ 1,454,505 | $ 1,528,134 | $ 1,619,259 | $ 1,733,111 | $ 1,719,416 |
| **EXPENDITURES BY FUND** | | | | | |
| General Fund | $ 934,360 | $ 1,050,571 | $ 1,146,321 | $ 1,291,430 | $ 1,291,430 |
| General Fund - Donations | 17,500 | 33,980 | 29,355 | 13,695 | - |
| Internal Operations | 502,645 | 443,583 | 443,583 | 427,986 | 427,986 |
| Total | $ 1,454,505 | $ 1,528,134 | $ 1,619,259 | $ 1,733,111 | $ 1,719,416 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|

**FULL TIME AND REGULAR PART-TIME POSITIONS:**

None.

**SERVICE LEVEL CHANGES:**

None.

**DEPARTMENT:** Finance **FUND:** General Fund
Internal Operations
**PROGRAM:** Non-Departmental **ACCOUNT:** 41500

**COUNCIL GOALS SUPPORTED:**

CONTINUED FINANCIAL STABILITY

**SUPPORTING PROGRAM GOALS:**

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

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| **Supporting Program Objectives:** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| Audit compliance for: | | | | |
| Property Tax | Yes | Yes | Yes | Yes |
| Sales Tax and Transaction and Use Taxes | Yes | Yes | Yes | Yes |

STRENGTHEN NEIGHBORHOOD GROUPS DEDICATED TO COMMUNITY IMPROVEMENT

**SUPPORTING PROGRAM GOALS:**

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

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| **Supporting Program Objectives:** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| Number of community organizations supported | 8 | 8 | 6 | ? |

# Transportation

**DEPARTMENT:** Finance **FUND:** Transit
**PROGRAM:** Transit - General Public **ACCOUNT:** 41470

**PROGRAM DESCRIPTION:**

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

| PROGRAM EXPENDITURES: | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| Services and Supplies | 1,688,727 | 1,451,892 | 1,418,076 | 1,471,375 | 1,471,375 |
| Capital Outlay | - | 135,000 | - | - | - |
| Total Expenditures | $1,688,727 | $1,586,892 | $1,418,076 | $1,471,375 | $1,471,375 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|

**FULL TIME AND REGULAR PART-TIME POSITIONS:**

None.

**SERVICE LEVEL CHANGES:**

None.

# *Transportation*

**DEPARTMENT:** Finance **FUND:** Transit
**PROGRAM:** Transit - General Public **ACCOUNT:** 41470

**COUNCIL GOALS SUPPORTED:**

***QUALITY OF LIFE***

**SUPPORTING PROGRAM GOAL:**

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

**PERFORMANCE MEASURES:**

| ***Supporting Program Objectives:*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| Review contractor conformance to contract standards regarding vehicle operations, safety & reliability: | Quarterly | Quarterly | Quarterly | Quarterly |
| Monitor program operational statistics: | Monthly | Monthly | Monthly | Monthly |
| **Program/Service Statistics:** | | | | |
| Cost per passenger | $3.64 | $4.00 | $3.80 | $4.00 |
| Cost per hour | 60.94 | 70.00 | 62.00 | 70.00 |
| Passengers per service hour | 17 | 18 | 18 | 18 |
| Total passengers | 224,193 | 220,000 | 220,000 | 220,000 |
| Cost per mile | 5.44 | 7.00 | 6.50 | 7.00 |
| Encourage ridership thru advertisement and promotion of transit services: | Monthly | Monthly | Monthly | Monthly |
| Hold City Council Public Hearing regarding transit unmet needs: | Annually | Annually | Annually | Annually |
| County-wide 5-year transit plans evaluated | Yes | Yes | Yes | Yes |

**DEPARTMENT:** Finance
**PROGRAM:** Transit - Paratransit

**FUND:** Transit
**ACCOUNT:** 41471

**PROGRAM DESCRIPTION:**

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

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Services and Supplies | $ 451,532 | $ 469,200 | $ 469,156 | $ 442,500 | $ 442,500 |
| Total Expenditures | $ 451,532 | $ 469,200 | $ 469,156 | $ 442,500 | $ 442,500 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **FULL TIME AND REGULAR PART-TIME POSITIONS:** | | | | |

None.

**SERVICE LEVEL CHANGES:**

None

# *Transportation*

**DEPARTMENT:** Finance
**PROGRAM:** Transit - Paratransit

**FUND:** Transit
**ACCOUNT:** 41471

**COUNCIL GOALS SUPPORTED:**

***QUALITY OF LIFE***

**SUPPORTING PROGRAM GOAL:**

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

**PROGRAM OBJECTIVES:**

Staff has renegotiated the agreement with the Contractor for this service, in an attempt to reduce overall Paratransit costs. In 2015-16, we will continue to renegotiate the contract with the County for their share of transit operations (currently set at 27% of costs).

**PERFORMANCE MEASURES:**

| ***Supporting Program Objectives:*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| Review contractor conformance to contract standards regarding vehicle operations, safety, & reliability: | Annually | Semi-annually | Quarterly | Quarterly |
| Monitor program operational statistics: | Monthly | Monthly | Monthly | Monthly |
| **Program/Service Statistics:** | | | | |
| Cost per mile | $5.39 | $6.50 | $6.50 | $6.50 |
| Cost per passenger | 22.57 | 23.00 | 22.50 | 23.00 |
| Cost per hour | 40.42 | 55.00 | 53.00 | 55.00 |
| Passengers per service hour | 2 | 3 | 3 | 3 |
| Total passengers | 21,084 | 22,000 | 22,000 | 22,000 |
| Hold City Council Public Hearing regarding transit unmet needs: | Annually | Annually | Annually | Annually |
| County-wide 5-year transit plans evaluated | Yes | Yes | Yes | Yes |

**DEPARTMENT:** Finance
**FUND:** SA Debt Service Fund-Merged Area
SA Capital Fund-Merged Area
**PROGRAM:** Successor Agency - Admin
**ACCOUNT:** 46410

**PROGRAM DESCRIPTION:**
The Successor Agency duties are to wind down Revelopment Agency affairs and to make payments on obligations approved by the California Department of Finance on the Recognized Obligation Payment Schedule (ROPS) prepared semi-annually.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 64,427 | $ - | $ - | $ - | $ - |
| Services and Supplies | 243,291 | 250,000 | 250,000 | 250,000 | $ 250,000 |
| Total Expenditures | $ 307,718 | $ 250,000 | $ 250,000 | $ 250,000 | $ 250,000 |
| **EXPENDITURES BY FUND:** | | | | | |
| SA Debt Service Fund-Merged Area | $ 250,000 | $ 250,000 | $ 250,000 | $ 250,000 | $ 250,000 |
| SA Capital Fund-Merged Area | 57,718 | - | - | - | - |
| Total Resources | $ 307,718 | $ 250,000 | $ 250,000 | $ 250,000 | $ 250,000 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **FULL TIME AND REGULAR PART-TIME POSITIONS:** | | | | |

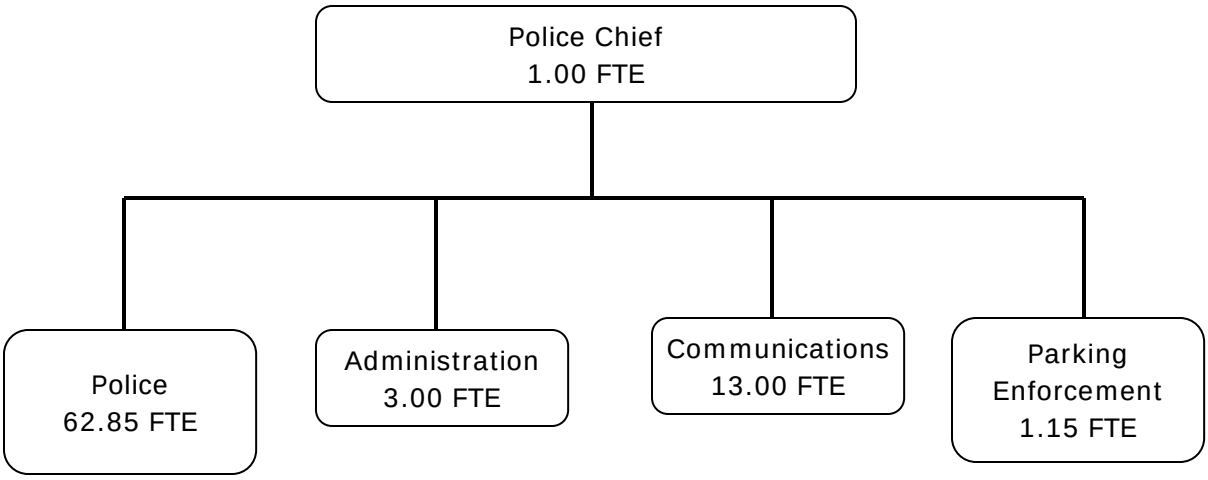
None.

**SERVICE LEVEL CHANGES:**

None

The City of Eureka
Organizational Chart

# Police Department



# Department Summary — Police

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **EXPENDITURES BY PROGRAM:** | | | | | |
| Police - General | $ 10,725,976 | $ 11,843,765 | $ 10,902,048 | $ 11,929,717 | $ 12,034,193 |
| Communications | 1,195,680 | 1,552,600 | 1,459,315 | 1,610,853 | 1,627,349 |
| Parking Enforcement - Special Revenue | 91,287 | 104,902 | 65,954 | 27,387 | 27,534 |
| Total | $ 12,012,943 | $ 13,501,267 | $ 12,427,317 | $ 13,567,957 | $ 13,689,076 |
| **EXPENDITURES BY CATEGORY:** | | | | | |
| Salaries and Benefits | $ 9,038,327 | $ 9,478,075 | $ 8,723,179 | $ 9,329,715 | $ 9,517,635 |
| Services and Supplies | 2,505,004 | 3,358,977 | 3,375,077 | 3,394,424 | 3,327,623 |
| Capital Outlay | 469,612 | 664,215 | 329,061 | 843,818 | 843,818 |
| Total | $ 12,012,943 | $ 13,501,267 | $ 12,427,317 | $ 13,567,957 | $ 13,689,076 |
| **EXPENDITURES BY FUND:** | | | | | |
| General Fund | $ 11,390,261 | $ 12,679,062 | $ 12,073,691 | $ 12,761,399 | $ 12,949,172 |
| Donations | 4,000 | 64,000 | 64,000 | 66,801 | - |
| Measure O | 77,164 | - | - | - | - |
| Drug Asset | 99,173 | 350,000 | 50,000 | 515,000 | 515,000 |
| Public Safety Grants | 24,672 | 11,654 | 11,481 | - | - |
| Special Police Grants | 4,669 | - | 3,846 | - | - |
| Supplemental Law Enforcement - SLES | 234,028 | 97,500 | 28,000 | 167,818 | 167,818 |
| Traffic Offender | 87,689 | 162,061 | 98,257 | - | - |
| Vehicle Abatement | - | 32,088 | 32,088 | 29,552 | 29,552 |
| Parking Fund | 91,287 | 104,902 | 65,954 | 27,387 | 27,534 |
| Total | $ 12,012,943 | $ 13,501,267 | $ 12,427,317 | $ 13,567,957 | $ 13,689,076 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **PERSONNEL:** | | | | |
| Full-time Positions | 87.00 | 81.00 | 81.00 | 81.00 |
| Total | 87.00 | 81.00 | 81.00 | 81.00 |

**DEPARTMENT:** Police
**PROGRAM:** Police

**FUND:** General
**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.

| PROGRAM EXPENDITURES: | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| Salaries and Benefits | $ 8,026,484 | $ 8,213,705 | $ 7,615,042 | $ 8,105,011 | $ 8,276,288 |
| Services and Supplies | 2,229,880 | 2,965,845 | 2,957,945 | 2,980,888 | 2,914,087 |
| Capital Outlay | 469,612 | 664,215 | 329,061 | 843,818 | 843,818 |
| Total Expenditures | $ 10,725,976 | $ 11,843,765 | $ 10,902,048 | $ 11,929,717 | $ 12,034,193 |

**DEPARTMENT:** Police
**PROGRAM:** Police

**FUND:** General
**ACCOUNT:** 42100

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **FULL TIME AND REGULAR PART-TIME POSITIONS:** | | | | |
| Police Chief | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Captain | 2.00 | 2.00 | 2.00 | 2.00 |
| Police Lieutenant | 1.00 | - | - | - |
| Police Sergeant | 8.00 | 8.00 | 9.00 | 9.00 |
| Police Officer | 42.00 | 43.00 | 43.00 | 43.00 |
| Neighborhood Oriented Policing Officer | 1.00 | 1.00 | - | - |
| Senior Administrative Services Assistant | 1.00 | 1.00 | 1.00 | 1.00 |
| Animal Control Officer | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Technician I/II | - | 2.00 | 1.00 | 1.00 |
| Crime Analyst | - | - | 1.00 | 1.00 |
| Evidence Technician | - | 1.00 | 1.00 | 1.00 |
| Police Property Coordinator | 1.00 | 1.00 | - | - |
| Police Property Technician | 1.00 | 1.00 | 2.00 | 2.00 |
| Police Records Supervisor | 0.85 | 0.85 | 0.85 | 0.85 |
| Police Records Specialist I/II | 4.00 | 4.00 | 4.00 | 4.00 |
| Police Services Officer | 9.00 | - | - | - |
| Total | 72.85 | 66.85 | 66.85 | 66.85 |

**SERVICE LEVEL CHANGES:**

Police Officer position reclassified to a Police Sergeant (0 FTE)
Administrative Technician position reclassified to a Crime Analyst (0 FTE)

**DEPARTMENT:** Police
**PROGRAM:** Police

**FUND:** General
**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.**

**PERFORMANCE MEASURES**

| *Supporting Departmental Objectives-Goal* | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| 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.**

**PERFORMANCE MEASURES**

| *Supporting Departmental Objectives-Goal* | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| 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.**

**PERFORMANCE MEASURES**

| *Supporting Departmental Objectives-Goal* | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| Coordinate the development of Neighborh Watch Groups. | 12 | 12 | 5 | 12 |

**DEPARTMENT:** Police
**PROGRAM:** Communications

**FUND:** General
**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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 929,144 | $ 1,177,327 | $ 1,060,042 | $ 1,201,484 | $ 1,217,980 |
| Services and Supplies | 266,536 | 375,273 | 399,273 | 409,369 | 409,369 |
| Capital Outlay | - | - | - | - | - |
| Total Expenditures | $ 1,195,680 | $ 1,552,600 | $ 1,459,315 | $ 1,610,853 | $ 1,627,349 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **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 | 2.00 | 3.00 | 3.00 | 3.00 |
| Communications Dispatcher | 9.00 | 8.00 | 8.00 | 8.00 |
| Total | 13.00 | 13.00 | 13.00 | 13.00 |

**SERVICE LEVEL CHANGES:**

FY15/16: Communications Dispatcher position reclassified to a Senior Communications Dispatcher (0 FTE)

**DEPARTMENT:** Police
**PROGRAM:** Communications

**FUND:** General
**ACCOUNT:** 42125

**COUNCIL GOALS SUPPORTED:**

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

**PERFORMANCE MEASURES**

| ***Supporting Departmental Objectives-Goal*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| Attend Operational Area meetings. | 6 | 6 | 6 | 6 |

**MAINTAIN EFFECTIVE FIRE PREVENTION AND EMERGENCY RESPONSE STANDARDS.**

**PERFORMANCE MEASURES**

| ***Supporting Departmental Objectives-Goal*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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% |

**DEPARTMENT:** Police
**PROGRAM:** Parking Enforcement

**FUND:** Parking
**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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 82,699 | $ 87,043 | $ 48,095 | $ 23,220 | $ 23,367 |
| Services and Supplies | 8,588 | 17,859 | 17,859 | 4,167 | 4,167 |
| Total Expenditures | $ 91,287 | $ 104,902 | $ 65,954 | $ 27,387 | $ 27,534 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **FULL TIME AND REGULAR PART-TIME POSITIONS:** | | | | |
| Police Records Supervisor | 0.15 | 0.15 | 0.15 | 0.15 |
| Police Record Specialist I/II | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | 1.15 | 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**

| Supporting Departmental Objectives-Goal | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| Monitor curbside parking during peak traffic hours. | 97% | 95% | 100% | 100% |
| Enforce unsafe blockage of driveways and alleyways. | 79% | 80% | 80% | 80% |

The City of Eureka
Organizational Chart

# 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.

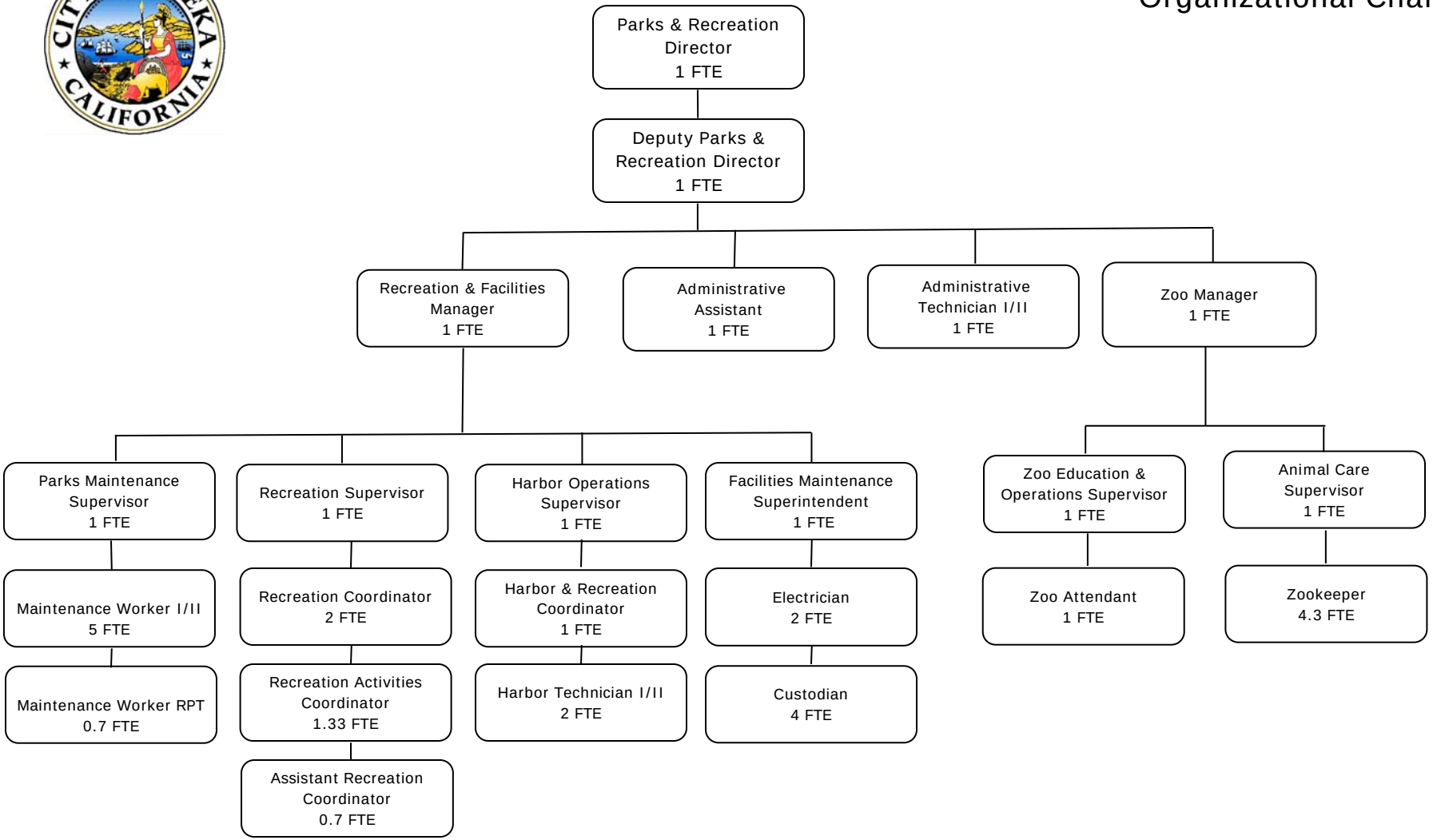
| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **EXPENDITURES BY PROGRAM:** | | | | | |
| Fire Services | $ 7,246,216 | $ 6,208,546 | $ 6,233,811 | $ 6,333,825 | $ 6,333,825 |
| **EXPENDITURES BY CATEGORY:** | | | | | |
| Salaries and Benefits | $ 2,522,332 | $ - | $ - | $ - | $ - |
| Services and Supplies | 4,699,498 | 6,208,546 | 6,208,546 | 6,333,825 | 6,333,825 |
| Capital Outlay | 24,386 | - | 25,265 | - | - |
| Total | $ 7,246,216 | $ 6,208,546 | $ 6,233,811 | $ 6,333,825 | $ 6,333,825 |
| **EXPENDITURES BY FUND:** | | | | | |
| General Fund | $ 6,878,046 | $ 6,208,546 | $ 6,233,811 | $ 6,333,825 | $ 6,333,825 |
| General Fund - Donations | - | - | - | - | - |
| General Fund - Measure O | 320,282 | - | - | - | - |
| Haz/Mat Response Fund | 27,625 | - | - | - | - |
| CPR Training Center | 20,263 | - | - | - | - |
| Total | $ 7,246,216 | $ 6,208,546 | $ 6,233,811 | $ 6,333,825 | $ 6,333,825 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **PERSONNEL:** | | | | |
| Full-time Positions | 42.00 | - | - | - |
| Total | 42.00 | | | |

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

# Parks & Recreation

The City of Eureka
Organizational Chart



CITY OF EUREKA

CALIFORNIA

# 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: | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| Parks & Recreation - Administration | $ 902 | $ 542,386 | $ 488,960 | $ 466,813 | $ 472,169 |
| Zoo | 926,995 | 1,060,614 | 1,059,424 | 1,122,535 | 1,131,363 |
| Park Operations | 914,730 | 788,426 | 730,581 | 804,862 | 795,213 |
| Adorni | 231,200 | 303,061 | 349,726 | 473,159 | 475,307 |
| Recreation - Administration | 285,858 | - | - | - | - |
| Recreation - Youth | 581,530 | 704,872 | 664,838 | 659,830 | 662,502 |
| Recreation - Adult | 144,479 | 160,829 | 160,336 | 161,525 | 162,907 |
| Environmental Programs | 74,178 | 61,148 | 61,148 | 42,823 | 42,823 |
| Harbor | 907,542 | 616,918 | 615,535 | 617,132 | 621,945 |
| Wharfinger | 106,842 | 206,300 | 206,231 | 209,252 | 210,130 |
| Facilities Operations | 579,908 | 741,552 | 675,281 | 715,012 | 721,740 |
| Total | $ 4,754,164 | $ 5,186,106 | $ 5,012,060 | $ 5,272,943 | $ 5,296,099 |

| EXPENDITURES BY CATEGORY: | | | | | |
|---|---|---|---|---|---|
| Salaries and Benefits | $ 2,754,531 | $ 3,023,201 | $ 2,859,155 | $ 3,127,133 | $ 3,166,002 |
| Services and Supplies | 1,970,360 | 2,114,905 | 2,104,905 | 2,097,810 | 2,082,097 |
| Capital Outlay | 29,273 | 48,000 | 48,000 | 48,000 | 48,000 |
| Total | $ 4,754,164 | $ 5,186,106 | $ 5,012,060 | $ 5,272,943 | $ 5,296,099 |

| EXPENDITURES BY FUND: | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| General Fund | $ 3,085,694 | $ 3,550,588 | $ 3,444,265 | $ 3,673,011 | $ 3,699,461 |
| General Fund - Donations | - | 9,600 | 9,600 | 15,713 | - |
| General Fund - Measure O | - | - | - | - | - |
| Environmental Programs | 74,178 | 61,148 | 61,148 | 42,823 | 42,823 |
| Humboldt Bay | 1,014,384 | 823,218 | 821,766 | 826,384 | 832,075 |
| Internal Operations | 579,908 | 741,552 | 675,281 | - | - |
| Internal Operations | - | - | - | 715,012 | 721,740 |
| Total | $ 4,754,164 | $ 5,186,106 | $ 5,012,060 | $ 5,272,943 | $ 5,296,099 |

| PERSONNEL: | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| Full-time Positions | 32.00 | 32.00 | 32.00 | 32.00 |
| Regular Part-time Positions | 4.04 | 4.04 | 4.04 | 4.04 |
| Total | 36.04 | 36.04 | 36.04 | 36.04 |

# Parks & Recreation

**DEPARTMENT:** Parks & Recreation
**PROGRAM:** Parks & Recreation Administration

**FUND:** General
**ACCOUNT:** 45110

**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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ - | $ 321,629 | $ 268,203 | $ 271,615 | $ 276,971 |
| Services and Supplies | 902 | 220,757 | 220,757 | 195,198 | 195,198 |
| Total Expenditures | $ 902 | $ 542,386 | $ 488,960 | $ 466,813 | $ 472,169 |
| **EXPENDITURES BY FUND:** | | | | | |
| General Fund | $ 902 | $ 542,386 | $ 488,960 | $ 466,813 | $ 472,169 |
| Total | $ 902 | $ 542,386 | $ 488,960 | $ 466,813 | $ 472,169 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **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 |
| Administrative Technician | 0.50 | 0.50 | 0.50 | 0.50 |
| Total | 2.00 | 2.00 | 2.00 | 2.00 |

**SERVICE LEVEL CHANGES:**

None.

**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:**

| ***Supporting Program Objectives*** | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| Maintain monthly meeting schedule with Parks & Recreation Commission | Yes | Yes | Yes | Yes |
| Implement quarterly employee development for supervisors | Yes | Yes | Yes | Yes |

**DEPARTMENT:** Parks & Recreation
**PROGRAM:** Sequoia Park Zoo

**FUND:** General
**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 exhibitry; 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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 615,166 | $ 621,332 | $ 620,142 | $ 667,200 | $ 676,028 |
| Services and Supplies | 311,479 | 439,282 | 439,282 | 455,335 | 455,335 |
| Capital Outlay | 350 | - | - | - | - |
| Total Expenditures | $ 926,995 | $ 1,060,614 | $ 1,059,424 | $ 1,122,535 | $ 1,131,363 |
| **EXPENDITURES BY FUND:** | | | | | |
| General Fund | $ 926,995 | $ 1,060,614 | $ 1,059,424 | $ 1,122,535 | $ 1,131,363 |
| Total | $ 926,995 | $ 1,060,614 | $ 1,059,424 | $ 1,122,535 | $ 1,131,363 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **FULL TIME EQUIVALENT POSITIONS:** | | | | |
| Animal Care Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Zoo Attendant | 1.00 | 1.00 | 1.00 | 1.00 |
| Zoo Education / Operations Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Zoo Manager | 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:**

None.

**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*** | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| 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*** | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Budget |
|---|---|---|---|---|
| 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*** | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Budget |
|---|---|---|---|---|
| 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*** | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Budget |
|---|---|---|---|---|
| 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 |

**DEPARTMENT:** Parks & Recreation
**PROGRAM:** Sequoia Park Zoo

**FUND:** General
**ACCOUNT:** 45140

**Supporting Departmental Goal:**

Create a premier visitor destination for Eureka.

| Supporting Departmental Goal: | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Budget |
|---|---|---|---|---|
| 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
**PROGRAM:** Park Operations

**FUND:** General
**ACCOUNT:** 45150

**PROGRAM DESCRIPTION:**

The purpose of this program is to develop and maintain a diversified system of park and landscape facilities in a neat, clean and well-repaired condition, and operated in a friendly, courteous and equitable manner for the use and enjoyment of the public. There are a total of six community park facilities which include Halvorson Park, Cooper Gulch Park, Hartman/Kennedy ball fields, Sequoia Park, Sequoia Park Garden and the Sequoia Park Zoo. There are a total of seven neighborhood park facilities, including Carson Park, Hammond Park, Lundbar Hills Park, Highland Park, Ross Park, Clara Mae Berry Park, and 20-30 Park. Myrtle Grove Cemetery is included in the Park Facilities program. The Eureka Skate Park is now open for public use within Cooper Gulch Park. There are a total of 42 landscape facilities, 22 parking lots and 1,400 street trees throughout the city.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 506,643 | $ 431,087 | $ 373,242 | $ 435,162 | $ 441,226 |
| Services and Supplies | 403,087 | 347,339 | 347,339 | 359,700 | 343,987 |
| Capital Outlay | 5,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Total Expenditures | $ 914,730 | $ 788,426 | $ 730,581 | $ 804,862 | $ 795,213 |
| **EXPENDITURES BY FUND:** | | | | | |
| General Fund | $ 914,730 | $ 778,826 | $ 720,981 | $ 789,149 | $ 795,213 |
| General Fund - Donations | - | 9,600 | 9,600 | 15,713 | - |
| Total | $ 914,730 | $ 788,426 | $ 730,581 | $ 804,862 | $ 795,213 |

| | 2014-15 Actual | 2015-16 Budget | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **FULL TIME AND REGULAR PART-TIME POSITIONS:** | | | | |
| Maintenance Supervisor | 1.00 | - | - | - |
| Maintenance Worker I/II | 3.00 | 3.00 | 5.00 | 5.00 |
| Maintenance Worker I/II (RPT) | 0.70 | 0.70 | 0.70 | 0.70 |
| Parks & Maintenance Manager | - | - | - | - |
| Parks & Recreation Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Maintenance Worker | 2.00 | 2.00 | - | - |
| Total | 7.70 | 6.70 | 6.70 | 6.70 |

**SERVICE LEVEL CHANGES:**

FY15/16: Maintenance Supervisor position reclassified to a Parks & Recreation Manager (0 FTE)

# *Parks & Recreation*

**DEPARTMENT:** Parks & Recreation
**PROGRAM:** Park Operations

**FUND:** General
**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
**PROGRAM:** Park Operations

**FUND:** General
**ACCOUNT:** 45150

**PERFORMANCE MEASURES:**

| **Program/Service Outcomes:** *(based on program objectives* | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 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 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)** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 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 |

**DEPARTMENT** Parks & Recreation
**PROGRAM:** Adorni Center

**FUND:** General
**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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 165,726 | $ 151,217 | $ 197,882 | $ 269,491 | $ 271,639 |
| Services and Supplies | 54,442 | 141,844 | 141,844 | 193,668 | 193,668 |
| Capital Outlay | 11,032 | 10,000 | 10,000 | 10,000 | 10,000 |
| Total Expenditures | $ 231,200 | $ 303,061 | $ 349,726 | $ 473,159 | $ 475,307 |
| **EXPENDITURES BY FUND:** | | | | | |
| General Fund | $ 231,200 | $ 303,061 | $ 349,726 | $ 473,159 | $ 475,307 |
| Total | $ 231,200 | $ 303,061 | $ 349,726 | $ 473,159 | $ 475,307 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **FULL TIME AND REGULAR PART-TIME POSITIONS:** | | | | |
| Recreation Coordinator | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant | - | 1.00 | 1.00 | 1.00 |
| Recreation Aide (RPT) | - | - | - | - |
| Assistant Recreation Coordinator (RPT) | - | 0.70 | 0.70 | 0.70 |
| Total | 1.00 | 2.70 | 2.70 | 2.70 |

**SERVICE LEVEL CHANGES:**

None.

**DEPARTMENT** Parks & Recreation
**PROGRAM:** Adorni Center

**FUND:** General
**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.

**PERFORMANCE MEASURES:**

| ***SUPPORTING PROGRAM OBJECTIVES:*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimate** | **2016-17 Budget** |
|---|---|---|---|---|
| # 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 |

**DEPARTMENT:** Parks & Recreation
**PROGRAM:** Recreation Administration

**FUND:** General
**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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 189,830 | $ - | $ - | $ - | $ - |
| Services and Supplies | 96,028 | - | - | - | - |
| Total Expenditures | $ 285,858 | $ - | $ - | $ - | $ - |
| **EXPENDITURES BY FUND:** | | | | | |
| General Fund | $ 285,858 | $ - | $ - | $ - | $ - |
| Total | $ 285,858 | $ - | $ - | $ - | $ - |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **FULL TIME AND REGULAR PART-TIME POSITIONS:** | | | | |
| None | - | - | - | - |
| Total | - | - | - | - |

**SERVICE LEVEL CHANGES:**

None.

# Parks & Recreation

**DEPARTMENT:** Parks & Recreation
**PROGRAM:** Recreation Administration

**FUND:** General
**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:**

| ***Supporting Program Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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 |

**DEPARTMENT:** Parks & Recreation
**PROGRAM:** Recreation-Youth Programs and Activities

**FUND:** General
**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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 505,384 | $ 570,424 | $ 530,390 | $ 549,529 | $ 552,201 |
| Services and Supplies | 76,146 | 129,448 | 129,448 | 105,301 | 105,301 |
| Capital Outlay | - | 5,000 | 5,000 | 5,000 | 5,000 |
| Total Expenditures | $ 581,530 | $ 704,872 | $ 664,838 | $ 659,830 | $ 662,502 |
| **EXPENDITURES BY FUND:** | | | | | |
| General Fund | $ 581,530 | $ 704,872 | $ 664,838 | $ 659,830 | $ 662,502 |
| Total | $ 581,530 | $ 704,872 | $ 664,838 | $ 659,830 | $ 662,502 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **FULL TIME AND REGULAR PART-TIME POSITIONS:** | | | | |
| Deputy Parks & Recreation Director | - | 0.25 | 0.25 | 0.25 |
| Administrative Technician I | 0.25 | 0.25 | 0.25 | 0.25 |
| Recreation Coordinator | 1.00 | 1.00 | 1.00 | 1.00 |
| Recreation Supervisor | - | 0.50 | 0.50 | 0.50 |
| After School Programs Coordinator (RPT) | 0.70 | 0.70 | 0.70 | 0.70 |
| Assistant Recreation Coordinator (RPT) | 0.70 | - | - | - |
| Youth Activities Coordinator (RPT) | 0.64 | 0.64 | 0.64 | 0.64 |
| Total | 3.29 | 3.34 | 3.34 | 3.34 |

**SERVICE LEVEL CHANGES:**

None.

**DEPARTMENT:** Parks & Recreation **FUND:** General
**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.

**PERFORMANCE MEASURES:**

| ***Supporting Program Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Budget** |
|---|---|---|---|---|
| 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 |

**DEPARTMENT:** Parks & Recreation
**PROGRAM:** Recreation-Adult Programs and Activities

**FUND:** General
**ACCOUNT:** 45133

**PROGRAM DESCRIPTION:**

Adult Programs and Activities provide a variety of leisure time services which offer a positive recreation experience. Adult programs include special classes, sports, and special events.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 105,420 | $ 105,231 | $ 104,738 | $ 106,562 | $ 107,944 |
| Services and Supplies | 39,059 | 51,598 | 51,598 | 50,963 | 50,963 |
| Capital Outlay | - | 4,000 | 4,000 | 4,000 | 4,000 |
| Total Expenditures | $ 144,479 | $ 160,829 | $ 160,336 | $ 161,525 | $ 162,907 |
| **EXPENDITURES BY FUND:** | | | | | |
| General Fund | $ 144,479 | $ 160,829 | $ 160,336 | $ 161,525 | $ 162,907 |
| Total | $ 144,479 | $ 160,829 | $ 160,336 | $ 161,525 | $ 162,907 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **FULL TIME AND REGULAR PART-TIME POSITIONS:** | | | | |
| Deputy Parks & Recreation Director | - | 0.25 | 0.25 | 0.25 |
| Administrative Technician I | 0.25 | 0.25 | 0.25 | 0.25 |
| Recreation Coordinator | 1.00 | 0.50 | 0.50 | 0.50 |
| Recreation Supervisor | 1.00 | - | - | - |
| Total | 2.25 | 1.00 | 1.00 | 1.00 |

**SERVICE LEVEL CHANGES:**

None.

**DEPARTMENT:** Parks & Recreation
**PROGRAM:** Recreation-Adult Programs and Activities

**FUND:** General
**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.

**PERFORMANCE MEASURES:**

| ***SUPPORTING PROGRAM OBJECTIVES:*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Budget** | **2016-17 Budget** |
|---|---|---|---|---|
| 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 |

**DEPARTMENT:** Parks & Recreation
**PROGRAM:** Environmental Programs

**Fund:** 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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ - | $ - | $ - | $ 12,000 | $ 12,000 |
| Services and Supplies | 74,178 | 61,148 | 61,148 | 30,823 | 30,823 |
| Total Expenditures | $ 74,178 | $ 61,148 | $ 61,148 | $ 42,823 | $ 42,823 |
| **EXPENDITURES BY FUND:** | | | | | |
| Environmental Programs | $ 74,178 | $ 61,148 | $ 61,148 | $ 42,823 | $ 42,823 |
| Total | $ 74,178 | $ 61,148 | $ 61,148 | $ 42,823 | $ 42,823 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **FULL TIME AND REGULAR PART-TIME POSITIONS:** | | | | |
| None | - | - | - | - |
| Total | - | - | - | - |

**SERVICE LEVEL CHANGES:**

None.

**DEPARTMENT:** Parks & Recreation
**PROGRAM:** Environmental Programs

**Fund:** Environmental Programs
**Account:** 44505

## COUNCIL GOALS SUPPORTED:

***Increase Waste Diversion and Recycling in the City of Eureka***

**PERFORMANCE MEASURES:**

| ***Supporting Departmental Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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***

**PERFORMANCE MEASURES:**

| ***Supporting Departmental Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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% |

**PERFORMANCE MEASURES:**

| **Program/Service Outcomes: (based on program objectives)** | **2014-15 Actual** | **2015-16 Actual** | **2016-17 Budget** |
|---|---|---|---|
| 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
**PROGRAM:** Facilities Operations

**FUND:** General
**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 Sequioa Park Zoo, Recreational Facilities, and traffic signal electrical services throughout the City system.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 343,499 | $ 463,790 | $ 397,519 | $ 427,687 | $ 434,415 |
| Services and Supplies | 226,947 | 267,762 | 267,762 | 277,325 | 277,325 |
| Capital Outlay | 9,462 | 10,000 | 10,000 | 10,000 | 10,000 |
| Total Expenditures | $ 579,908 | $ 741,552 | $ 675,281 | $ 715,012 | $ 721,740 |
| **EXPENDITURES BY FUND:** | | | | | |
| Internal Operations Fund | $ 579,908 | $ 741,552 | $ 675,281 | $ - | $ - |
| Facilities Operations Fund | - | - | - | 715,012 | 721,740 |
| Total | $ 579,908 | $ 741,552 | $ 675,281 | $ 715,012 | $ 721,740 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **FULL TIME AND REGULAR PART-TIME POSITIONS:** | | | | |
| Custodian | 3.00 | 4.00 | 4.00 | 4.00 |
| Electrician | 2.00 | 2.00 | 2.00 | 2.00 |
| Recreation & Facilities Manager | - | 0.50 | 0.50 | 0.50 |
| Facilities Maintenance Superintendent | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Harbor/Facilities Technician | 0.50 | - | - | - |
| Senior Custodian | 1.00 | - | - | - |
| Total | 7.50 | 7.50 | 7.50 | 7.50 |

**SERVICE LEVEL CHANGES:**

None.

**DEPARTMENT** Parks & Recreation
**PROGRAM:** Facilities Operations

**FUND:** General
**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.

**PERFORMANCE MEASURES:**

| **Program/Service Outcomes:** *(based on program objectives* | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 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 |
| Contine program to perform regular maintenance checks to City traffic signals and sewer pump station alarm system | Yes | Yes | Yes | Yes |

**PERFORMANCE MEASURES:**

| **Program/Service Outputs:** (**goods, services, units produced)** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Budget** |
|---|---|---|---|---|
| # 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 |

**DEPARTMENT:** Parks & Recreation
**PROGRAM:** Harbor Operations

**FUND:** Harbor
**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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 238,956 | $ 266,619 | $ 275,236 | $ 292,645 | $ 297,458 |
| Services and Supplies | 665,157 | 345,299 | 335,299 | 319,487 | 319,487 |
| Capital Outlay | 3,429 | 5,000 | 5,000 | 5,000 | 5,000 |
| Total Expenditures | $ 907,542 | $ 616,918 | $ 615,535 | $ 617,132 | $ 621,945 |
| **EXPENDITURES BY FUND:** | | | | | |
| Humboldt Bay | $ 907,542 | $ 616,918 | $ 615,535 | $ 617,132 | $ 621,945 |
| Total | $ 907,542 | $ 616,918 | $ 615,535 | $ 617,132 | $ 621,945 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **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 |
| Total | 3.00 | 3.50 | 3.50 | 3.50 |

**SERVICE LEVEL CHANGES:**

None.

**DEPARTMENT:** Parks & Recreation
**PROGRAM:** Harbor Operations
**FUND:** Harbor
**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.

**DEPARTMENT:** Parks & Recreation
**PROGRAM:** Harbor Operations

**FUND:** Harbor
**ACCOUNT:** 44440

**PERFORMANCE MEASURES:**

| **Program/Service Outcomes:** *(based on program objectives)* | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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 |

**PERFORMANCE MEASURES:**

| **Program/Service Outputs: (goods, services, units produced)** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Budget** |
|---|---|---|---|---|
| # 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 |

**DEPARTMENT:** Parks & Recreation
**PROGRAM:** Wharfinger

**FUND:** Humboldt Bay
**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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 83,907 | $ 91,872 | $ 91,803 | $ 95,242 | $ 96,120 |
| Services and Supplies | 22,935 | 110,428 | 110,428 | 110,010 | 110,010 |
| Capital Outlay | - | 4,000 | 4,000 | 4,000 | 4,000 |
| Total Expenditures | $ 106,842 | $ 206,300 | $ 206,231 | $ 209,252 | $ 210,130 |
| **EXPENDITURES BY FUND:** | | | | | |
| Humboldt Bay | $ 106,842 | $ 206,300 | $ 206,231 | $ 209,252 | $ 210,130 |
| Total | $ 106,842 | $ 206,300 | $ 206,231 | $ 209,252 | $ 210,130 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **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.

**DEPARTMENT:** Parks & Recreation
**PROGRAM:** Wharfinger

**FUND:** Humboldt Bay
**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.

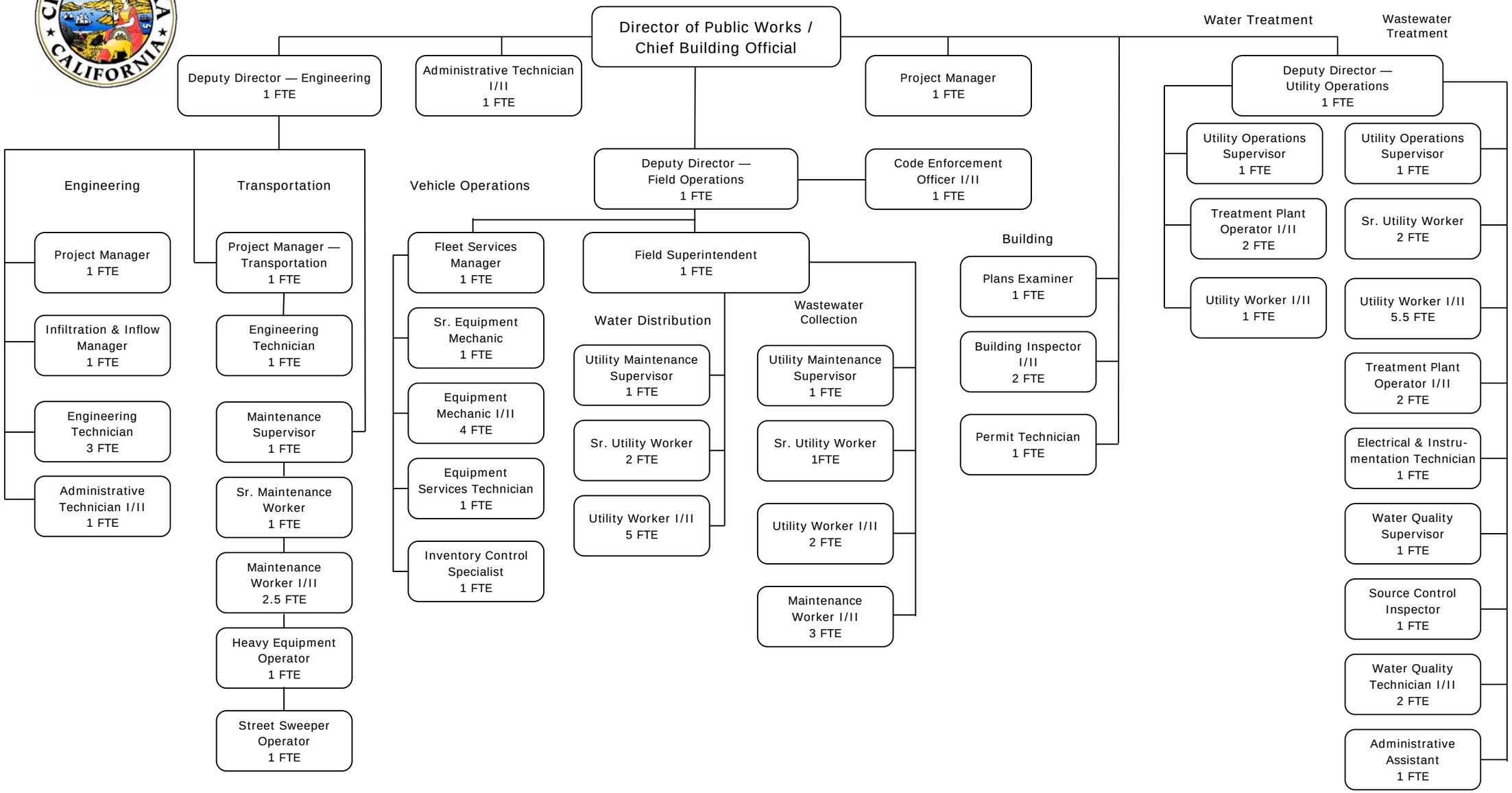
## PROGRAM OBJECTIVES:

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.

| | | PERFORMANCE MEASURES: | | |
|---|---|---|---|---|
| **Program/Service Outcomes:** ***(based on program objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| 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 |

| | | PERFORMANCE MEASURES: | | |
|---|---|---|---|---|
| **Program/Service Outputs: (goods, services, units produced)** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Budget** |
| # 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



# 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: | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| Administration | $ 334,520 | $ 296,028 | $ 310,067 | $ 449,095 | $ 454,333 |
| Stormwater | 159,965 | 208,153 | 215,488 | 226,903 | 228,810 |
| Streets/Alley Maintenance | 1,055,682 | 953,845 | 950,582 | 1,112,734 | 1,121,075 |
| Water Distribution | 1,999,351 | 1,485,591 | 1,449,764 | 1,557,291 | 1,568,695 |
| Water Treatment | 3,045,658 | 3,801,073 | 3,677,851 | 3,841,893 | 3,847,368 |
| Sewer Collection | 1,803,692 | 1,564,610 | 1,582,336 | 1,664,241 | 1,677,739 |
| Wastewater Treatment | 2,682,060 | 3,376,722 | 3,274,423 | 3,529,186 | 3,547,971 |
| Equipment Operations | 1,626,059 | 2,185,852 | 2,178,702 | 2,000,494 | 2,011,800 |
| Engineering | 1,341,700 | 830,300 | 928,317 | 1,067,225 | 1,018,415 |
| Traffic | 329,517 | 380,205 | 320,821 | 244,697 | 246,082 |
| Building - Construction Regulation | 1,264,744 | 634,222 | 622,655 | 593,013 | 600,011 |
| Building - Code Enforcement | 11,015 | 131,513 | 112,456 | 131,341 | 133,016 |
| Total | $ 15,653,963 | $ 15,848,114 | $ 15,623,462 | $ 16,418,113 | $ 16,455,315 |

**EXPENDITURES BY CATEGORY:**

| | | | | | |
|---|---|---|---|---|---|
| Salaries and Benefits | $ 5,576,719 | $ 5,650,183 | $ 5,535,531 | $ 5,989,322 | $ 6,086,524 |
| Services and Supplies | 9,854,396 | 9,024,401 | 8,914,401 | 9,258,761 | 9,198,761 |
| Capital Outlay | 222,848 | 1,173,530 | 1,173,530 | 1,170,030 | 1,170,030 |
| Total | $ 15,653,963 | $ 15,848,114 | $ 15,623,462 | $ 16,418,113 | $ 16,455,315 |

| EXPENDITURES BY FUND: | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| General Fund | $ 1,279,003 | $ 1,046,461 | $ 998,555 | $ 1,215,482 | $ 1,223,533 |
| General Fund - Measure O | - | - | - | - | - |
| Federal/HCAOG | 6,137 | 13,500 | 13,500 | - | - |
| AB 2928 State Highway Fund | - | 10,000 | - | - | - |
| Gas Tax Fund | 712,376 | 709,098 | 708,619 | 559,537 | 564,369 |
| Parking Fund | 54,363 | 59,837 | 61,006 | 125,207 | 66,023 |
| Water Fund | 5,627,744 | 5,682,709 | 5,620,924 | 6,000,300 | 6,024,360 |
| Wastewater Fund | 5,068,787 | 5,374,922 | 5,307,045 | 5,792,739 | 5,832,203 |
| Wastewater Capital Projects | - | - | - | - | - |
| Harbor Fund | 3,735 | - | - | - | - |
| Building Fund | 1,275,759 | 765,735 | 735,111 | 724,354 | 733,027 |
| Equipment Operations Fund | 1,626,059 | 2,185,852 | 2,178,702 | 2,000,494 | 2,011,800 |
| Total | $ 15,653,963 | $ 15,848,114 | $ 15,623,462 | $ 16,418,113 | $ 16,455,315 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **PERSONNEL:** | | | | |
| Full-time Positions | 73.00 | 70.00 | 70.00 | 70.00 |
| Total | 73.00 | 70.00 | 70.00 | 70.00 |

**DEPARTMENT:** Public Works
**PROGRAM:** Administration
**FUND:** Water & Wastewater Fund
**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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 280,126 | $ 234,411 | $ 248,450 | $ 375,913 | $ 381,151 |
| Services and Supplies | 54,394 | 61,617 | 61,617 | 73,182 | 73,182 |
| Total Expenditures | $ 334,520 | $ 296,028 | $ 310,067 | $ 449,095 | $ 454,333 |
| **EXPENDITURES BY FUND:** | | | | | |
| General fund | $ 199,447 | $ 44,620 | $ 44,620 | $ 24,949 | $ 25,095 |
| Water | 70,277 | 125,289 | 153,842 | 212,066 | 214,612 |
| Wastewater | 64,796 | 126,119 | 111,605 | 212,080 | 214,626 |
| Total | $ 334,520 | $ 296,028 | $ 310,067 | $ 449,095 | $ 454,333 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **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 | 2.00 | 2.00 | 1.00 | 1.00 |
| Project Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | 4.40 | 4.40 | 3.40 | 3.40 |

**SERVICE LEVEL CHANGES:**

None.

**DEPARTMENT:** Public Works **FUND:** 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

**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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 101,093 | $ 104,130 | $ 111,465 | $ 108,691 | $ 110,598 |
| Services and Supplies | 58,872 | 104,023 | 104,023 | 118,212 | 118,212 |
| Total Expenditures | $ 159,965 | $ 208,153 | $ 215,488 | $ 226,903 | $ 228,810 |
| **EXPENDITURES BY FUND:** | | | | | |
| General Fund | $ 107,429 | $ 152,945 | $ 134,087 | $ 226,903 | $ 228,810 |
| General Fund - Measure O | - | - | - | - | - |
| Gas Tax | 52,536 | 55,208 | 81,401 | - | - |
| Total | $ 159,965 | $ 208,153 | $ 215,488 | $ 226,903 | $ 228,810 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **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.

**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: | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 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 Houskeeping BMP | NA | 100% | 0% | 100% |
| Develop Post Construction BMP Maintenance Plan | NA | 100% | 50% | 100% |

**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: | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 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% |

**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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 452,252 | $ 473,704 | $ 470,441 | $ 545,925 | $ 554,266 |
| Services and Supplies | 600,281 | 475,141 | 475,141 | 551,809 | 551,809 |
| Capital Outlay | 3,149 | 5,000 | 5,000 | 15,000 | 15,000 |
| Total Expenditures | $ 1,055,682 | $ 953,845 | $ 950,582 | $ 1,112,734 | $ 1,121,075 |
| **EXPENDITURES BY FUND:** | | | | | |
| General Fund | $ 521,338 | $ 445,355 | $ 443,689 | $ 637,196 | $ 640,720 |
| General Fund - Measure O | - | - | - | - | - |
| AB 2928 State Highway | - | - | - | - | - |
| Gas Tax Fund | 495,942 | 465,193 | 463,394 | 430,784 | 434,993 |
| Parking Fund | 38,402 | 43,297 | 43,499 | 44,754 | 45,362 |
| Total | $ 1,055,682 | $ 953,845 | $ 950,582 | $ 1,112,734 | $ 1,121,075 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **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 | 4.00 | 4.00 | 4.00 | 4.00 |
| Senior Maintenance Worker | 1.00 | 1.00 | 1.00 | 1.00 |
| Street Sweeper Operator | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | 7.50 | 7.50 | 7.50 | 7.50 |

**SERVICE LEVEL CHANGES:**

None.

**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: | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 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: | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 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 | 9,821 | 9,821 | 9,821 | 9,821 |
| Number of Lane Miles cleaned for Caltrans | 1,080 | 1,080 | 1,080 | 540 |

**DEPARTMENT:** Public Works
**PROGRAM:** Water Distribution

**FUND:** Water
**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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 663,074 | $ 625,423 | $ 589,596 | $ 674,734 | $ 686,138 |
| Services and Supplies | 1,295,800 | 695,168 | 695,168 | 717,557 | 717,557 |
| Capital Outlay | 40,477 | 165,000 | 165,000 | 165,000 | 165,000 |
| Total Expenditures | $ 1,999,351 | $ 1,485,591 | $ 1,449,764 | $ 1,557,291 | $ 1,568,695 |
| **EXPENDITURES BY FUND:** | | | | | |
| Water | $ 1,999,351 | $ 1,485,591 | $ 1,449,764 | $ 1,557,291 | $ 1,568,695 |
| Water Capital Projects | - | - | - | - | - |
| Total | $ 1,999,351 | $ 1,485,591 | $ 1,449,764 | $ 1,557,291 | $ 1,568,695 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **FULL TIME AND REGULAR PART-TIME POSITIONS:** | | | | |
| Field Superintendent | 2.00 | 0.50 | 0.50 | 0.50 |
| Senior Utility Worker | 2.00 | 2.00 | 2.00 | 2.00 |
| Utility Worker I/II | 5.00 | 5.00 | 5.00 | 5.00 |
| Water System Specialist | 1.00 | - | - | - |
| Total | 10.00 | 7.50 | 7.50 | 7.50 |

**SERVICE LEVEL CHANGES:**

FY15/16: Water System Specialist position reclassified to a Utility Worker (0 FTE)
FY15/16: Eliminate duplicate Field Superintendent position inadvertently added (0 FTE)

**DEPARTMENT:** Public Works
**PROGRAM:** Water Distribution

**FUND:** Water
**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.

**PERFORMANCE MEASURES:**

| Supporting Program Objectives: | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| 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% |

**DEPARTMENT:** Public Works
**PROGRAM:** Water Treatment

**FUND:** Water
**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 facilites and boost stations. Activities include operation, maintenance, water quality laboratory, meter reading, grounds keeping, customer service calls, plan review and backflow prevention program.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 347,514 | $ 484,643 | $ 361,421 | $ 315,041 | $ 320,516 |
| Services and Supplies | 2,698,144 | 3,303,570 | 3,303,570 | 3,513,992 | 3,513,992 |
| Capital Outlay | - | 12,860 | 12,860 | 12,860 | 12,860 |
| Total | $ 3,045,658 | $ 3,801,073 | $ 3,677,851 | $ 3,841,893 | $ 3,847,368 |
| **EXPENDITURES BY FUND:** | | | | | |
| Water Treatment | $ 3,045,658 | $ 3,801,073 | $ 3,677,851 | $ 3,841,893 | $ 3,847,368 |
| Total | $ 3,045,658 | $ 3,801,073 | $ 3,677,851 | $ 3,841,893 | $ 3,847,368 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **FULL TIME AND REGULAR PART-TIME POSITIONS:** | | | | |
| Administrative Assistant | 0.10 | 0.10 | 0.10 | 0.10 |
| Industrial Maintenance Technician | 0.20 | - | - | - |
| 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 | 4.00 | 3.80 | 3.80 | 3.80 |

**SERVICE LEVEL CHANGES:**

FY15/16: Industrial Maintenance Technician position reclassified to an Electrical & Instrumentation Technician (0 FTE)

**DEPARTMENT:** Public Works
**PROGRAM:** Water Treatment

**FUND:** Water
**ACCOUNT:** 44420

## COUNCIL GOALS SUPPORTED:

### *MAINTAIN THE HIGH QUALITY OF DELIVERED WATER*

**PERFORMANCE MEASURES:**

| *Supporting Program Objectives* | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| 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*

**PERFORMANCE MEASURES:**

| *Supporting Program Objectives* | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| 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*

**PERFORMANCE MEASURES:**

| *Supporting Program Objectives* | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| SCADA system | Defer | 100% | 0% | 100% |
| Lundbar Hills Pumpling and Control System | Defer | 0% | 0% | 0% |
| Design and install new flouride 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 |

**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: | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| Salaries and Benefits | $ 716,035 | $ 711,070 | $ 728,796 | $ 778,242 | $ 791,740 |
| Services and Supplies | 1,032,301 | 722,540 | 722,540 | 754,999 | 754,999 |
| Capital Outlay | 55,356 | 131,000 | 131,000 | 131,000 | 131,000 |
| Total Expenditures | $ 1,803,692 | $ 1,564,610 | $ 1,582,336 | $ 1,664,241 | $ 1,677,739 |
| **EXPENDITURES BY FUND:** | | | | | |
| Sewer Collection | $ 1,803,692 | $ 1,564,610 | $ 1,582,336 | $ 1,664,241 | $ 1,677,739 |
| Total | $ 1,803,692 | $ 1,564,610 | $ 1,582,336 | $ 1,664,241 | $ 1,677,739 |

| FULL TIME AND REGULAR PART-TIME POSITIONS: | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 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.

**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.

**PERFORMANCE MEASURES:**

| ***Supporting Program Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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.

**PERFORMANCE MEASURES:**

| ***Supporting Program Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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% |

**DEPARTMENT:** Public Works
**PROGRAM:** Wastewater Treatment

**FUND:** Wastewater Operating
**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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 1,007,091 | $ 1,056,331 | $ 1,054,032 | $ 1,174,509 | $ 1,193,294 |
| Services and Supplies | 1,604,972 | 1,970,221 | 1,870,221 | 2,004,507 | 2,004,507 |
| Capital Outlay | 69,997 | 350,170 | 350,170 | 350,170 | 350,170 |
| Total Expenditures | $ 2,682,060 | $ 3,376,722 | $ 3,274,423 | $ 3,529,186 | $ 3,547,971 |
| **EXPENDITURES BY FUND:** | | | | | |
| WW Treatment | $ 2,682,060 | $ 3,376,722 | $ 3,274,423 | $ 3,529,186 | $ 3,547,971 |
| WW Capital Projects | - | - | - | - | - |
| Total | $ 2,682,060 | $ 3,376,722 | $ 3,274,423 | $ 3,529,186 | $ 3,547,971 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 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 |
| Industrial Maintenance Technician | 0.80 | | | |
| 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 | 14.00 | 14.20 | 14.20 | 14.20 |

**SERVICE LEVEL CHANGES:**

None.

**DEPARTMENT:** Public Works
**PROGRAM:** Wastewater Treatment

**FUND:** Wastewater Operating
**ACCOUNT:** 44430

## CITY GOALS SUPPORTED:

***PROVIDE COST EFFECTIVE PROTECTION OF PUBLIC HEALTH AND THE ENVIRONMENT***

| ***Supporting Program Objectives*** | 2014-15 Actual | PERFORMANCE MEASURES: 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| 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***

| ***Supporting Program Objectives*** | 2014-15 Actual | PERFORMANCE MEASURES: 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| 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% |

**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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 561,999 | $ 668,595 | $ 661,445 | $ 666,656 | $ 677,962 |
| Services and Supplies | 1,028,025 | 1,039,257 | 1,039,257 | 855,838 | 855,838 |
| Capital Outlay | 36,035 | 478,000 | 478,000 | 478,000 | 478,000 |
| Total Expenditures | $ 1,626,059 | $ 2,185,852 | $ 2,178,702 | $ 2,000,494 | $ 2,011,800 |
| **EXPENDITURES BY FUND:** | | | | | |
| Equipment Operations | $ 1,626,059 | $ 2,185,852 | $ 2,178,702 | $ 2,000,494 | $ 2,011,800 |
| Total | $ 1,626,059 | $ 2,185,852 | $ 2,178,702 | $ 2,000,494 | $ 2,011,800 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **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.

**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.

**PERFORMANCE MEASURES:**

| ***Supporting Program Objectives:*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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 |

**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 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 Erueka 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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 726,562 | $ 532,412 | $ 630,429 | $ 719,750 | $ 730,940 |
| Services and Supplies | 615,138 | 294,888 | 294,888 | 344,475 | 284,475 |
| Capital Outlay | - | 3,000 | 3,000 | 3,000 | 3,000 |
| Total Expenditures | $ 1,341,700 | $ 830,300 | $ 928,317 | $ 1,067,225 | $ 1,018,415 |
| **EXPENDITURES BY FUND:** | | | | | |
| General Fund | $ 305,974 | $ 252,073 | $ 250,169 | $ 230,943 | $ 232,863 |
| Parking | 1,294 | - | - | 60,000 | - |
| Water | 512,458 | 270,756 | 339,467 | 389,050 | 393,685 |
| Wastewater | 518,239 | 307,471 | 338,681 | 387,232 | 391,867 |
| Humboldt Bay | 3,735 | - | - | - | - |
| Total | $ 1,341,700 | $ 830,300 | $ 928,317 | $ 1,067,225 | $ 1,018,415 |

**DEPARTMENT:** Public Works **FUND:** General
**PROGRAM:** Engineering **ACCOUNT:** 44120

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **FULL TIME AND REGULAR PART-TIME POSITIONS:** | | | | |
| Deputy PW Director - Engineering | - | 1.00 | 1.00 | 1.00 |
| Administrative Technician II | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant Engineer I/II | 1.00 | - | - | - |
| Associate Civil Engineer | 1.00 | - | - | - |
| City Engineer / Deputy Public Works Director | 1.00 | - | - | - |
| Deputy City Engineer | 1.00 | - | - | - |
| Engineering Technician I/II | 2.00 | 3.00 | 4.00 | 4.00 |
| I/I Coordinator | 1.00 | 1.00 | 1.00 | 1.00 |
| Project Manager | - | 1.00 | 1.00 | 1.00 |
| Total | 8.00 | 7.00 | 8.00 | 8.00 |

**SERVICE LEVEL CHANGES:**

FY15/16: City Engineer / Deputy PW Director position reclassified to a Project Manager (0 FTE)
FY15/16: Deputy City Engineer position reclassified to a Deputy PW Director - Engineering (0 FTE)
Administrative Technician position reclassified to an Engineering Technician (0 FTE)

## COUNCIL GOALS SUPPORTED:

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

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives:*** | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
| 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***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives:*** | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
| 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% |

# Public Works

**DEPARTMENT:** Public Works **FUND:** General
**PROGRAM:** Engineering **ACCOUNT:** 44120

***PROVIDE FRIENDLY AND TIMELY SERVICE TO THE CITIZENS OF EUREKA***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| 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***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives:*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| 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***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives:*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| 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: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives:*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| 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% |

**DEPARTMENT:** Public Works **FUND:** General
**PROGRAM:** Engineering **ACCOUNT:** 44120

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

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives:*** | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
| 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: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives:*** | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
| 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: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
| 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 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***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives:*** | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
| 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% |

**DEPARTMENT:** Public Works **FUND:** General
**PROGRAM:** Engineering **ACCOUNT:** 44120

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

| ***The following projects support the above-referenced goals and policies:*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| | | **PERFORMANCE MEASURES:** | | |
| 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 | 10% | 20% | 10% | 25% |
| Carson Mill Site Cleanup ($240K) | 90% | 100% | 95% | 100% |

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

| ***The following projects support the above-referenced goals and policies:*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| | | **PERFORMANCE MEASURES:** | | |
| Martin Slough Enhancement Project ($4.4M) | 10% | – | 15% | – |

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

| ***The following projects support the above-referenced goals and policies:*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| | | **PERFORMANCE MEASURES:** | | |
| Ensure Capital Improvement Program includes | Yes | Yes | Yes | Yes |
| Develop and Revise Engineering Standards and | 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% |

**DEPARTMENT:** Public Works **FUND:** General
**PROGRAM:** Engineering **ACCOUNT:** 44120

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

| ***The following projects support the above-referenced goals and policies:*** | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| | | PERFORMANCE MEASURES: | | |
| Ensure Capital Improvement Program includes | Yes | Yes | Yes | Yes |
| Develop and Revise Engineering Standards and | 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***

| ***Supporting Department Objectives*** | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| | | PERFORMANCE MEASURES: | | |
| 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.***

| ***Supporting Department Objectives*** | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| | | PERFORMANCE MEASURES: | | |
| 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***

| ***Supporting Department Objectives*** | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| | | PERFORMANCE MEASURES: | | |
| Require ADA accessible driveways during building | 205 | 200 | 200 | 200 |

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

| ***Supporting Department Objectives*** | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| | | PERFORMANCE MEASURES: | | |
| No cost encroachment permits for review and | 13 | 50 | 20 | 50 |

**DEPARTMENT:** Public Works **FUND:** General
**PROGRAM:** Engineering **ACCOUNT:** 44120

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

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| Sidewalk Cafes | ongoing | ongoing | ongoing | ongoing |

***PROMOTE CULTURAL ARTS WITHIN THE CORE AREA.***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| Art in Public Places | ongoing | ongoing | ongoing | ongoing |

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

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| 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***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| 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***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| 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 |

**DEPARTMENT:** Public Works **FUND:** General
**PROGRAM:** Engineering **ACCOUNT:** 44120

***TO ENSURE ADEQUATE AND SAFE WATER SUPPLY.***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| 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.***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| 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 |

***TO COLLECT AND CONVEY STORMWATER.***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| Encourage use of natural drainage systems. | ongoing | ongoing | ongoing | ongoing |

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

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| Through project referral process, ensure water | ongoing | ongoing | ongoing | ongoing |

***TO PROTECT AND ENHANCE EUREKA'S NATURAL RESOURCES.***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| 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 |

**DEPARTMENT:** Public Works **FUND:** General Fund
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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 239,332 | $ 257,166 | $ 207,782 | $ 159,076 | $ 160,461 |
| Services and Supplies | 72,841 | 94,539 | 84,539 | 70,621 | 70,621 |
| Capital Outlay | 17,344 | 28,500 | 28,500 | 15,000 | 15,000 |
| Total Expenditures | $ 329,517 | $ 380,205 | $ 320,821 | $ 244,697 | $ 246,082 |
| **EXPENDITURES BY FUND:** | | | | | |
| General Fund | $ 144,815 | $ 151,468 | $ 125,990 | $ 95,491 | $ 96,045 |
| Gas Tax - Federal/HCAOG | 6,137 | 13,500 | 13,500 | - | - |
| Gas Tax - Federal/HCAOG | - | 10,000 | - | - | - |
| Gas Tax - Federal/HCAOG | 14,667 | 16,540 | 17,507 | 20,453 | 20,661 |
| Parking Fund | 163,898 | 188,697 | 163,824 | 128,753 | 129,376 |
| Total | $ 329,517 | $ 380,205 | $ 320,821 | $ 244,697 | $ 246,082 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **FULL TIME AND REGULAR PART-TIME POSITIONS:** | | | | |
| Traffic Engineering Analyst | 1.00 | - | - | - |
| Transportation Special Projects Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | 2.00 | 1.00 | 1.00 | 1.00 |

**SERVICE LEVEL CHANGES:**

FY15/16: Traffic Engineering Analyst position reclassified to a Engineering Technician (0 FTE)

**DEPARTMENT:** Public Works **FUND:** General Fund
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***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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 |

**DEPARTMENT:** Public Works **FUND:** General Fund
Gas Tax - Federal/HCAOG
**PROGRAM:** Engineering - Traffic/Signals **ACCOUNT:** 44125

***PROMOTE BICYCLE AND PEDESTRIAN USE OF OUR CITY STREETS***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| Participation and advocacy in Caltrans' Pedestrian and Bicycle Road Safety Audit of Broadway | Yes | Yes | Yes | Yes |
| Present data to and support Transportation Safety Commission | Yes | Yes | Yes | Yes |
| Pursue and implement State and Federal funding and grants for bicycle, pedestrian, and transit improvement projects | Yes | Yes | Yes | Yes |
| Maintain functionality of bicycle & pedestrian activated traffic signals. | Yes | Yes | Yes | Yes |
| Review development requests with regard to alternate forms of transportation (bike racks, bus stops, etc) | Yes | Yes | Yes | Yes |

***CONTINUE PROMOTING THE SAFE AND EFFICIENT FLOW OF TRAFFIC IN THE CITY OF EUREKA***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| Maintain levels of service for the City's existing arterials and collectors to discourage motorists from taking alternate cut-through routes on residential streets | Yes | Yes | Yes | Yes |
| Pursue previously identified non-freeway alternatives | 20% | 20% | 20% | 20% |
| Review and implementation of requests for parking zones, traffic control & traffic control plans, street lights. | 40 | 40 | 40 | 50 |
| Maintain and optimize traffic signal operations | Yes | Yes | Yes | Yes |

**DEPARTMENT:** Public Works **FUND:** General Fund
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***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| 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***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| 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 |

***REDUCE TRAFFIC ACCIDENT RATES IN THE CITY OF EUREKA***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| 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 |

**DEPARTMENT:** Building
**PROGRAM:** Construction Regulation

**FUND:** Building
**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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 472,535 | $ 410,153 | $ 398,586 | $ 381,090 | $ 388,088 |
| Services and Supplies | 791,719 | 224,069 | 224,069 | 211,923 | 211,923 |
| Capital Outlay | 490 | - | - | - | - |
| Total Expenditures | $ 1,264,744 | $ 634,222 | $ 622,655 | $ 593,013 | $ 600,011 |
| **EXPENDITURES BY FUND:** | | | | | |
| General Fund - Measure O | $ - | $ - | $ - | $ - | $ - |
| Building Fund | 1,264,744 | 634,222 | 622,655 | 593,013 | 600,011 |
| Total | $ 1,264,744 | $ 634,222 | $ 622,655 | $ 593,013 | $ 600,011 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **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 | 4.30 | 4.30 | 4.30 | 4.30 |

**SERVICE LEVEL CHANGES:**

None.

**DEPARTMENT:** Building
**PROGRAM:** Construction Regulation

**FUND:** Building
**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.

**PERFORMANCE MEASURES:**

| ***Supporting Departmental Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| # 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% |

**DEPARTMENT:** Building
**PROGRAM:** Construction Regulation

**FUND:** Building
**ACCOUNT:** 46200

**PERFORMANCE MEASURES:**

| ***Supporting Departmental Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| ***(continued)*** | | | | |
| % 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.

**DEPARTMENT:** Building
**PROGRAM:** Code Enforcement

**FUND:** Building
**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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 9,106 | $ 92,145 | $ 73,088 | $ 89,695 | $ 91,370 |
| Services and Supplies | 1,909 | 39,368 | 39,368 | 41,646 | 41,646 |
| Capital Outlay | - | - | - | - | - |
| Total Expenditures | $ 11,015 | $ 131,513 | $ 112,456 | $ 131,341 | $ 133,016 |
| **EXPENDITURES BY FUND:** | | | | | |
| General Fund - Measure O | $ - | $ - | $ - | $ - | $ - |
| Building Fund | 11,015 | 131,513 | 112,456 | 131,341 | 133,016 |
| Total | $ 11,015 | $ 131,513 | $ 112,456 | $ 131,341 | $ 133,016 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **FULL TIME AND REGULAR PART-TIME POSITIONS:** | | | | |
| Code Enforcement Inspector | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | 1.00 | 1.00 | 1.00 | 1.00 |

**SERVICE LEVEL CHANGES:**

None.

**DEPARTMENT:** Building
**PROGRAM:** Code Enforcement

**FUND:** Building
**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.

**PERFORMANCE MEASURES:**

| ***Supporting Departmental Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| % of Inspections Done within 24 Hours of Request | 100% | 100% | 100% | 100% |

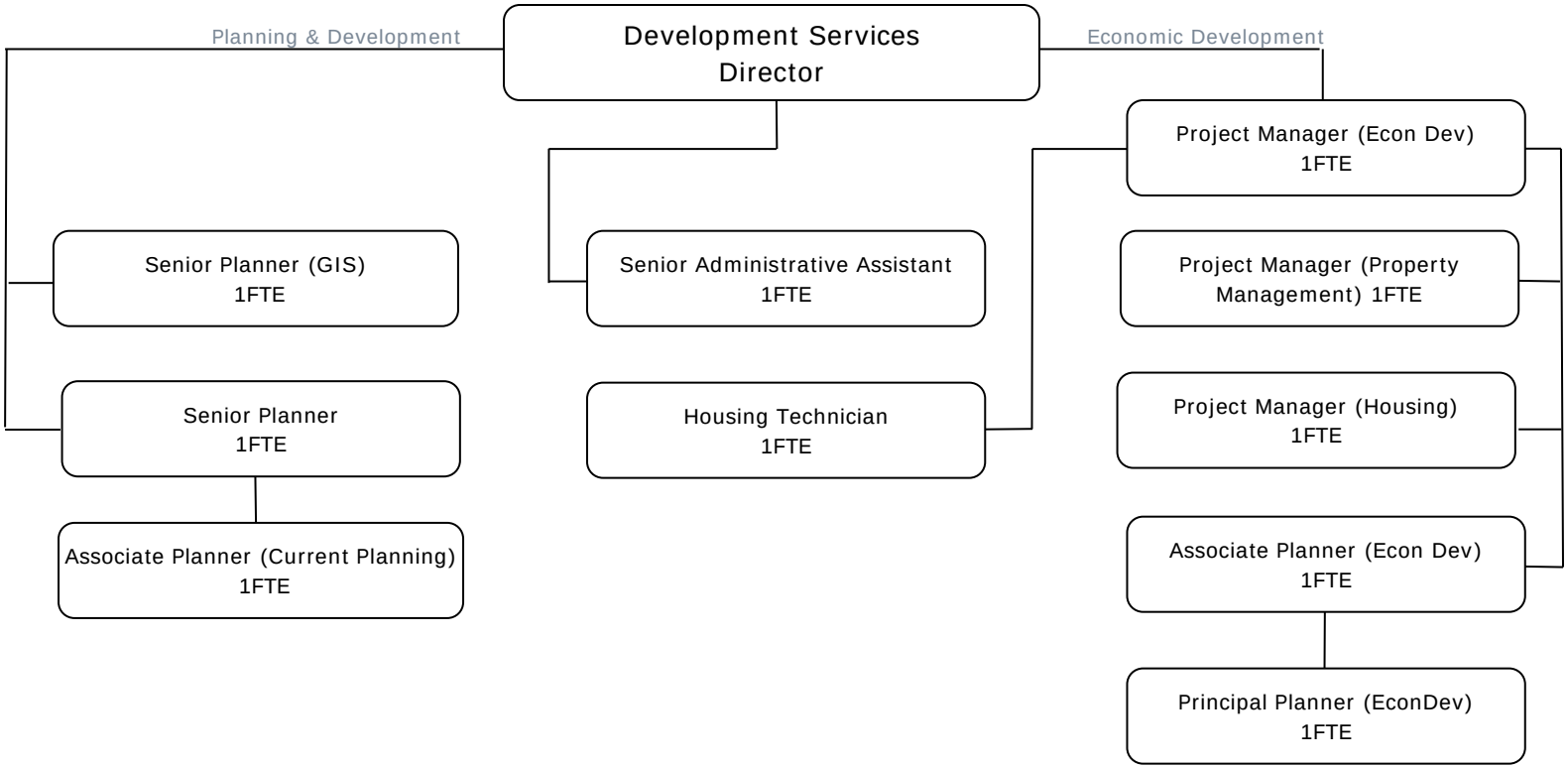
**PERFORMANCE MEASURES:**

| ***Supporting Departmental Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| % 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.

# 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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **EXPENDITURES BY PROGRAM:** | | | | | |
| Development Services | $ 3,404,762 | $ 6,426,549 | $ 3,916,382 | $ 3,872,944 | $ 1,541,102 |
| Housing | 363,736 | 2,490,065 | 715,819 | 1,808,925 | 273,927 |
| Property Management | 132,670 | 13,465 | 13,479 | 3,759 | 3,759 |
| Municipal Airport | 38,247 | 124,940 | 75,447 | 119,412 | 69,912 |
| Total | $3,939,415 | $9,055,019 | $4,721,127 | $5,805,040 | $ 1,888,700 |
| **EXPENDITURES BY CATEGORY:** | | | | | |
| Salaries and Benefits | $ 921,608 | $ 1,094,148 | $ 943,088 | $ 1,219,158 | $ 1,243,094 |
| Services and Supplies | 3,016,685 | 7,960,871 | 3,778,039 | 4,585,882 | 645,606 |
| Capital Outlay | 1,122 | - | - | - | - |
| Total | $ 3,939,415 | $ 9,055,019 | $ 4,721,127 | $ 5,805,040 | $ 1,888,700 |

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **EXPENDITURES BY FUND:** | | | | | |
| City Funds: | | | | | |
| General Fund | $ 936,902 | $ 1,271,534 | $ 1,118,263 | $ 1,413,220 | $ 1,431,590 |
| HUD/CDBG Prior | 30,135 | 260,000 | 50,000 | 205,000 | - |
| Municipal Airport | 38,247 | 124,940 | 75,447 | 125,338 | 75,984 |
| CDBG Other-TPA | 210,121 | 858,189 | 364,783 | - | - |
| CDBG General Allocation | - | 72,000 | - | 72,000 | - |
| HOME Program | - | 1,020,000 | - | 1,066,000 | - |
| Housing RLF CDBG PI | 1,419 | 50,000 | 50,000 | 50,000 | 50,000 |
| CalHOME OOR Grant | - | 30,000 | - | 99,850 | - |
| Econ Dev Fund-TPA | 2,470,109 | 4,805,455 | 2,657,529 | 2,147,926 | - |
| Rental Rehabilitation | - | - | 106,000 | - | - |
| Housing | 6,274 | 61,000 | 5,000 | 66,000 | 66,000 |
| City Housing - Low/Mod | 145,922 | 398,876 | 190,036 | 455,075 | 157,927 |
| Water Fund | 40,631 | 44,778 | 45,293 | 45,555 | 46,693 |
| Wastewater Oper Fund | 40,630 | 44,782 | 45,297 | 45,555 | 46,693 |
| Harbor Fund | 6,015 | 6,706 | 6,713 | 6,760 | 6,906 |
| Golf Course | 13,010 | 6,759 | 6,766 | 6,761 | 6,907 |
| Total | $ 3,939,415 | $ 9,055,019 | $ 4,721,127 | $ 5,805,040 | $ 1,888,700 |

# Department Summary Development Services

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **PERSONNEL:** | | | | |
| Full-time Positions | 12.00 | 11.00 | 11.00 | 11.00 |
| Total | 12.00 | 11.00 | 11.00 | 11.00 |

# Development Services

**DEPARTMENT:** Development Services
**PROGRAM:** Community Development

**FUND:** General
**ACCOUNT:** 46101

**PROGRAM DESCRIPTION:**
The Community Development is responsible for administering, implementing, and enforcing the goals and policies of the City of Eureka's adopted General Plan and zoning regulations, as well as other local, state, and federal land use and environmental regulations and provides management and support of GIS-related activities through the City's different departments.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 690,921 | $ 965,583 | $ 813,342 | $ 1,102,431 | $ 1,123,515 |
| Services and Supplies | 2,712,719 | 5,460,966 | 3,103,040 | 2,770,513 | 417,587 |
| Capital Outlay | 1,122 | - | - | - | - |
| Total Expenditures | $ 3,404,762 | $ 6,426,549 | $ 3,916,382 | $ 3,872,944 | $ 1,541,102 |
| **EXPENDITURES BY FUND** | | | | | |
| General Fund | $ 823,257 | $ 1,271,534 | $ 1,118,263 | $ 1,413,220 | $ 1,431,590 |
| HUD/CDBG Prior Fund | 30,135 | 260,000 | 50,000 | 205,000 | - |
| RLF Economic Development PI | - | - | - | - | - |
| Airport | - | - | - | 5,926 | 6,072 |
| Economic Development Fund-TPA | 2,470,109 | 4,805,455 | 2,657,529 | 2,147,926 | - |
| Water Fund | 40,631 | 44,778 | 45,293 | 45,555 | 46,693 |
| Wastewater Fund | 40,630 | 44,782 | 45,297 | 45,555 | 46,693 |
| Humboldt Bay | - | - | - | 6,760 | 6,906 |
| Golf Course Fund | - | - | - | 3,002 | 3,148 |
| Total Resources | $ 3,404,762 | $ 6,426,549 | $ 3,916,382 | $ 3,872,944 | $ 1,541,102 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **FULL TIME AND REGULAR PART-TIME POSITIONS:** | | | | |
| Development Services Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant/Associate Planner | 3.00 | 3.00 | 2.00 | 2.00 |
| Housing Technician | - | - | 1.00 | 1.00 |
| Principal Planner | - | - | 1.00 | 1.00 |
| Project Manager | 2.00 | 1.00 | 1.95 | 1.95 |
| Senior Administrative Assistant | 2.00 | 2.00 | 1.00 | 1.00 |
| Senior Planner | 2.00 | 2.00 | 2.00 | 2.00 |
| Total | 10.00 | 9.00 | 9.95 | 9.95 |

**SERVICE LEVEL CHANGES:**

Assistant Planner position reclassified to a Principal Planner (0 FTE)
Senior Administrative Assistant position reclassified to a Housing Technician (0 FTE)

**DEPARTMENT:** Development Services **FUND:** General
**PROGRAM:** Community Development **ACCOUNT:** 46101

## COUNCIL GOALS SUPPORTED:

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

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Departmental Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| 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***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| Prepare Annual budget | 100% | 100% | 100% | 100% |
| Review and approve Department expenditures | 100% | 100% | 100% | 100% |

***INVENTORY AND MAINTAIN DEPARTMENT SUPPLIES AND EQUIPMENT***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| 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***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| Provide direction to program coordinators | 100% | 100% | 100% | 100% |

## COUNCIL GOALS SUPPORTED (Continued):

***SUPPORT THE CONTINUED PROFESSIONAL EDUCATION OF ALL COMMUNITY DEVELOPMENT DEPARTMENT PERSONNEL***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| 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***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| 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% |

**DEPARTMENT:** Development Services **FUND:** General
**PROGRAM:** Community Development **ACCOUNT:** 46101

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

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| 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***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| 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***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| Maintain professional knowledge and education through training | 100% | 100% | 50% | 100% |

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

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| 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***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| 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,***

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| Attend meetings | 100% | 100% | 100% | 100% |

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

| | PERFORMANCE MEASURES: | | | |
|---|---|---|---|---|
| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
| Update annual General Plan conformance report on the Capital Improvement Program | 100% | 100% | 100% | 100% |

**DEPARTMENT:** Development Services **FUND:** General
**PROGRAM:** Community Development **ACCOUNT:** 46101

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

**PERFORMANCE MEASURES:**

| *Supporting Department Objectives* | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| 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:**

| *Supporting Department Objectives* | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| 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:**

| *Supporting Department Objectives* | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| Process applications for long range planning projects | 100% | 100% | 100% | 100% |

***Enforcement: ENDEAVOR TO OBTAIN VOLUNTARY COMPLIANCE FOR VIOLATIONS OF CITY***

**PERFORMANCE MEASURES:**

| *Supporting Department Objectives* | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| 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 COMMUNITY***

**PERFORMANCE MEASURES:**

| *Supporting Department Objectives* | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| 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:**

| *Supporting Department Objectives* | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| Communicate and cooperate with outside agencies | 100% | 100% | 100% | 100% |

***Environmental: PROVIDE SUPPORT TO THE COMMUNITY DEVELOPMENT DEPARTMENT AND OTHER***

**PERFORMANCE MEASURES:**

| *Supporting Department Objectives* | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| Assist in preparation of environmental documents and studies | 100% | 100% | 50% | 100% |
| Process environmental clearance for projects | 100% | 100% | 50% | 100% |

**DEPARTMENT:** Development Services **FUND:** General
**PROGRAM:** Community Development **ACCOUNT:** 46101

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

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| Continue professional development through training | 80% | 100% | 25% | 100% |

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

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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 |

**DEPARTMENT:** Development Services **FUND:** General
**PROGRAM:** Community Development **ACCOUNT:** 46101

***GIS: BECOME THE INFORMATION AND TECHNOLOGY CAPITOL OF THE REGION***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| 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***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| 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***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| 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***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| 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***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| 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 |

**DEPARTMENT:** Development Services **FUND:** General
**PROGRAM:** Community Development **ACCOUNT:** 46101

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

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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 emergency | 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***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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 CITYS
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

**DEPARTMENT:** Development Services **FUND:** General
**PROGRAM:** Community Development **ACCOUNT:** 46101

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

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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 Cummalative Mapping Needs | NO | NO | YES | YES |

***GIS: Assistance to Fire Department***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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 Cummalative Mapping Needs | NO | NO | YES | YES |

***GIS: Asset Management Preparation***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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***

**PERFORMANCE MEASURES:**

| ***Supporting Departmental Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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:** Community Development **ACCOUNT:** 46101

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

**PERFORMANCE MEASURES:**

| ***Supporting Departmental Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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***

**PERFORMANCE MEASURES:**

| ***Supporting Departmental Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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 |

**DEPARTMENT:** Development Services **FUND:** General
**PROGRAM:** Community Development **ACCOUNT:** 46101

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

**PERFORMANCE MEASURES:**

| ***Supporting Departmental Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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***

**PERFORMANCE MEASURES:**

| ***Supporting Departmental Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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***

**PERFORMANCE MEASURES:**

| ***Supporting Departmental Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| Providing Access to the Following Programs | 100% | 100% | 100% | 100% |
| Enterprise Zone | | | | |
| Business Loan | | | | |
| State/Federal Loans/Grant programs | | | | |
| Development Assistance Programs | | | | |

**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 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 rehabilitaiton 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 activites. 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.

**LOAN PROGRAMS**

**Homebuyer Programs:** Provides up to $100,000 in second mortgage financing to supplement an eligible Borrower's first mortgage loan.

**Housing Rehabilitation Programs:** These programs target low income homeowners and provide deferred or amortized low interest loans for health and safety repairs

**Rental Rehabilitation Program:** As funds allow, provide health and safety repairs to multi-family structures requiring a recorded covenant to restrict to low income and affordable rents.

**GRANT PROGRAMS:**

**Lead Based Paint Grants:** This program provides funds for the evaluation, inspection, mitigation, and clearance of lead based paint hazards found in residential rehabilitation housing projects.

**Senior Small Home Repair Grants:** To assist low to moderate income eligible seniors in their homes, with small repairs to accommodate special needs or make their homes safer for maintaining occupancy.

**Relocation Grants:** Funding for emergency temporary relocation during Housing rehabilitation activities as per the Housing Rehabilitation Residential Anti-Displacement & Temporary Relocation Plan.

**Graffiti Removal Grant Program:** Shafer's Ace Hardware has partnered with the City of Eureka to provide clean up kits to low income residents for the City to remediate Graffiti on residential properties.

**Dumpster Program:** Provided to eligible low income homeowners for the clean up of unsafe and unhealthy residential properties. Rental properties are not eligible. 20 dumpsters provided by Recology annually.

**STATE GRANTS AWARDED**

**12-CDBG-8385 Homebuyer and Rehabilitation Grant:** The City received a grant award of $1M for housing rehabilitation and homebuyer acquisition. These funds are to be expended by 9-15-15 and will provide up to 9 homebuyer loans, or a combination of up to 6 homebuyer loans and 8 rehabilitation loans.

**2014 HOME Rental Rehabilitation Grant Award, combined with HOME Program Income Allocation**

Combined $4.5M for the development of a 50 unit senior affordable housing rental facility by Danco at 424 8th Street in Eureka (former Downtowner Hotel site). Funds have been awarded and the Standard Agreement is to be executed with the State in September 2015. Environmental & historical documentation is in progress.

**DEPARTMENT:** Development Services **FUND: 273, 276, 277, 278, 285, 291 & 296**

**PROGRAM:** Housing Programs **ACCOUNT: 46310 & 46320**

| PROGRAM EXPENDITURES: | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| Salaries and Benefits | $ 117,130 | $ 110,976 | $ 112,136 | $ 112,968 | $ 115,820 |
| Materials and Services | 246,606 | 2,379,089 | 603,683 | 1,695,957 | 158,107 |
| Total Expenditures | $ 363,736 | $ 2,490,065 | $ 715,819 | $ 1,808,925 | $ 273,927 |

| FULL TIME AND REGULAR PART-TIME POSITIONS: | 2013-14 Actual | 2014-15 Actual | 2015-16 Budget | 2015-16 Budget |
|---|---|---|---|---|
| Project Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | 1.00 | 1.00 | 1.00 | 1.00 |

**SERVICE LEVEL CHANGES:**

Housing Division was transferred from the Building & Housing Department

**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***

**PERFORMANCE MEASURES:**

| *Supporting Departmental Objectives* | 2014-15 Actual | 2015-16 Target | 2015-16 Estimated | 2016-17 Target |
|---|---|---|---|---|
| 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 |

**DEPARTMENT:** Development Services **FUND:** General Fund
Harbor Fund
Golf Course Fund
Redevelopment Admin Fund

**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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 107,874 | $ 11,726 | $ 11,740 | $ 3,759 | $ 3,759 |
| Services and Supplies | 24,796 | 1,739 | 1,739 | - | - |
| Total Expenditures | $ 132,670 | $ 13,465 | $ 13,479 | $ 3,759 | $ 3,759 |
| **EXPENDITURES BY FUND:** | | | | | |
| General Fund | $ 113,645 | $ - | $ - | $ - | $ - |
| Harbor Fund | 6,015 | 6,706 | 6,713 | - | - |
| Golf Course Fund | 13,010 | 6,759 | 6,766 | 3,759 | 3,759 |
| Total | $ 132,670 | $ 13,465 | $ 13,479 | $ 3,759 | $ 3,759 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **FULL TIME AND REGULAR PART-TIME POSITIONS:** | | | | |
| Project Manager | 0.95 | 0.95 | - | - |
| Total | 0.95 | 0.95 | | |

**SERVICE LEVEL CHANGES:**

None.

# Development Services

**DEPARTMENT:** Development Services **FUND:** General Fund
Harbor Fund
Golf Course Fund
Redevelopment Admin Fund

**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***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| Consumer Price Index Adjustments | 58% | 70% | 71% | 71% |

***BECOME THE INFORMATION AND TECHNOLOGY CAPITOL OF THE REGION***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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 |

**DEPARTMENT:** Development Services
**PROGRAM:** Municipal Airport

**FUND:** 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.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Salaries and Benefits | $ 5,683 | $ 5,863 | $ 5,870 | $ - | $ - |
| Services and Supplies | 32,564 | 119,077 | 69,577 | 119,412 | 69,912 |
| Total Expenditures | $ 38,247 | $ 124,940 | $ 75,447 | $ 119,412 | $ 69,912 |

| | 2014-15 Actual | 2015-16 Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **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.

**DEPARTMENT:** Development Services
**PROGRAM:** Municipal Airport
**FUND:** Airport
**ACCOUNT:** 44520

## COUNCIL GOALS SUPPORTED:

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

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| 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
**PROGRAM:** Golf Course

**FUND:** 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***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| Consumer Price Index Adjustments | Yes | Yes | Yes | Yes |

***BECOME THE INFORMATION AND TECHNOLOGY CAPITOL OF THE REGION***

**PERFORMANCE MEASURES:**

| ***Supporting Department Objectives*** | **2014-15 Actual** | **2015-16 Target** | **2015-16 Estimated** | **2016-17 Target** |
|---|---|---|---|---|
| Respond in timely manner to phone messages | 100% | 100% | 95% | 100% |
| Update website with applicable information | 5 | 12 | 5 | 12 |

Debt Service

Interfund Transfers

# Department Summary Non-Operating

**DEPARTMENT DESCRIPTION:**

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

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **EXPENDITURES BY PROGRAM:** | | | | | |
| Debt Service | $ 3,684,021 | $ 6,542,012 | $ 6,542,012 | $ 6,441,510 | $ 6,079,488 |
| Interfund transfers | 28,662,217 | 5,121,527 | 6,821,337 | 774,283 | 774,283 |
| | $32,346,238 | $ 11,663,539 | $ 13,363,349 | $ 7,215,793 | $ 6,853,771 |
| **EXPENDITURES BY FUND** | | | | | |
| General Fund | 151,565 | 281,107 | 1,416,107 | 629,542 | 629,542 |
| Measure O | 3,657,241 | 4,241,142 | 4,241,142 | - | - |
| HUD/CDBG Prior | 35,878 | - | - | - | - |
| Gas Tax | - | - | 32,020 | - | - |
| Parking | - | - | 7,350 | - | - |
| Housing RLF CDBG PI | 426,103 | - | - | - | - |
| SA - Housing | - | - | 600 | - | - |
| SA - Debt Svc | 1,534,016 | 3,903,116 | 3,903,116 | 3,288,022 | 3,289,582 |
| SA - Capital | 67,126 | - | - | - | - |
| Water Fund | 6,164,252 | 1,765,015 | 1,909,245 | 1,766,548 | 1,406,382 |
| Wastewater Operations Fund | 974,366 | 1,298,876 | 1,537,976 | 1,296,997 | 1,293,581 |
| Wastewater Capital | 19,250,344 | - | - | - | - |
| Humboldt Bay | 80,512 | 174,283 | 201,583 | 174,282 | 174,282 |
| Building | - | - | 34,930 | - | - |
| Equipment Operations | - | - | 62,690 | - | - |
| Information Technology | 4,835 | - | 16,590 | 60,402 | 60,402 |
| Total Resources | $32,346,238 | $ 11,663,539 | $ 13,363,349 | $ 7,215,793 | $ 6,853,771 |

**DEPARTMENT:** Non-Operating
**PROGRAM:** Debt service

**PROGRAM DESCRIPTION:**

Debt service includes Capital Leases, Revenue Bonds and Interfund Advances

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Debt Service | $ 3,684,021 | $ 6,542,012 | $ 6,542,012 | $ 6,441,510 | $ 6,079,488 |
| **EXPENDITURES BY FUND:** | | | | | |
| General Fund | $ 151,565 | $ 281,107 | $ 281,107 | $ 129,542 | $ 129,542 |
| Measure O | 129,541 | - | - | - | - |
| SA - Debt Svc | 1,534,016 | 3,022,731 | 3,022,731 | 3,013,739 | 3,015,299 |
| Water | 908,524 | 1,765,015 | 1,765,015 | 1,766,548 | 1,406,382 |
| Wastewater | 875,028 | 1,298,876 | 1,298,876 | 1,296,997 | 1,293,581 |
| Harbor Fund | 80,512 | 174,283 | 174,283 | 174,282 | 174,282 |
| Information Technology | 4,835 | - | - | 60,402 | 60,402 |
| Total | $ 3,684,021 | $ 6,542,012 | $ 6,542,012 | $ 6,441,510 | $ 6,079,488 |

**DEPARTMENT** Non-Operating
**PROGRAM:** Interfund transfers

**PROGRAM DESCRIPTION:**

Interfund transfers primarily represent operating subsidies.

| | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|
| **PROGRAM EXPENDITURES:** | | | | | |
| Interfund transfers | $28,662,217 | $ 5,121,527 | $ 6,821,337 | $ 774,283 | $ 774,283 |
| **EXPENDITURES BY FUND** | | | | | |
| General Fund | $ - | $ - | $ 1,135,000 | $ 500,000 | $ 500,000 |
| Measure O | 3,527,700 | 4,241,142 | 4,241,142 | - | - |
| HUD/CDBG Prior | 35,878 | - | - | - | - |
| Gas Tax | - | - | 32,020 | - | - |
| Parking | - | - | 7,350 | - | - |
| Housing RLF CDBG PI | 426,103 | - | - | - | - |
| SA - Housing | - | - | 600 | - | - |
| SA - Debt Svc | - | 880,385 | 880,385 | 274,283 | 274,283 |
| SA - Capital | 67,126 | - | - | - | - |
| Water Fund | 5,255,728 | - | 144,230 | - | - |
| Wastewater Operations Fund | 99,338 | - | 239,100 | - | - |
| Wastewater Capital | 19,250,344 | - | - | - | - |
| Harbor Fund | - | - | 27,300 | - | - |
| Building | - | - | 34,930 | - | - |
| Equipment Operations | - | - | 62,690 | - | - |
| Information Technology | - | - | 16,590 | - | - |
| Total | $28,662,217 | $ 5,121,527 | $ 6,821,337 | $ 774,283 | $ 774,283 |

# *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 | Measure "O" |
|---|---|---|---|
| **Working Capital-7/1/15** | 2,628,194 | 181,697 | - |
| SOURCES: | | | |
| Revenues: | | | |
| Taxes | 17,133,176 | - | 4,241,142 |
| Licenses, Permits & Franchises | 1,267,800 | - | - |
| Intergovernmental | 2,381,510 | - | - |
| Charges for Services | 1,208,900 | - | - |
| Fines & Forfeits | 208,642 | - | - |
| Miscellaneous | 135,459 | 17,467 | - |
| Transfers from Other Funds | 4,241,142 | - | - |
| Total Sources | 26,576,629 | 17,467 | 4,241,142 |
| USES: | | | |
| Operating Budgets | 25,028,906 | 102,955 | - |
| Debt Service | 281,107 | - | - |
| Projects | 135,900 | - | - |
| Transfers to Other Funds | 1,135,000 | - | 4,241,142 |
| Total Uses | 26,580,913 | 102,955 | 4,241,142 |
| **Working Capital-6/30/16** | 2,623,910 | 96,209 | - |
| 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 | - | - |
| Transfers from Other Funds | - | | |
| Total Sources | 26,865,323 | - | - |
| USES: | | | |
| Operating Budgets | 26,702,367 | 96,209 | - |
| Debt Service | 129,542 | - | - |
| Projects | 475,000 | - | - |
| Transfers to Other Funds | 500,000 | - | - |
| Total Uses | 27,806,909 | 96,209 | - |
| **Working Capital-6/30/17** | 1,682,324 | - | - |
| SOURCES: | | | |
| Revenues: | | | |
| Taxes | 22,225,237 | - | - |
| Licenses, Permits & Franchises | 1,231,300 | - | - |
| Intergovernmental | 2,440,198 | - | - |
| Charges for Services | 1,145,950 | - | - |
| Fines & Forfeits | 199,000 | - | - |
| Miscellaneous | 141,460 | - | - |
| Transfers from Other Funds | - | | |
| Total Sources | 27,383,145 | - | - |
| USES: | | | |
| Operating Budgets | 26,943,011 | - | - |
| Debt Service | 129,542 | - | - |
| Projects | 123,000 | - | - |
| Transfers to Other Funds | 500,000 | - | - |
| Total Uses | 27,695,553 | - | - |
| **Working Capital-6/30/18** | 1,369,916 | - | - |

# *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.

- **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.

| | Economic Development | CDBG - Technical & Planning | Habitat Acquisition & Restoration | Environmental Programs |
|---|---|---|---|---|
| **Working Capital-7/1/15** | (38,382) | (217,267) | (108,835) | 159,501 |
| SOURCES: | | | | |
| Revenues | 3,342,206 | 582,050 | - | 45,000 |
| Transfers from Other Funds | - | - | - | - |
| Total Sources | 2,760,156 | 582,050 | - | 45,000 |
| USES: | | | | |
| Operating Budgets | 3,072,312 | 364,783 | - | 61,148 |
| Projects | - | - | - | - |
| Transfers to Other Funds | - | - | - | - |
| Total Uses | 2,707,529 | 364,783 | - | 61,148 |
| **Working Capital-6/30/16** | 231,512 | - | (108,835) | 143,353 |
| SOURCES: | | | | |
| Revenues | 2,147,926 | - | 203,835 | 45,000 |
| Transfers from Other Funds | - | - | - | - |
| Total Sources | 2,147,926 | - | 203,835 | 45,000 |
| USES: | | | | |
| Operating Budgets | 2,352,926 | - | - | 42,823 |
| Projects | - | - | 95,000 | - |
| Transfers to Other Funds | - | - | - | - |
| Total Uses | 2,352,926 | - | 95,000 | 42,823 |
| **Working Capital-6/30/17** | 26,512 | - | - | 145,530 |
| SOURCES: | | | | |
| Revenues | - | - | - | 45,000 |
| Transfers from Other Funds | - | - | - | - |
| Total Sources | - | - | - | 45,000 |
| USES: | | | | |
| Operating Budgets | - | - | - | 42,823 |
| Projects | - | - | - | - |
| Transfers to Other Funds | - | - | - | - |
| Total Uses | - | - | - | 42,823 |
| **Working Capital-6/30/18** | 26,512 | - | - | 147,707 |

| | Capital Improvements | Demolition Projects | Airport | Housing | CDBG - Housing |
|---|---|---|---|---|---|
| **Working Capital-7/1/15** | 3,873 | (222,219) | 44,868 | 2,295,916 | 72,515 |
| SOURCES: | | | | | |
| Revenues | - | 5,113 | 21,000 | 50,000 | - |
| Transfers from Other Funds | - | - | - | 706,102 | - |
| Total Sources | - | 5,113 | 21,000 | 100,000 | - |
| USES: | | | | | |
| Operating Budgets | - | - | 75,447 | 351,036 | - |
| Projects | - | 50,000 | - | - | - |
| Transfers to Other Funds | - | - | - | 600 | - |
| Total Uses | - | 50,000 | 75,447 | 50,000 | - |
| **Working Capital-6/30/16** | 3,873 | (267,106) | (9,579) | 1,401,354 | 72,515 |
| SOURCES: | | | | | |
| Revenues | - | - | 21,000 | 50,000 | - |
| Transfers from Other Funds | 250,000 | - | - | 50,000 | - |
| Total Sources | 250,000 | - | 21,000 | 100,000 | - |
| USES: | | | | | |
| Operating Budgets | - | - | 125,338 | 1,808,925 | 72,000 |
| Projects | 250,000 | 50,000 | - | - | - |
| Transfers to Other Funds | - | - | - | - | - |
| Total Uses | 250,000 | 50,000 | 125,338 | 1,188,000 | 72,000 |
| **Working Capital-6/30/17** | 3,873 | (317,106) | (113,917) | 313,354 | 515 |
| SOURCES: | | | | | |
| Revenues | - | - | 21,000 | 50,000 | - |
| Transfers from Other Funds | 250,000 | - | - | 50,000 | - |
| Total Sources | 250,000 | - | 21,000 | 100,000 | - |
| USES: | | | | | |
| Operating Budgets | - | - | 75,984 | 273,927 | - |
| Projects | 250,000 | - | - | - | - |
| Transfers to Other Funds | - | - | - | - | - |
| Total Uses | 250,000 | - | 75,984 | 50,000 | - |
| **Working Capital-6/30/18** | 3,873 | (317,106) | (168,901) | 363,354 | 515 |

| | HOME Program | CDBG - Housing | Cal Home | Rental Rehab | Housing |
|---|---|---|---|---|---|
| **Working Capital-7/1/15** | 1,069,202 | 209,637 | 103,077 | 106,043 | 141,740 |
| SOURCES: | | | | | |
| Revenues | - | 50,000 | - | - | - |
| Transfers from Other Funds | 50,000 | - | - | - | - |
| Total Sources | 50,000 | 50,000 | - | - | - |
| USES: | | | | | |
| Operating Budgets | - | 50,000 | - | 106,000 | 5,000 |
| Projects | - | - | - | - | - |
| Transfers to Other Funds | - | - | - | - | - |
| Total Uses | - | 50,000 | - | 106,000 | 5,000 |
| **Working Capital-6/30/16** | 1,119,202 | 209,637 | 103,077 | 43 | 136,740 |
| 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** | 103,202 | 209,637 | 3,227 | 43 | 70,740 |
| SOURCES: | | | | | |
| Revenues | - | 50,000 | - | - | - |
| Transfers from Other Funds | 50,000 | - | - | - | - |
| Total Sources | 50,000 | 50,000 | - | - | - |
| USES: | | | | | |
| Operating Budgets | - | 50,000 | - | - | 66,000 |
| Projects | - | - | - | - | - |
| Transfers to Other Funds | - | - | - | - | - |
| Total Uses | - | 50,000 | - | - | 66,000 |
| **Working Capital-6/30/18** | 153,202 | 209,637 | 3,227 | 43 | 4,740 |

| | City Housing Low/Mod | Gas Tax/ State Highway | Police Special Revenue | Parking Fund |
|---|---|---|---|---|
| **Working Capital-7/1/15** | 593,702 | 804,682 | 522,411 | 10,415 |
| SOURCES: | | | | |
| Revenues | - | 1,170,063 | 355,967 | 174,130 |
| Transfers from Other Funds | 656,102 | - | - | - |
| Total Sources | 656,102 | 1,170,063 | 355,967 | 174,130 |
| USES: | | | | |
| Operating Budgets | 190,036 | 722,119 | 223,672 | 126,960 |
| Projects | - | 526,490 | - | 15,000 |
| Transfers to Other Funds | 600 | 32,020 | - | 7,350 |
| Total Uses | 190,636 | 1,280,629 | 223,672 | 149,310 |
| **Working Capital-6/30/16** | 1,059,168 | 694,116 | 654,706 | 35,235 |
| SOURCES: | | | | |
| Revenues | - | 2,063,483 | 230,000 | 151,200 |
| Transfers from Other Funds | - | - | - | - |
| Total Sources | - | 2,063,483 | 230,000 | 151,200 |
| USES: | | | | |
| Operating Budgets | 455,075 | 559,537 | 712,370 | 152,594 |
| Projects | - | 1,765,300 | - | 15,000 |
| Transfers to Other Funds | - | - | - | - |
| Total Uses | 455,075 | 2,324,837 | 712,370 | 167,594 |
| **Working Capital-6/30/17** | 604,093 | 432,762 | 172,336 | 18,841 |
| SOURCES: | | | | |
| Revenues | - | 563,483 | 230,000 | 151,200 |
| Transfers from Other Funds | - | - | - | - |
| Total Sources | - | 563,483 | 230,000 | 151,200 |
| USES: | | | | |
| Operating Budgets | 157,927 | 564,369 | 712,370 | 93,557 |
| Projects | - | - | - | 62,000 |
| Transfers to Other Funds | - | - | - | - |
| Total Uses | 157,927 | 564,369 | 712,370 | 155,557 |
| **Working Capital-6/30/18** | 446,166 | 431,876 | (310,034) | 14,484 |

# *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

| | Water Operating | Water Capital | Wastewater Operating | Wastewater Capital |
|---|---|---|---|---|
| **Working Capital-7/1/15** | 8,064,189 | 5,255,818 | 1,917,870 | 8,339,403 |
| REVENUES: | | | | |
| User fees | 7,804,649 | - | 6,903,305 | - |
| Other revenues | - | - | - | - |
| Transfers and/or contributions | - | - | - | - |
| Total Sources | 7,804,649 | - | 6,903,305 | - |
| EXPENSES: | | | | |
| Operating Expenses | 5,906,118 | - | 5,593,928 | - |
| Capital Projects | 32,000 | 320,000 | 32,000 | 2,493,268 |
| Debt service | 1,765,015 | - | 1,298,876 | - |
| Transfers to/(from) Other Funds | 144,230 | - | 239,100 | - |
| Total Uses | 7,847,363 | 320,000 | 7,163,904 | 2,493,268 |
| **Working Capital-6/30/16** | 8,021,475 | 4,935,818 | 1,657,271 | 5,846,135 |
| REVENUES: | | | | |
| User fees | 7,837,500 | - | 6,944,100 | - |
| Other revenues | 65,000 | - | - | 2,466,645 |
| Transfers and/or contributions | - | - | - | - |
| Total Sources | 7,902,500 | - | 6,944,100 | 2,466,645 |
| USES: | | | | |
| Operating Expenses | 6,398,313 | - | 6,145,577 | - |
| Capital Projects | 169,400 | 3,470,000 | 68,400 | 5,805,000 |
| Debt Service | 1,766,548 | - | 1,296,997 | - |
| TOTAL USES | 8,334,261 | 3,470,000 | 7,510,974 | 5,805,000 |
| **Working Capital-6/30/17** | 7,589,714 | 1,465,818 | 1,090,397 | 2,507,780 |
| REVENUES: | | | | |
| User fees | 7,837,500 | - | 6,944,100 | - |
| Other revenues | 65,000 | - | - | 2,466,645 |
| Transfers and/or contributions | - | - | - | - |
| Total Sources | 7,902,500 | - | 6,944,100 | 2,466,645 |
| USES: | | | | |
| Operating Expenses | 6,428,630 | - | 6,190,518 | - |
| Capital Projects | 79,000 | 721,000 | - | 3,641,000 |
| Debt Service | 1,406,382 | - | 1,293,581 | - |
| TOTAL USES | 7,914,012 | 721,000 | 7,484,099 | 3,641,000 |
| **Working Capital-6/30/18** | 7,578,202 | 744,818 | 550,398 | 1,333,425 |

| | Transit | Humboldt Bay Operating | Building Fund | Municipal Golf Course |
|---|---|---|---|---|
| **Working Capital-7/1/15** | 90,999 | (420,646) | (1,247,265) | 215,713 |
| REVENUES: | | | | |
| User fees | 376,839 | - | 147,000 | - |
| Other revenues | 1,576,028 | 699,354 | 699,000 | 25,000 |
| Transfers and/or contributions | - | 174,283 | - | - |
| Total Sources | 1,952,867 | 873,637 | 846,000 | 25,000 |
| EXPENSES: | | | | |
| Operating Expenses | 1,887,232 | 828,479 | 735,111 | 6,766 |
| Capital Projects | 64,866 | 100,000 | - | 120,453 |
| Debt service | - | 174,283 | - | - |
| Transfers to/(from) Other Funds | - | 27,300 | 34,930 | - |
| Total Uses | 1,952,098 | 1,130,062 | 770,041 | 127,219 |
| **Working Capital-6/30/16** | 91,768 | (677,071) | (1,171,306) | 113,494 |
| REVENUES: | | | | |
| User fees | 382,000 | - | 149,000 | - |
| Other revenues | 1,544,120 | 698,005 | 741,000 | 25,000 |
| Transfers and/or contributions | - | 224,283 | - | - |
| Total Sources | 1,926,120 | 922,288 | 890,000 | 25,000 |
| USES: | | | | |
| Operating Expenses | 1,913,875 | 833,144 | 724,354 | 6,761 |
| Capital Projects | - | 100,000 | - | 80,000 |
| Debt Service | - | 174,282 | - | - |
| TOTAL USES | 1,913,875 | 1,107,426 | 724,354 | 86,761 |
| **Working Capital-6/30/17** | 104,013 | (862,209) | (1,005,660) | 51,733 |
| REVENUES: | | | | |
| User fees | 382,000 | - | 149,000 | - |
| Other revenues | 1,544,120 | 698,005 | 741,000 | 25,000 |
| Transfers and/or contributions | - | 224,283 | - | - |
| Total Sources | 1,926,120 | 922,288 | 890,000 | 25,000 |
| USES: | | | | |
| Operating Expenses | 1,913,875 | 838,981 | 733,027 | 6,907 |
| Capital Projects | - | 21,000 | - | - |
| Debt Service | - | 174,282 | - | - |
| TOTAL USES | 1,913,875 | 1,034,263 | 733,027 | 6,907 |
| **Working Capital-6/30/18** | 116,258 | (974,184) | (848,687) | 69,826 |

# *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-7/1/15** | (1,193,489) | 2,051,208 | 313,475 | (663,193) | - |
| SOURCES: | | | | | |
| Revenues | 2,031,039 | 2,238,775 | 1,447,925 | 3,663,766 | - |
| Transfers and/or contributions | 1,199,760 | - | - | 500,050 | - |
| Total Sources | 3,230,799 | 2,238,775 | 1,447,925 | 4,163,816 | - |
| USES: | | | | | |
| Operating Budgets | 2,009,000 | 2,178,702 | 1,171,595 | 3,484,369 | - |
| Capital Projects | - | - | - | - | - |
| Debt service | - | - | - | - | - |
| Transfers and/or contributions | - | 62,690 | 16,590 | - | - |
| Total Uses | 2,009,000 | 2,241,392 | 1,188,185 | 3,484,369 | - |
| **Working Capital-6/30/16** | 28,310 | 2,048,591 | 573,215 | 16,254 | - |
| 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 | 2,000,494 | 1,144,852 | 2,892,754 | 715,012 |
| Capital Projects | - | - | - | - | 250,000 |
| Debt service | - | - | 60,402 | - | - |
| Transfers and/or contributions | - | - | - | - | - |
| Total Uses | 1,973,383 | 2,000,494 | 1,205,254 | 2,892,754 | 965,012 |
| **Working Capital-6/30/17** | 169,953 | 2,048,585 | 607,799 | 25,265 | 374 |
| SOURCES: | | | | | |
| Revenues | 2,115,026 | 2,000,488 | 1,239,838 | 2,902,765 | 721,386 |
| Transfers and/or contributions | - | - | - | - | 250,000 |
| Total Sources | 2,115,026 | 2,000,488 | 1,239,838 | 2,902,765 | 971,386 |
| USES: | | | | | |
| Operating Budgets | 1,973,383 | 2,011,800 | 1,150,113 | 2,927,707 | 721,740 |
| Capital Projects | - | 13,000 | - | - | 250,000 |
| Debt service | - | - | 60,402 | - | - |
| Transfers Out | - | - | - | - | - |
| Total Uses | 1,973,383 | 2,024,800 | 1,210,515 | 2,927,707 | 971,740 |
| **Working Capital-6/30/18** | 311,596 | 2,024,273 | 637,122 | 323 | 20 |

# *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-7/1/15** | 4,711 |
| ADDITIONS: | 397,095 |
| Total Additions | 397,095 |
| DEDUCTIONS: | |
| Benefits & Expenses | 397,095 |
| Total Deductions | 397,095 |
| **Working Capital-6/30/16** | 4,711 |
| ADDITIONS | 400,109 |
| Total Additions | 400,109 |
| DEDUCTIONS: | |
| Benefits & Expenses | 400,109 |
| Total Deductions | 400,109 |
| **Working Capital-6/30/17** | 4,711 |
| ADDITIONS | 400,109 |
| Total Additions | 400,109 |
| DEDUCTIONS: | |
| Benefits & Expenses | 400,109 |
| Total Deductions | 400,109 |
| **Working Capital-6/30/18** | 4,711 |

# 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-7/1/15** | 203,710 | 150,000 |
| SOURCES: | | |
| Revenues | 4,153,116 | - |
| Total Sources | 4,153,116 | - |
| USES: | | |
| Operating Budgets | 250,000 | - |
| Debt Service | 3,022,731 | - |
| Projects | - | 150,000 |
| Total Uses | 4,153,116 | 150,000 |
| **Working Capital-6/30/16** | 203,710 | - |
| SOURCES: | | |
| Revenues | 3,538,027 | - |
| Total Sources | 3,538,027 | - |
| USES: | | |
| Operating Budgets | 250,000 | - |
| Debt Service | 3,013,739 | - |
| Projects | - | - |
| Transfers to Other Funds | 274,283 | - |
| Total Uses | 3,538,022 | - |
| **Working Capital-6/30/17** | 203,715 | - |
| SOURCES: | | |
| Revenues | 3,538,027 | - |
| Total Sources | 3,538,027 | - |
| USES: | | |
| Debt Service | 3,015,299 | - |
| Transfers to Other Funds | 274,283 | - |
| Total Uses | 3,539,582 | - |
| **Working Capital-6/30/18** | 202,160 | - |

# *Section E*
# *Revenues By Fund*

# Revenues By Fund - City Funds

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| **110** | **GENERAL FUND** | | | | | |
| | ***TAXES:*** | | | | | |
| 31110-0000 | Secured - Current | 2,367,649 | 2,365,533 | 2,365,533 | 2,412,844 | 2,461,101 |
| 31110-2011 | Transfer to RDA | (785,233) | (536,782) | (536,782) | (547,518) | (558,468) |
| 31111-0000 | Unsecured - Current | 100,296 | 100,876 | 100,876 | 112,200 | 114,444 |
| 31125-0000 | Supp roll - Current | 14,879 | 34,893 | 34,893 | 35,591 | 36,303 |
| 31131-0000 | Unsecured - prior | 2,722 | 1,512 | 1,512 | 1,542 | 1,573 |
| 31135-0000 | Supp roll - prior | 7,192 | 8,122 | 8,122 | 8,284 | 8,450 |
| 31301-0000 | Sales tax | 7,284,491 | 7,900,962 | 7,900,962 | 10,297,967 | 10,555,416 |
| 31302-0000 | Sales tax-Pub Safety | 254,159 | 225,402 | 225,402 | 229,910 | 234,508 |
| 31303-0000 | Sales tax-In Lieu | 2,498,361 | 2,518,680 | 2,518,680 | 0 | 0 |
| 31304-0000 | Transaction & Use tax | 2,005,554 | 2,096,622 | 2,096,622 | 2,142,000 | 2,198,000 |
| 31304-1000 | Supp. - Transaction & Use ta | 0 | 0 | 0 | 4,335,000 | 4,449,000 |
| 31305-0000 | Transfer tax | 50,323 | 50,856 | 50,856 | 51,873 | 52,910 |
| 31501-0000 | TOT | 2,419,501 | 2,100,000 | 2,100,000 | 2,400,000 | 2,400,000 |
| 31502-0000 | Humb Tourism Admin Fee Reven | 5,376 | 4,500 | 4,500 | 5,000 | 5,000 |
| 31601-0000 | Reg bus license tax | 223,249 | 220,000 | 220,000 | 225,000 | 225,000 |
| 31602-0000 | Business License Review Fee | 3,141 | 3,000 | 3,000 | 3,000 | 3,000 |
| 31603-0000 | Bus lic penalties | 11,282 | 9,000 | 9,000 | 9,000 | 9,000 |
| 31611-0000 | BID - all areas | 30,395 | 30,000 | 30,000 | 30,000 | 30,000 |
| 31905-0000 | Timber yield tax | 59 | 0 | 0 | 0 | 0 |
| 31920-0000 | Utility users' tax | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 16,493,396 | 17,133,176 | 17,133,176 | 21,751,693 | 22,225,237 |
| | ***LICENSES, PERMITS & FRANCHISES:*** | | | | | |
| 32101-0000 | Animal licenses | 47,060 | 45,000 | 45,000 | 45,000 | 45,000 |
| 32201-0000 | Fire permits | 0 | 0 | 0 | 0 | 0 |
| 32232-0000 | Residential Parking Permits | 1,630 | 0 | 0 | 500 | 500 |
| 32241-0000 | Encroachment permits | 31,500 | 25,000 | 25,000 | 25,000 | 25,000 |
| 32243-0000 | Transportation permits | 410 | 800 | 800 | 800 | 800 |
| 32310-0000 | Gas/Elec franchise | 232,315 | 230,000 | 230,000 | 230,000 | 230,000 |
| 32320-0000 | Cable TV franchise | 283,135 | 280,000 | 280,000 | 280,000 | 280,000 |
| 32330-0000 | Garbage franchise | 366,868 | 687,000 | 687,000 | 650,000 | 650,000 |
| | **Subtotal** | 962,918 | 1,267,800 | 1,267,800 | 1,231,300 | 1,231,300 |
| | ***INTERGOVERNMENTAL:*** | | | | | |
| 33135-1300 | OCDETF | 4,703 | 0 | 0 | 0 | 0 |
| 33150-3601 | FEMA - Emergency Ops Train R | 985 | 0 | 0 | 0 | 0 |
| 33250-0000 | California - EMA | 0 | 0 | 0 | 0 | 0 |
| 33303-0000 | Humboldt Fire Dist #1 | 54,802 | 0 | 0 | 0 | 0 |
| 33303-2000 | Humboldt Bay Fire JPA | 32,031 | 0 | 0 | 0 | 0 |
| 33305-0000 | Motor veh. in-lieu | 11,181 | 11,000 | 11,000 | 12,000 | 12,000 |
| 33311-0000 | Prop tax VLF in-lieu | 2,132,491 | 2,132,800 | 2,132,800 | 2,175,456 | 2,218,965 |
| 33312-0000 | Federal in-lieu | 656 | 0 | 0 | 0 | 0 |
| 33315-0000 | HOPTR | 34,768 | 37,710 | 37,710 | 38,464 | 39,233 |
| 33330-0000 | P.O.S.T. | 39,521 | 20,000 | 20,000 | 20,000 | 20,000 |
| 33336-0000 | 911 Remburse ment Com Equipme | 19,913 | 60,000 | 60,000 | 0 | 0 |
| 33337-0000 | Humboldt Domestic Violence | 0 | 0 | 0 | 0 | 0 |
| 33370-1264 | Recycling activities | 0 | 75,000 | 75,000 | 75,000 | 75,000 |
| 33392-0000 | SB 90 | 163,269 | 45,000 | 45,000 | 75,000 | 75,000 |
| | **Subtotal** | 2,494,320 | 2,381,510 | 2,381,510 | 2,395,920 | 2,440,198 |
| | ***CHARGES FOR SERVICES:*** | | | | | |
| 34211-0000 | Sp. police services | 62,915 | 45,000 | 45,000 | 45,000 | 45,000 |
| 34214-0000 | Police rev-counter | 50,462 | 50,000 | 50,000 | 50,000 | 50,000 |
| 34217-0000 | False alarm chgs | 200 | 15,000 | 15,000 | 0 | 0 |
| 34221-0000 | Sp. fire services | 0 | 0 | 0 | 0 | 0 |
| 34226-0000 | Fire-counter chgs | 0 | 0 | 0 | 0 | 0 |
| 34231-0000 | Plan check fees | 8,238 | 0 | 0 | 0 | 0 |
| 34240-0000 | Fire inspection fees | 0 | 0 | 0 | 0 | 0 |
| 34242-0000 | Fire plan check fees | 9,736 | 0 | 0 | 0 | 0 |
| 34243-0000 | Fire Inspection Mandated | 35,595 | 0 | 0 | 0 | 0 |
| 34244-0000 | Alarm permits | 2,685 | 0 | 0 | 0 | 0 |
| 34311-0000 | Survey service | 0 | 0 | 0 | 0 | 0 |
| 34312-0000 | Sales of plans/specs | 989 | 1,200 | 1,200 | 1,000 | 1,000 |
| 34314-0000 | Eng. subdivision fees | 400 | 0 | 0 | 0 | 0 |

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| 34315-0000 | C.D. Deposits | 240 | 0 | 0 | 0 | 0 |
| 34317-0000 | Engineering reviews | 9,355 | 7,500 | 7,500 | 6,000 | 6,000 |
| 34318-0000 | Project Salaries | 15,520 | 50,000 | 0 | 0 | 0 |
| 34319-0000 | Engineering agreement fees | 0 | 1,000 | 1,000 | 500 | 500 |
| 34321-0000 | St. highway sweeping | 57,380 | 60,000 | 60,000 | 23,000 | 23,000 |
| 34323-0000 | Weed abatement chgs. | (2,533) | 3,000 | 3,000 | 3,000 | 3,000 |
| 34341-0000 | Custodial services | 0 | 0 | 0 | 0 | 0 |
| 34410-1024 | Special classes | 15,485 | 16,000 | 16,000 | 16,000 | 16,000 |
| 34410-1025 | Men's softball | 10,850 | 12,000 | 12,000 | 12,000 | 12,000 |
| 34410-1026 | Women's softball | 0 | 0 | 0 | 0 | 0 |
| 34410-1027 | Coed softball | 12,790 | 12,350 | 12,350 | 12,350 | 12,350 |
| 34410-1028 | Men's basketball | 12,260 | 7,500 | 7,500 | 11,000 | 11,000 |
| 34410-1029 | 30+ basketball | 0 | 5,400 | 5,400 | 0 | 0 |
| 34410-1030 | Women's volleyball | 8,790 | 9,750 | 9,750 | 10,000 | 10,000 |
| 34410-1032 | Softball tournaments | 1,035 | 1,300 | 1,300 | 1,300 | 1,300 |
| 34410-1033 | Hoopsters basketball | 43,065 | 41,200 | 41,200 | 41,200 | 41,200 |
| 34410-1034 | Roller skating | 20,132 | 20,500 | 20,500 | 20,500 | 20,500 |
| 34410-1041 | Special events | 4,165 | 13,000 | 13,000 | 8,000 | 8,000 |
| 34410-1147 | Recreation - Play Center | 3,148 | 10,000 | 10,000 | 15,000 | 15,000 |
| 34410-1164 | Non Res adlt sports | 2,650 | 1,000 | 1,000 | 2,000 | 2,000 |
| 34410-1165 | Non Res adlt spec cl | 100 | 50 | 50 | 50 | 50 |
| 34410-1166 | Non Res yth spec cl | 0 | 50 | 50 | 50 | 50 |
| 34410-1168 | Ryan Center | 69,192 | 70,000 | 70,000 | 90,000 | 90,000 |
| 34410-1194 | Youth-Eur City Schls | 236,189 | 240,000 | 240,000 | 240,000 | 240,000 |
| 34410-1325 | G.U.L.C.H. Recreation Progra | 1,067 | 2,500 | 2,500 | 2,500 | 2,500 |
| 34411-1042 | Membership-resident | 81,306 | 61,800 | 61,800 | 64,000 | 64,000 |
| 34411-1043 | Membrship-non-resident | 0 | 10,000 | 10,000 | 6,000 | 6,000 |
| 34411-1044 | Drop-in - resident | 6,965 | 4,250 | 4,250 | 6,000 | 6,000 |
| 34411-1046 | Open gym - resident | 12,321 | 18,300 | 18,300 | 19,000 | 19,000 |
| 34412-0000 | Zoo admission | 279,068 | 355,000 | 355,000 | 305,000 | 305,000 |
| 34413-0000 | Zoo school visits | 5,171 | 5,000 | 5,000 | 5,000 | 5,000 |
| 34414-0000 | Zoo education grants | 0 | 0 | 0 | 22,500 | 22,500 |
| 34415-0000 | Zoo tour revenue | 450 | 2,500 | 2,500 | 1,500 | 1,500 |
| 34419-0000 | Staff-bldg. superv. | 600 | 0 | 0 | 0 | 0 |
| 34419-1100 | Sequoia Park | 1,000 | 0 | 0 | 500 | 500 |
| 34515-0000 | Planning-sp svcs fees | 4,099 | 3,000 | 3,000 | 3,000 | 3,000 |
| 34521-0000 | Subdiv/vacation fees | 0 | 1,000 | 1,000 | 0 | 0 |
| 34523-0000 | C.D. Administrative | 1,720 | 1,250 | 1,250 | 1,500 | 1,500 |
| 34524-0000 | C.D. Ministerial | 13,285 | 15,000 | 15,000 | 15,000 | 15,000 |
| 34525-0000 | C.D. Discretionary | 17,315 | 17,500 | 17,500 | 17,500 | 17,500 |
| 34527-0000 | C.D. Enforcement | 54,600 | 55,000 | 55,000 | 55,000 | 55,000 |
| 34528-0000 | Work w/o Project Approval | 720 | 0 | 0 | 0 | 0 |
| 34612-0000 | Grant administration | 129,041 | 10,000 | 10,000 | 10,000 | 10,000 |
| 34614-0000 | Medi-Can Sched Inspect CD | 0 | 0 | 0 | 0 | 0 |
| 34616-0000 | Medi-Can Sched Inspect Polic | 0 | 0 | 0 | 0 | 0 |
| 34901-0000 | Return check chgs | 131 | 0 | 0 | 0 | 0 |
| 34910-0000 | Printing chgs | 729 | 750 | 750 | 750 | 750 |
| 34911-0000 | Postage chgs | 127 | 250 | 250 | 250 | 250 |
| 34913-0000 | Subpoenaed Employee chgs | 1,265 | 2,000 | 2,000 | 2,000 | 2,000 |
| 34915-0000 | Misc. copy charges | 77 | 0 | 0 | 0 | 0 |
| 34990-0000 | Other Misc Fees | 2,905 | 1,000 | 1,000 | 1,000 | 1,000 |
| | **Subtotal** | 1,304,995 | 1,258,900 | 1,208,900 | 1,145,950 | 1,145,950 |
| | ***FINES & FORFEITS:*** | | | | | |
| 35220-0000 | Criminal fines | 6,738 | 9,201 | 9,201 | 8,000 | 8,000 |
| 35230-0000 | Court fines | 163,023 | 192,441 | 192,441 | 170,000 | 170,000 |
| 35261-0000 | Code violation restitution | 164,397 | 0 | 0 | 18,000 | 18,000 |
| 35263-0000 | DUI Code Violations | 4,693 | 4,500 | 4,500 | 3,000 | 3,000 |
| 35411-0000 | Medi-Can Failure to Comply 1 | 0 | 0 | 0 | 0 | 0 |
| 35425-0000 | Medi-Can Ordinance Penalty | 0 | 2,500 | 2,500 | 0 | 0 |
| | **Subtotal** | 338,851 | 208,642 | 208,642 | 199,000 | 199,000 |

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 10,025 | 4,000 | 4,000 | 20,000 | 20,000 |
| 36112-0000 | Other interest | 6,684 | 2,499 | 2,499 | 2,500 | 2,500 |
| 36112-2000 | Code Violation Interest Char | 35,792 | 20,000 | 20,000 | 20,000 | 20,000 |
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| 36310-0000 | Building rent | 21,783 | 12,000 | 12,000 | 12,000 | 12,000 |
| 36310-1185 | American Red Cross | 1,560 | 1,560 | 1,560 | 1,560 | 1,560 |
| 36310-1190 | Wininger Farms - Parcel M | 0 | 7,500 | 7,500 | 0 | 0 |
| 36311-1094 | Muni Auditorium | 4,095 | 2,000 | 2,000 | 4,000 | 4,000 |
| 36311-1099 | Zoo Multi Purpose Room Rent | 144 | 0 | 0 | 0 | 0 |
| 36311-1100 | Zoo Class Registration | 17,219 | 18,500 | 18,500 | 21,400 | 21,400 |
| 36311-1102 | Zoo Events/Rentals | 1,890 | 1,800 | 1,800 | 3,000 | 3,000 |
| 36312-1098 | Gymnasium | 21,490 | 23,900 | 23,900 | 23,000 | 23,000 |
| 36312-1099 | Meeting room | 5,151 | 8,200 | 8,200 | 8,200 | 8,200 |
| 36314-1101 | Kennedy-Hartman | 540 | 1,000 | 1,000 | 1,000 | 1,000 |
| 36314-1102 | Lights | 0 | 200 | 200 | 200 | 200 |
| 36314-1195 | Seq Park picnic area | 2,115 | 1,300 | 1,300 | 2,500 | 2,500 |
| 36390-0000 | Other Rents & Leases | 2,010 | 1,000 | 1,000 | 2,000 | 2,000 |
| 36390-1001 | Northcoast Children's Servic | 9,600 | 8,000 | 8,000 | 9,600 | 9,600 |
| 36504-0000 | Myrtle Grove Cemet. | 2,040 | 2,000 | 2,000 | 2,000 | 2,000 |
| 36506-0000 | Donations - Parks & Rec | (2,919) | 0 | 0 | 0 | 0 |
| 36509-1236 | Donations - Public Safety | (3,224) | 0 | 0 | 0 | 0 |
| 36510-1000 | Donations - Dog Park PJ 404 | 59 | 0 | 0 | 0 | 0 |
| 36810-0000 | Cash over or short | (182) | 0 | 0 | 0 | 0 |
| 36812-0000 | Reimbursement-prior | 33,600 | 0 | 0 | 0 | 0 |
| 36815-0000 | Compensation - property dama | (3,082) | 0 | 0 | 0 | 0 |
| 36819-0000 | Sale of equipment | 4,001 | 0 | 0 | 0 | 0 |
| 36820-0000 | Refunds | 0 | 4,000 | 4,000 | 0 | 0 |
| 36821-0000 | Sale - unclaimed prop | 4,120 | 0 | 0 | 0 | 0 |
| 36822-0000 | Rebates | 2,901 | 3,500 | 3,500 | 3,500 | 3,500 |
| 36825-0000 | Recovered Revenue | 0 | 10,000 | 10,000 | 0 | 0 |
| 36890-0000 | Miscellaneous | 11,308 | 2,500 | 2,500 | 5,000 | 5,000 |
| 36890-2100 | Police-Miscellaneous | 1,046 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 189,766 | 135,459 | 135,459 | 141,460 | 141,460 |
| | ***OTHER FINANCING SOURCES:*** | | | | | |
| 39135-0000 | Measure O Fund | 3,527,700 | 4,241,142 | 4,241,142 | 0 | 0 |
| | **Subtotal** | 3,527,700 | 4,241,142 | 4,241,142 | 0 | 0 |
| **TOTAL FUND 110** | | 25,311,946 | 26,626,629 | 26,576,629 | 26,865,323 | 27,383,145 |
| **112** | **GENERAL FUND** | | | | | |
| | ***MISCELLANEOUS:*** | | | | | |
| 36506-0000 | Donations - Parks & Rec | 2,919 | 0 | 920 | 0 | 0 |
| 36506-1100 | Donations - Recreation Speci | 0 | 0 | 990 | 0 | 0 |
| 36506-1200 | Donations - P&R BallField Im | 0 | 0 | 1,250 | 0 | 0 |
| 36506-1400 | Donations - H2O Refill Stati | 0 | 0 | 4,000 | 0 | 0 |
| 36506-1321 | Donations - Parks & Rec Seq | 600 | 0 | 0 | 0 | 0 |
| 36506-1322 | Donations - Parks & Rec Seq | 3,734,029 | 0 | 0 | 0 | 0 |
| 36509-1235 | Donations - S.W.A.T. | (342) | 0 | 0 | 0 | 0 |
| 36509-1236 | Donations - Public Safety | 22,302 | 0 | 0 | 0 | 0 |
| 36509-1237 | Donations - Police K-9 | 22,314 | 0 | 2,000 | 0 | 0 |
| 36509-1238 | Donations - Volunteer Patrol | 6,658 | 0 | 400 | 0 | 0 |
| 36509-1239 | Davenport Reward | (2,025) | 0 | 0 | 0 | 0 |
| 36509-1243 | Crime prevention | (45) | 0 | 0 | 0 | 0 |
| 36509-1249 | Donations - D.A.R.E. | (35) | 0 | 0 | 0 | 0 |
| 36509-2100 | Donations-Miscellaneous Poli | (1,220) | 0 | 1,000 | 0 | 0 |
| 36510-0000 | Donations - Art & Culture | 10 | 0 | 0 | 0 | 0 |
| 36510-1100 | Donations - Fireworks | 31,895 | 0 | 6,907 | 0 | 0 |
| 36520-0000 | Estate of JDB Robertson | 1,478 | 0 | 0 | 0 | 0 |
| 36590-0000 | Donations - Misc. | 10,424 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 3,828,962 | 0 | 17,467 | 0 | 0 |
| **TOTAL FUND 112** | | 3,828,962 | 0 | 17,467 | 0 | 0 |

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| **120** | **MEASURE "O"** | | | | | |
| | ***TAXES:*** | | | | | |
| 31304-1000 | Supp. - Transaction & Use ta | 4,054,688 | 4,241,142 | 4,241,142 | 0 | 0 |
| **TOTAL FUND 120** | | 4,054,688 | 4,241,142 | 4,241,142 | 0 | 0 |
| **205** | **HUD/CDBG PRIOR** | | | | | |
| | ***INTERGOVERNMENTAL:*** | | | | | |
| 33133-1210 | EDA Grant | 0 | 0 | 25,000 | 0 | 0 |
| 33133-1211 | OHP Grant | 0 | 25,000 | 25,000 | 0 | 0 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36112-1208 | Interfund adv/loans interest | 0 | 0 | 0 | 0 | 0 |
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| 36817-0000 | Enterprise Zone Voucher fees | 31,195 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 31,195 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 205** | | 31,195 | 25,000 | 50,000 | 0 | 0 |
| **224** | **SB 1435 STATE HIGHWAY ACCOUNT FUND** | | | | | |
| | ***INTERGOVERNMENTAL:*** | | | | | |
| 33331-1000 | MAP 21 | 0 | 0 | 391,519 | 0 | 0 |
| | ***CHARGES FOR SERVICES:*** | | | | | |
| 34318-0000 | Project Salaries | 0 | 0 | 0 | 0 | 0 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36815-0000 | Compensation - property dama | (3,521) | 0 | 0 | 0 | 0 |
| | **Subtotal** | (3,521) | 0 | 0 | 0 | 0 |
| **TOTAL FUND 224** | | (3,521) | 0 | 391,519 | 0 | 0 |
| **225** | **SB 45 St Hghwy Funds** | | | | | |
| | ***INTERGOVERNMENTAL:*** | | | | | |
| 33332-0000 | SB 45-St Hghwy Funds | 136,065 | 0 | 50,000 | 0 | 0 |
| **TOTAL FUND 225** | | 136,065 | 0 | 50,000 | 0 | 0 |
| **226** | **CALTRANS NON-FREEWAY FUND** | | | | | |
| | ***INTERGOVERNMENTAL:*** | | | | | |
| 33333-0000 | Caltrans - Non-Freeway | 260,788 | 0 | 0 | 1,500,000 | 0 |
| 33333-2000 | PJ 521 PA&ED Funds | 144,823 | 0 | 0 | 0 | 0 |
| 33334-0000 | Fed Transp Enhance PJ 510 | 114,918 | 0 | 0 | 0 | 0 |
| 33334-2000 | PJ 522 STIP (Trans Enhance) | 292,078 | 103,000 | 50,000 | 0 | 0 |
| 33335-0000 | HCAOG - South Gateway PJ 529 | 0 | 0 | 0 | 0 | 0 |
| 33393-0000 | HCAOG | 145,000 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 957,607 | 103,000 | 50,000 | 1,500,000 | 0 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 0 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 226** | | 957,607 | 103,000 | 50,000 | 1,500,000 | 0 |
| **227** | **AB 2928 ST HWY TRAFFIC CONGESTION RELIEF** | | | | | |

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| | ***INTERGOVERNMENTAL:*** | | | | | |
| 33327-0000 | Grant Revenue (PJ # Required | 191,222 | 0 | 22,819 | 0 | 0 |
| 33345-0000 | HSIP Grants | 456,951 | 0 | 72,000 | 0 | 0 |
| | **Subtotal** | 648,173 | 0 | 94,819 | 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 |
| | **Subtotal** | 0 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 227** | | 648,173 | 0 | 94,819 | 0 | 0 |
| **229** | **GAS TAX FUND** | | | | | |
| | ***INTERGOVERNMENTAL:*** | | | | | |
| 33324-0000 | HUTA 2103 Gas Tax | 288,684 | 123,580 | 123,580 | 64,133 | 64,133 |
| 33325-0000 | HUTA 2105 Gas Tax | 161,727 | 155,874 | 155,874 | 169,826 | 169,826 |
| 33326-0000 | HUTA 2106 Gas Tax | 126,867 | 85,162 | 85,162 | 87,694 | 87,694 |
| 33327-0000 | HUTA 2107 Gas Tax | 208,264 | 213,109 | 213,109 | 235,830 | 235,830 |
| 33327-1000 | HUTA 2107.5 Gas Tax | 12,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| | **Subtotal** | 797,542 | 583,725 | 583,725 | 563,483 | 563,483 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| 36812-0000 | Reimbursement | 3,600 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 3,600 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 229** | | 801,142 | 583,725 | 583,725 | 563,483 | 563,483 |
| **230** | **HABITAT ACQUISITION AND RESTORATION FUND** | | | | | |
| | ***INTERGOVERNMENTAL:*** | | | | | |
| 33351-0000 | EEMP Program CA Dept Transp | 190,651 | 0 | 0 | 203,835 | 0 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 0 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 230** | | 190,651 | 0 | 0 | 203,835 | 0 |
| **232** | **ENVIRONMENTAL PROGRAMS FUND** | | | | | |
| | ***INTERGOVERNMENTAL:*** | | | | | |
| 33370-1264 | Recycling activities | 96,755 | 0 | 0 | 0 | 0 |
| 33376-1281 | CalRecycle - Recycling | 40,982 | 12,000 | 12,000 | 12,000 | 12,000 |
| 33403-0000 | Tipping fees (AB939) | 26,216 | 33,000 | 33,000 | 33,000 | 33,000 |
| | **Subtotal** | 163,953 | 45,000 | 45,000 | 45,000 | 45,000 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 0 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 232** | | 163,953 | 45,000 | 45,000 | 45,000 | 45,000 |
| **233** | **SPECIAL POLICE REVENUE FUND - DRUG ASSET FORFEITURES** | | | | | |
| | ***FINES & FORFEITS:*** | | | | | |
| 35310-0000 | Drug Asset Forfeits | 0 | 0 | 0 | 0 | 0 |
| 35310-1000 | Fed-Drug Asset Forfeit-Justi | 27,231 | 0 | 0 | 0 | 0 |
| 35311-0000 | State - Drug Asset Forfeits | 50,000 | 0 | 50,000 | 50,000 | 50,000 |
| 35312-0000 | DA - ADA/ARRA Task Force Gra | 13,800 | 0 | 0 | 0 | 0 |

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| | **Subtotal** | 91,031 | 0 | 50,000 | 50,000 | 50,000 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 0 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 233** | | 91,031 | 0 | 50,000 | 50,000 | 50,000 |
| **234** | **SPECIAL POLICE REVENUE FUND - VEHICLE THEFT** | | | | | |
| | ***INTERGOVERNMENTAL*** | | | | | |
| 33135-0000 | AB109 Realignment Grant | 119,656 | 0 | 39,438 | 0 | 0 |
| 33135-0104 | COPS Grant 2009-RKWX-0104 | 0 | 0 | 0 | 0 | 0 |
| 33135-0700 | OJP grant - 2010-DJBX-0700 | 0 | 0 | 0 | 0 | 0 |
| 33135-0856 | OJP Grant - 2013-DJ-BX-0856 | 11,520 | 0 | 0 | 0 | 0 |
| 33135-0871 | OJP Grant - 2014-DJ-BX-0871 | 0 | 0 | 12,448 | 0 | 0 |
| 33135-0984 | OJP Grant - 2012-DJ-BX-0984 | 0 | 0 | 0 | 0 | 0 |
| 33135-1056 | Alcoholic Beverage Control | 6,102 | 0 | 0 | 0 | 0 |
| 33135-3383 | OJP Grant - 2011-DJ-BX-3383 | 0 | 0 | 0 | 0 | 0 |
| 33150-2203 | FEMA - Assist to Firefighter | 31,757 | 0 | 0 | 0 | 0 |
| 33336-0000 | 911 Rembursement | 6,383 | 0 | 0 | 0 | 0 |
| 33336-1000 | Measure Z Funding | 0 | 0 | 19,453 | 0 | 0 |
| | **Subtotal** | 175,418 | 0 | 71,339 | 0 | 0 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36890-0000 | Miscellaneous | 116 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 234** | | 175,534 | 0 | 71,339 | 0 | 0 |
| **235** | **SPECIAL POLICE REVENUE FUND - VEHICLE THEFT** | | | | | |
| | ***INTERGOVERNMENTAL*** | | | | | |
| 33135-1056 | Alcoholic Beverage Control | 788 | 0 | 3,846 | 0 | 0 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled Cash Interest | 0 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 235** | | 788 | 0 | 3,846 | 0 | 0 |
| **236** | **SPECIAL POLICE REVENUE FUND - SUPPLEMENTAL LAW ENFORCEMENT SERVICES** | | | | | |
| | ***INTERGOVERNMENTAL:*** | | | | | |
| 33352-1211 | COPS - State | 98,450 | 100,000 | 100,000 | 100,000 | 100,000 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 0 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 236** | | 98,450 | 100,000 | 100,000 | 100,000 | 100,000 |
| **237** | **SPECIAL POLICE REVENUE FUND - TRAFFIC OFFENDER FUND** | | | | | |
| | ***INTERGOVERNMENTAL:*** | | | | | |
| 33135-1056 | ABC 11-MST-10 Grant Rev | 0 | 0 | 0 | 0 | 0 |
| 33135-1062 | ABC 11-MST-10 Grant Rev | 0 | 0 | 3,057 | 0 | 0 |
| 33354-1267 | OTS - Avoid the 12 | 2,178 | 0 | 4,342 | 0 | 0 |
| 33354-1417 | OTS STEP PT1417 | 46,772 | 0 | 0 | 0 | 0 |
| 33354-1569 | OTS STEP PT1569 | 32,643 | 0 | 8,383 | 0 | 0 |
| 33354-1666 | OTS STEP PT1666 | 0 | 0 | 35,000 | 0 | 0 |
| 33354-3134 | OTS Berkeley SC13134 | 0 | 0 | 0 | 0 | 0 |
| 33354-4134 | OTS Berkeley SC14134 | 3,609 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 85,202 | 0 | 50,782 | 0 | 0 |

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| | ***CHARGES FOR SERVICES:*** | | | | | |
| 34215-0000 | Vehicle release chgs | 28,675 | 30,000 | 30,000 | 30,000 | 30,000 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 0 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 237** | | 113,877 | 30,000 | 80,782 | 30,000 | 30,000 |
| **238** | **SPECIAL POLICE REVENUE FUND - ABANDONED VEHICLE ABATEMENT FUND** | | | | | |
| | ***INTERGOVERNMENTAL:*** | | | | | |
| 33404-0000 | AVA fees | 62,818 | 50,000 | 50,000 | 50,000 | 50,000 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 0 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 238** | | 62,818 | 50,000 | 50,000 | 50,000 | 50,000 |
| **239** | **PARKING** | | | | | |
| | ***LICENSES, PERMITS*** | | | | | |
| 32230-0000 | On-street parking | 60 | 130 | 130 | 200 | 200 |
| 32231-0000 | Off-street parking | 47,173 | 60,000 | 60,000 | 54,000 | 54,000 |
| 32233-0000 | Parking Meter Pre-paid Cards | 7,606 | 6,000 | 6,000 | 7,000 | 7,000 |
| | **Subtotal** | 54,839 | 66,130 | 66,130 | 61,200 | 61,200 |
| | ***CHARGES FOR SERVICES:*** | | | | | |
| 34318-0000 | Project Salaries | 0 | 0 | 0 | 0 | 0 |
| | ***FINES & FORFEITS:*** | | | | | |
| 35210-0000 | Parking fines | 80,396 | 98,000 | 98,000 | 80,000 | 80,000 |
| 35211-0000 | Del. Parking fines | 10,705 | 10,000 | 10,000 | 10,000 | 10,000 |
| | **Subtotal** | 91,101 | 108,000 | 108,000 | 90,000 | 90,000 |
| | ***MISCELLANEOUS*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 0 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 239** | | 145,940 | 174,130 | 174,130 | 151,200 | 151,200 |
| **241** | **CAPITAL IMPROVEMENTS FUND** | | | | | |
| | ***INTERGOVERNMENTAL:*** | | | | | |
| 33250-0000 | California - EMA | 0 | 0 | 0 | 0 | 0 |
| | ***OTHER FINANCING SOURCES:*** | | | | | |
| 39101-0000 | General Fund | 0 | 0 | 0 | 250,000 | 250,000 |
| **TOTAL FUND 241** | | 0 | 0 | 0 | 250,000 | 250,000 |
| **242** | **DEMOLITION PROJECTS FUND** | | | | | |
| | ***FINES & FORFEITS:*** | | | | | |
| 35261-0000 | Penalties on Abatements | 24,857 | 0 | 0 | 0 | 0 |

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| | ***MISCELLANEOUS:*** | | | | | |
| 36112-2000 | Interest on Abatements | 0 | 0 | 0 | 0 | 0 |
| 36812-0000 | Reimbursement | 24,867 | 0 | 5,113 | 0 | 0 |
| | **Subtotal** | 24,867 | 0 | 5,113 | 0 | 0 |
| **TOTAL FUND 242** | | 49,724 | 0 | 5,113 | 0 | 0 |
| **260** | **AIRPORT FUND** | | | | | |
| | ***INTERGOVERNMENTAL:*** | | | | | |
| 33361-1020 | Aviation grant | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| | ***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 |
| 36314-1196 | Samoa Drag Strip | 150 | 0 | 0 | 0 | 0 |
| 36320-0000 | Hangar rental | 9,900 | 11,000 | 11,000 | 11,000 | 11,000 |
| 36890-0000 | Miscellaneous | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 10,050 | 11,000 | 11,000 | 11,000 | 11,000 |
| **TOTAL FUND 260** | | 20,050 | 21,000 | 21,000 | 21,000 | 21,000 |
| **265** | **HAZARDOUS MATERIALS RESPONSE FUND** | | | | | |
| | ***INTERGOVERNMENTAL:*** | | | | | |
| | ***CHARGES FOR SERVICES:*** | | | | | |
| 34228-0000 | Haz/Mat JPA chgs | 51,908 | 0 | 0 | 0 | 0 |
| 34229-0000 | Haz/Mat response chgs | 3,241 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 55,149 | 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 |
| | **Subtotal** | 0 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 265** | | 55,149 | 0 | 0 | 0 | 0 |
| **266** | **CPR TRAINING CENTER** | | | | | |
| | ***CHARGES FOR SERVICES:*** | | | | | |
| 34230-0000 | Training chgs | 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 |
| | **Subtotal** | 0 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 266** | | 0 | 0 | 0 | 0 | 0 |
| **273** | **CDBG TPA Housing** | | | | | |
| | ***INTERGOVERNMENTAL:*** | | | | | |
| 33131-1009 | CDBG - Super NOFA | 0 | 858,189 | 582,050 | 0 | 0 |
| **TOTAL FUND 273** | | 0 | 858,189 | 582,050 | 0 | 0 |
| **275** | **CDBG GENERAL ALLOCATION FUND** | | | | | |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 0 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 275** | | 0 | 0 | 0 | 0 | 0 |

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| **276** | **HOME PROGRAM FUND** | | | | | |
| | ***TAXES:*** | | | | | |
| 31110-1000 | SA ROPS Revenue | 50,000 | 0 | 0 | 0 | 0 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36123-0000 | E.D. loan interest | 0 | 0 | 0 | 0 | 0 |
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| 36622-0000 | E.D. loan principal | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 0 | 0 | 0 | 0 | 0 |
| | ***OTHER FINANCING SOURCES:*** | | | | | |
| 39108-1000 | MAC Repay | 0 | 50,000 | 50,000 | 50,000 | 50,000 |
| **TOTAL FUND 276** | | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| **277** | **HOUSING REVOLVING LOAN FUND** | | | | | |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36122-0000 | Other hous loan principal | 17 | 0 | 0 | 0 | 0 |
| 36122-1311 | CDBG 1994 | 892 | 0 | 0 | 0 | 0 |
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| 36612-0000 | Other hous loan prin | 0 | 0 | 0 | 0 | 0 |
| 36612-1312 | CDBG 1991 | 0 | 0 | 0 | 0 | 0 |
| 36812-0000 | Reimbursement | 0 | 50,000 | 50,000 | 50,000 | 50,000 |
| | **Subtotal** | 909 | 50,000 | 50,000 | 50,000 | 50,000 |
| | ***OTHER FINANCING SOURCES:*** | | | | | |
| 39190-0000 | Other Transfers | 35,078 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 277** | | 35,987 | 50,000 | 50,000 | 50,000 | 50,000 |
| **278** | **CAL HOME OOR GRANT** | | | | | |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 0 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 278** | | 0 | 0 | 0 | 0 | 0 |
| **283** | **ECONOMIC DEVELOPMENT FUND** | | | | | |
| | ***INTERGOVERNMENTAL:*** | | | | | |
| 33131-1008 | Economic Enterprise Fund | 2,010,054 | 4,805,455 | 2,710,156 | 2,147,926 | 0 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 0 | 0 | 0 | 0 | 0 |
| | ***OTHER FINANCING SOURCES:*** | | | | | |
| 39103-0000 | Grant Fund | 426,103 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 283** | | 2,436,157 | 4,805,455 | 2,710,156 | 2,147,926 | 0 |
| **285** | **STATE RENTAL REHAB 1989 FUND** | | | | | |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 0 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 285** | | 0 | 0 | 0 | 0 | 0 |
| **291** | **HOUSING FUND** | | | | | |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36121-0000 | HAB loan interest | 15,594 | 0 | 0 | 0 | 0 |
| 36611-0000 | HAB loan principal | 36,385 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 51,979 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 291** | | 51,979 | 0 | 0 | 0 | 0 |
| **296** | **CITY HOUSING - LOW/MOD** | | | | | |
| | ***CHARGES FOR SERVICES:*** | | | | | |
| 34612-0000 | Grant Administration | 0 | 0 | 0 | 0 | 0 |
| 34613-0000 | Subordination Fee | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 0 | 0 | 0 | 0 | 0 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36122-0000 | Other hous loan principal | 7,065 | 0 | 0 | 0 | 0 |
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| 36612-0000 | Other hous loan prin | 34,101 | 0 | 0 | 0 | 0 |
| 36890-0000 | Miscellaneous | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 41,166 | 0 | 0 | 0 | 0 |
| | ***OTHER FINANCING SOURCES:*** | | | | | |
| 39108-0000 | L&M Income Housing | 0 | 0 | 0 | 0 | 0 |
| 39150-0000 | SA Debt Svc Fund | 0 | 656,102 | 656,102 | 0 | 0 |
| | **Subtotal** | 0 | 656,102 | 656,102 | 0 | 0 |
| **TOTAL FUND 296** | | 41,166 | 656,102 | 656,102 | 0 | 0 |
| **500** | **WATER FUND** | | | | | |
| | ***INTERGOVERNMENTAL*** | | | | | |
| 33250-0000 | California - EMA | 0 | 0 | 0 | 0 | 0 |
| | ***CHARGES FOR SERVICES*** | | | | | |
| 34101-0000 | Regular charges | 7,108,902 | 7,283,599 | 7,283,599 | 7,250,000 | 7,250,000 |
| 34101-1257 | Hidden Valley | 12,768 | 16,000 | 16,000 | 16,000 | 16,000 |
| 34102-0000 | Sales to H.C.S.D. | 390,928 | 340,000 | 340,000 | 340,000 | 340,000 |
| 34104-0000 | Late penalties | 34,245 | 25,000 | 25,000 | 25,000 | 25,000 |
| 34105-0000 | Hydrant fees | (2,926) | 1,000 | 1,000 | 1,000 | 1,000 |
| 34106-0000 | Meter test fees | 335 | 500 | 500 | 500 | 500 |
| 34107-0000 | Water turn-on fees | 16,981 | 16,000 | 16,000 | 40,000 | 40,000 |
| 34108-0000 | Re-connect fees | 23,269 | 25,000 | 25,000 | 50,000 | 50,000 |
| 34109-0000 | Lab test fees | 4,976 | 4,000 | 4,000 | 4,000 | 4,000 |
| 34110-0000 | Permit reviews | 336 | 500 | 500 | 500 | 500 |
| 34111-0000 | Convenience Fee | 2,468 | 750 | 750 | 2,500 | 2,500 |
| 34115-0000 | Bulk Water Sales | 2,686 | 1,000 | 1,000 | 1,000 | 1,000 |
| 34171-0000 | Residential service | 45,303 | 10,000 | 10,000 | 25,000 | 25,000 |
| 34172-0000 | Commercial service | 23,275 | 25,000 | 25,000 | 25,000 | 25,000 |
| 34173-0000 | Fire service | 23,370 | 25,000 | 25,000 | 25,000 | 25,000 |
| 34190-0000 | Misc enterprise chgs | 900 | 1,000 | 1,000 | 1,000 | 1,000 |
| 34318-0000 | Project Salaries | 175 | 30,000 | 30,000 | 30,000 | 30,000 |
| 34901-0000 | Return check chgs | 1,761 | 300 | 300 | 1,000 | 1,000 |
| | **Subtotal** | 7,689,752 | 7,804,649 | 7,804,649 | 7,837,500 | 7,837,500 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36166-1142 | D.S. Install pmt 2005 C Bond | 0 | 0 | 0 | 0 | 0 |
| 36166-1270 | 2012 Water Bond Interest | 1,430 | 0 | 0 | 0 | 0 |
| 36812-0000 | Reimbursement-prior | 296 | 0 | 0 | 0 | 0 |

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| 36815-0000 | Compensation - property dama | 23,671 | 0 | 0 | 0 | 0 |
| 36890-0000 | Miscellaneous | 938 | 0 | 0 | 65,000 | 65,000 |
| | **Subtotal** | 26,335 | 0 | 0 | 65,000 | 65,000 |
| **TOTAL FUND 500** | | 7,716,087 | 7,804,649 | 7,804,649 | 7,902,500 | 7,902,500 |
| **501** | **WATER CAPITAL FUND** | | | | | |
| | ***MISCELLANEOUS:*** | | | | | |
| 36166-1270 | 2012 Water Bond Interest | 89 | 0 | 0 | 0 | 0 |
| | ***OTHER FINANCING SOURCES:*** | | | | | |
| 39170-0000 | 2012 Water Bond Projects | 5,255,728 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 501** | | 5,255,817 | 0 | 0 | 0 | 0 |
| **510** | **WASTEWATER OPERATING FUND** | | | | | |
| | ***INTERGOVERNMENTAL:*** | | | | | |
| 33250-0000 | California - EMA | 0 | 0 | 0 | 0 | 0 |
| | ***CHARGES FOR SERVICES:*** | | | | | |
| 34101-0000 | Regular charges | 5,558,082 | 5,679,205 | 5,679,205 | 5,650,000 | 5,650,000 |
| 34104-0000 | Late penalties | 168 | 0 | 0 | 0 | 0 |
| 34110-0000 | Permit reviews | 132 | 100 | 100 | 100 | 100 |
| 34111-0000 | Convenience Fee | 2,468 | 1,000 | 1,000 | 1,000 | 1,000 |
| 34121-0000 | WW service to HCSD | 1,084,464 | 1,050,000 | 1,050,000 | 1,100,000 | 1,100,000 |
| 34123-0000 | Holding tank dumping | 138,124 | 120,000 | 120,000 | 140,000 | 140,000 |
| 34124-0000 | Pre-treatment analysis | 8,180 | 8,000 | 8,000 | 8,000 | 8,000 |
| 34174-0000 | Sewer connection | 23,940 | 15,000 | 15,000 | 15,000 | 15,000 |
| 34318-0000 | Project Salaries | 175 | 30,000 | 30,000 | 30,000 | 30,000 |
| | **Subtotal** | 6,815,733 | 6,903,305 | 6,903,305 | 6,944,100 | 6,944,100 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36165-0000 | HCSD Project Revenue | 0 | 0 | 0 | 0 | 0 |
| 36168-0000 | 2011 Wastewater Bond Interes | 666 | 0 | 0 | 0 | 0 |
| 36812-0000 | Reimbursement-prior | 296 | 0 | 0 | 0 | 0 |
| 36822-0000 | Rebates | 2,314 | 0 | 0 | 0 | 0 |
| 36890-0000 | Miscellaneous | 2,476 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 5,752 | 0 | 0 | 0 | 0 |
| | ***OTHER FINANCING SOURCES:*** | | | | | |
| 39100-0000 | Transfers In | 18,936,972 | 0 | 0 | 0 | 0 |
| 39153-0000 | WW 2011 Bond Proceeds | 313,373 | 0 | 0 | 0 | 0 |
| 39251-0000 | Sale-City pers prop | 946 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 19,251,291 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 510** | | 26,072,776 | 6,903,305 | 6,903,305 | 6,944,100 | 6,944,100 |
| **512** | **WASTEWATER CAPITAL FUND** | | | | | |
| | ***INTERGOVERNMENTAL:*** | | | | | |
| 33133-1000 | Prop 50 - Martin Slough PJ 4 | 0 | 0 | 0 | 0 | 0 |
| 33133-1010 | Prop 50 - Martin Slough PJ 5 | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 0 | 0 | 0 | 0 | 0 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36112-0000 | Other interest | 9,162 | 0 | 0 | 0 | 0 |
| 36165-0000 | HCSD Project Contribution | 3,302,495 | 0 | 0 | 1,041,645 | 1,041,645 |
| 36165-1200 | HCSD Martin Slough | 1,094,633 | 0 | 0 | 0 | 0 |
| 36165-1500 | Outside Sources | 0 | 0 | 0 | 1,425,000 | 1,425,000 |
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 4,406,290 | 0 | 0 | 2,466,645 | 2,466,645 |

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| | ***OTHER FINANCING SOURCES:*** | | | | | |
| 39140-0000 | Txfr from WW Operating | 99,338 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 512** | | 4,505,628 | 0 | 0 | 2,466,645 | 2,466,645 |
| **520** | **TRANSIT FUND** | | | | | |
| | ***INTERGOVERNMENTAL:*** | | | | | |
| 33130-1227 | FTA Section 5310 | 0 | 119,515 | 64,000 | 0 | 0 |
| 33130-1228 | FTA Section 5311 | 47,809 | 138,178 | 138,178 | 187,478 | 187,478 |
| 33160-0010 | Capital - Murray Method | 0 | 0 | 0 | 0 | 0 |
| 33260-0000 | Cal OES - Bus Stop Impr | 0 | 62,148 | 0 | 0 | 0 |
| 33361-1133 | STAF-ETS-314 | 13,837 | 54,866 | 32,906 | 100,000 | 100,000 |
| 33361-1134 | STAF-ETS-313 | 118,000 | 0 | 101,806 | 0 | 0 |
| 33361-1135 | PTMISEA Prop 1B - 313 | 0 | 66,806 | 0 | 0 | 0 |
| 33361-1136 | PTMISEA Prop 1B - 314 | 0 | 32,906 | 54,866 | 0 | 0 |
| 33362-1128 | TDA City-Operating Subsidy | 298,359 | 876,048 | 269,828 | 336,229 | 336,229 |
| 33362-1130 | TDA City-DAR/DAL | 298,515 | 0 | 268,396 | 274,480 | 274,480 |
| 33362-1131 | TDA City-RTS Assessment | 327,984 | 0 | 337,824 | 342,891 | 342,891 |
| 33401-0000 | TDA from County-Op Subsidy | 239,819 | 372,000 | 308,224 | 303,042 | 303,042 |
| | **Subtotal** | 1,344,323 | 1,722,467 | 1,576,028 | 1,544,120 | 1,544,120 |
| | ***CHARGES FOR SERVICES:*** | | | | | |
| 34131-0000 | ETS Fares | 295,884 | 260,000 | 295,000 | 295,000 | 295,000 |
| 34133-0000 | HSU Jack Pass | 8,952 | 10,000 | 10,839 | 10,000 | 10,000 |
| 34136-0000 | DAR/DAL tickets counter | 1,548 | 2,000 | 2,000 | 2,000 | 2,000 |
| 34137-0000 | DAR/DAL tickets thru HTA | 62,400 | 60,000 | 60,000 | 60,000 | 60,000 |
| 34142-0000 | Bus advertising | 5,775 | 6,300 | 6,300 | 10,500 | 10,500 |
| 34143-0000 | Dial-a-Ride Advertising | 2,475 | 2,700 | 2,700 | 4,500 | 4,500 |
| | **Subtotal** | 377,034 | 341,000 | 376,839 | 382,000 | 382,000 |
| **TOTAL FUND 520** | | 1,721,357 | 2,063,467 | 1,952,867 | 1,926,120 | 1,926,120 |
| **530** | **HUMBOLDT BAY OPERATING FUND** | | | | | |
| | ***TAXES:*** | | | | | |
| 31110-1000 | SA ROPS Revenue | 224,282 | 0 | 0 | 0 | 0 |
| | ***CHARGES FOR SERVICES:*** | | | | | |
| 34318-0000 | Project Salaries | 0 | 0 | 0 | 0 | 0 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36112-1087 | Small Boat Basin Res. intere | 1,719 | 1,800 | 1,800 | 0 | 0 |
| 36112-1088 | Dredging & Cap Imp. interest | 1,828 | 2,700 | 2,700 | 0 | 0 |
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| 36210-0000 | Solar Energy Revenue - PG&E | 0 | 0 | 0 | 0 | 0 |
| 36310-1141 | Pacific Choice | 80,000 | 80,000 | 80,000 | 80,000 | 80,000 |
| 36310-1143 | HSU - EDA Plant | 0 | 13,600 | 13,600 | 0 | 0 |
| 36310-1149 | Humboldt Archers | 3,169 | 3,169 | 3,169 | 3,169 | 3,169 |
| 36310-1178 | Humb Bay Rowing | 240 | 240 | 240 | 4,000 | 4,000 |
| 36310-1180 | Humb Bay Naval Air/Sea Museu | 1,430 | 1,560 | 1,560 | 0 | 0 |
| 36310-1199 | Englund Marine | 69,481 | 75,000 | 75,000 | 70,000 | 70,000 |
| 36310-1200 | Englund M. utilities | 4,511 | 4,500 | 4,500 | 4,500 | 4,500 |
| 36310-1201 | Englund M. UST maint fee | 2,285 | 7,000 | 7,000 | 5,000 | 5,000 |
| 36310-1251 | Public Marina-Misc. | 79,971 | 67,500 | 67,500 | 65,000 | 65,000 |
| 36310-1253 | Yacht Club | 6,619 | 6,300 | 6,300 | 7,000 | 7,000 |
| 36331-1107 | Chevron | 28,417 | 42,570 | 42,570 | 42,570 | 42,570 |
| 36331-1109 | Eureka Forest Prod. | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 36331-1179 | Pacific Affiliates | 8,215 | 8,215 | 8,215 | 8,500 | 8,500 |
| 36333-0000 | Oyster beds lease-Coast | 27,972 | 30,000 | 30,000 | 35,000 | 35,000 |
| 36334-0000 | Marina rnt-local | 163,898 | 160,000 | 160,000 | 170,000 | 170,000 |
| 36335-0000 | Marina rnt-transient | 95,490 | 90,000 | 90,000 | 90,000 | 90,000 |
| 36336-1150 | FTB - Wild Planet | 50,955 | 28,000 | 28,000 | 40,000 | 40,000 |

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| 36336-1151 | Caito | 3,766 | 3,766 | 3,766 | 3,766 | 3,766 |
| 36336-1152 | FTB - Coast Seafood | 23,828 | 25,000 | 25,000 | 25,000 | 25,000 |
| 36336-1153 | FTB - Restaurant | 0 | 0 | 0 | 5,000 | 5,000 |
| 36336-1156 | FTB - Coast Seafood Hoist Us | 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 |
| 36336-1184 | Wild Planet Hoist Usage | 0 | 6,000 | 6,000 | 0 | 0 |
| 36336-1185 | Wild Planet | 10,440 | 11,000 | 11,000 | 11,000 | 11,000 |
| 36336-1186 | Humb Seafood Unload. | 4,200 | 4,200 | 4,200 | 4,200 | 4,200 |
| 36336-1187 | Ralph Davis -1091 Boat moora | 2,690 | 2,934 | 2,934 | 0 | 0 |
| 36336-1188 | Hum Fishermens Marketing Ass | 5,100 | 5,100 | 5,100 | 5,100 | 5,100 |
| 36336-1189 | Humb Seafood Unload. Hoist U | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| 36890-0000 | Miscellaneous | 1,025 | 0 | 0 | 0 | 0 |
| 36890-1251 | Public Marina-Miscellaneous | 5,912 | 5,000 | 5,000 | 5,000 | 5,000 |
| | **Subtotal** | 697,529 | 699,354 | 699,354 | 698,005 | 698,005 |
| | ***OTHER FINANCING SOURCES:*** | | | | | |
| 39100-0000 | Transfers In | 0 | 174,283 | 174,283 | 224,283 | 224,283 |
| 39151-1075 | ERA Merged Project Area | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 0 | 174,283 | 174,283 | 224,283 | 224,283 |
| **TOTAL FUND 530** | | 921,811 | 873,637 | 873,637 | 922,288 | 922,288 |
| **540** | **BUILDING FUND** | | | | | |
| | ***LICENSES, PERMITS*** | | | | | |
| 32211-0000 | Building permits | 283,651 | 315,000 | 315,000 | 345,000 | 345,000 |
| 32212-0000 | Electrical permits | 37,067 | 40,000 | 40,000 | 45,000 | 45,000 |
| 32213-0000 | Plumbing permits | 27,733 | 32,000 | 32,000 | 36,000 | 36,000 |
| 32214-0000 | Mechanical permits | 13,775 | 22,000 | 22,000 | 25,000 | 25,000 |
| 32224-0000 | Seismic fees | 0 | 0 | 0 | 0 | 0 |
| 32225-0000 | BSC Fees | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 362,226 | 409,000 | 409,000 | 451,000 | 451,000 |
| | ***CHARGES FOR SERVICES:*** | | | | | |
| 34231-0000 | Plan check fees | 134,931 | 100,000 | 100,000 | 100,000 | 100,000 |
| 34232-0000 | Sp. inspections fees | 5,378 | 10,000 | 10,000 | 10,000 | 10,000 |
| 34517-0000 | CASp Recovered Revenue | 11,583 | 10,000 | 10,000 | 12,000 | 12,000 |
| 34518-0000 | Code Enforcement Cost Recove | 0 | 25,000 | 25,000 | 25,000 | 25,000 |
| 34519-0000 | Record Notice of Non-complia | 94 | 0 | 0 | 0 | 0 |
| 34520-0000 | Notice of Compliance | 94 | 0 | 0 | 0 | 0 |
| 34611-0000 | Medi-Can Scheduled Inspect | 0 | 0 | 0 | 0 | 0 |
| 34811-0000 | Housing Inspect | 0 | 2,000 | 2,000 | 2,000 | 2,000 |
| 34910-0000 | Printing chgs | 684 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 152,764 | 147,000 | 147,000 | 149,000 | 149,000 |
| | ***FINES & FORFEITS:*** | | | | | |
| 35261-0000 | Code viol. restitution | 951,952 | 280,000 | 280,000 | 280,000 | 280,000 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36112-2000 | Code Violation Finance Charg | 36,534 | 10,000 | 10,000 | 10,000 | 10,000 |
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| 36812-0000 | Reimbursement | 3,773 | 0 | 0 | 0 | 0 |
| 36890-0000 | Miscellaneous | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 40,307 | 10,000 | 10,000 | 10,000 | 10,000 |
| **TOTAL FUND 540** | | 1,507,249 | 846,000 | 846,000 | 890,000 | 890,000 |
| **550** | **MUNICIPAL GOLF COURSE FUND** | | | | | |
| | ***CHARGES FOR SERVICES:*** | | | | | |
| 34318-0000 | Project Salaries | 0 | 0 | 0 | 0 | 0 |

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| | ***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 | 26,256 | 25,000 | 25,000 | 25,000 | 25,000 |
| | **Subtotal** | 26,256 | 25,000 | 25,000 | 25,000 | 25,000 |
| **TOTAL FUND 550** | | 26,256 | 25,000 | 25,000 | 25,000 | 25,000 |
| **610** | **EQUIPMENT OPERATIONS FUND** | | | | | |
| | ***CHARGES FOR SERVICES:*** | | | | | |
| 34615-0000 | OES Reimbursements | 0 | 0 | 0 | 0 | 0 |
| 34620-0000 | Humboldt Bay Fire JPA | 19,090 | 0 | 18,629 | 0 | 0 |
| 34820-0000 | Equipment lease | 1,493,345 | 2,207,682 | 2,207,682 | 2,000,488 | 2,000,488 |
| | **Subtotal** | 1,512,435 | 2,207,682 | 2,226,311 | 2,000,488 | 2,000,488 |
| | ***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 dama | 939 | 0 | 9,417 | 0 | 0 |
| 36822-0000 | Rebates | 194 | 0 | 0 | 0 | 0 |
| 36825-0000 | Recovered Revenue | 0 | 0 | 0 | 0 | 0 |
| 36890-0000 | Miscellaneous | 1,175 | 0 | 3,047 | 0 | 0 |
| | **Subtotal** | 2,308 | 0 | 12,464 | 0 | 0 |
| | ***OTHER FINANCING SOURCES:*** | | | | | |
| 39251-0000 | Sale-City pers prop | 0 | 0 | 0 | 0 | 0 |
| 39300-0000 | Contributed Assets | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 0 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 610** | | 1,514,743 | 2,207,682 | 2,238,775 | 2,000,488 | 2,000,488 |
| **625** | **RISK MANAGEMENT** | | | | | |
| | ***CHARGES FOR SERVICES:*** | | | | | |
| 34840-0000 | Liability ins chgs | 904,040 | 917,500 | 917,500 | 917,500 | 917,500 |
| 34841-0000 | Wrkr's comp. chgs | 727,901 | 858,539 | 858,539 | 942,526 | 942,526 |
| 34842-0000 | Property Insurance chgs | 74,000 | 110,000 | 110,000 | 110,000 | 110,000 |
| 34853-0000 | Retiree Grp Hlth/Life | 152,014 | 145,000 | 145,000 | 145,000 | 145,000 |
| | **Subtotal** | 1,857,955 | 2,031,039 | 2,031,039 | 2,115,026 | 2,115,026 |
| | ***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 | 1,199,760 | 0 | 0 |
| **TOTAL FUND 625** | | 1,857,955 | 2,031,039 | 3,230,799 | 2,115,026 | 2,115,026 |
| **630** | **INFORMATION TECHNOLOGY OPERATIONS** | | | | | |
| | ***INTERGOVERNMENTAL:*** | | | | | |
| 33303-2000 | Humboldt Bay Fire JPA | 0 | 0 | 0 | 184,937 | 184,937 |
| | ***CHARGES FOR SERVICES:*** | | | | | |
| 34820-0000 | Equipment lease | 1,171,693 | 1,301,406 | 1,301,406 | 916,437 | 916,437 |
| 34820-0010 | Communications | 123,958 | 146,519 | 146,519 | 138,464 | 138,464 |
| 34910-0000 | Printing chgs | 786 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 1,296,437 | 1,447,925 | 1,447,925 | 1,054,901 | 1,054,901 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| 36890-0000 | Miscellaneous | 3 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 3 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 630** | | 1,296,440 | 1,447,925 | 1,447,925 | 1,239,838 | 1,239,838 |
| **650** | **INTERNAL OPERATIONS** | | | | | |
| | ***CHARGES FOR SERVICES:*** | | | | | |
| 34140-0001 | Facilities Maintenance | 0 | 776,197 | 776,197 | 0 | 0 |
| 34140-0002 | General Admin. | 1,996,808 | 1,567,694 | 1,567,694 | 1,615,820 | 1,616,820 |
| 34140-0003 | General Government | 1,013,259 | 1,291,483 | 1,291,483 | 1,285,945 | 1,285,945 |
| 34140-0004 | Personnel reimbursement | 4,144 | 0 | 0 | 0 | 0 |
| 34205-0000 | City Attorney Fees | 25,611 | 0 | 0 | 0 | 0 |
| 34206-0000 | Humb Fire JPA-Finance Direct | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 3,039,822 | 3,635,374 | 3,635,374 | 2,901,765 | 2,902,765 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36812-0000 | Reimbursement | 0 | 0 | 1,461 | 0 | 0 |
| 36820-0000 | Refunds | 0 | 0 | 18,538 | 0 | 0 |
| 36890-0000 | Miscellaneous | 0 | 0 | 8,393 | 0 | 0 |
| | **Subtotal** | 0 | 0 | 28,392 | 0 | 0 |
| | ***OTHER FINANCING SOURCES:*** | | | | | |
| 39100-0000 | Transfers In | 0 | 0 | 500,050 | 0 | 0 |
| **TOTAL FUND 650** | | 3,039,822 | 3,635,374 | 4,163,816 | 2,901,765 | 2,902,765 |
| **660** | **INTERNAL OPERATIONS** | | | | | |
| | ***CHARGES FOR SERVICES:*** | | | | | |
| 34140-0001 | Facilities Maintenance | 0 | 0 | 0 | 715,386 | 721,386 |
| | ***OTHER FINANCING SOURCES:*** | | | | | |
| 39101-0000 | General Fund | 0 | 0 | 0 | 250,000 | 250,000 |
| **TOTAL FUND 660** | | 0 | 0 | 0 | 965,386 | 971,386 |
| **700** | **FIRE AND POLICE RETIREMENT FUND** | | | | | |
| | ***CHARGES FOR SERVICES:*** | | | | | |
| 34830-1069 | Fire | 320,282 | 319,931 | 319,931 | 322,895 | 322,895 |
| 34830-1070 | Police | 77,164 | 77,164 | 77,164 | 77,214 | 77,214 |
| | **Subtotal** | 397,446 | 397,095 | 397,095 | 400,109 | 400,109 |
| **TOTAL FUND 700** | | 397,446 | 397,095 | 397,095 | 400,109 | 400,109 |
| **TOTAL ALL CITY FUNDS** | | 95,382,898 | 66,654,545 | 66,588,687 | 62,777,032 | 59,450,093 |

# Revenues By Fund - Successor Agency Funds

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| **350** | **SUCCESSOR AGENCY - DEBT SERVICE** | | | | | |
| | ***TAXES:*** | | | | | |
| 31110-1000 | SA ROPS Revenue | 2,990,270 | 4,153,116 | 4,153,116 | 3,538,027 | 3,538,027 |
| | ***CHARGES FOR SERVICES:*** | | | | | |
| 34612-0000 | Grant Administration | 0 | 0 | 0 | 0 | 0 |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36166-0000 | Series A 2010 bond interest | 224 | 0 | 0 | 0 | 0 |
| 36167-0000 | Series B 2010 bond interest | 271 | 0 | 0 | 0 | 0 |
| 36199-0000 | Change in FV of inv | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 495 | 0 | 0 | 0 | 0 |
| | ***OTHER FINANCING SOURCES:*** | | | | | |
| 39110-0000 | Transfer In - Fund 450 | 67,126 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 350** | | 3,057,891 | 4,153,116 | 4,153,116 | 3,538,027 | 3,538,027 |
| **450** | **SUCCESSOR AGENCY - CAPITAL PROJECTS** | | | | | |
| | ***MISCELLANEOUS:*** | | | | | |
| 36110-0000 | Pooled cash interest | 0 | 0 | 0 | 0 | 0 |
| 36167-0000 | Series B 2010 bond interest | 186 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 186 | 0 | 0 | 0 | 0 |
| **TOTAL FUND 450** | | 186 | 0 | 0 | 0 | 0 |
| **TOTAL ALL ERA FUNDS** | | 3,058,077 | 4,153,116 | 4,153,116 | 3,538,027 | 3,538,027 |
| **GRAND TOTAL ALL FUNDS** | | 98,440,975 | 70,807,661 | 70,741,803 | 66,315,059 | 62,988,120 |

# *Section F*
# *Expenditures By Fund*

# Expenditures By Fund - City Funds

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| **110** | **GENERAL FUND** | | | | | |
| | *GENERAL GOVERNMENT:* | | | | | |
| 41500 | Non-departmental | 934,360 | 1,050,571 | 1,146,321 | 1,291,430 | 1,291,430 |
| | *PUBLIC SAFETY:* | | | | | |
| 42100 | Police | 9,446,954 | 11,126,462 | 10,614,376 | 11,150,546 | 11,321,823 |
| 42125 | Police - Communication | 1,195,680 | 1,552,600 | 1,459,315 | 1,610,853 | 1,627,349 |
| 42127 | Police - POP | 747,627 | 0 | 0 | 0 | 0 |
| 42201 | Fire-Administration | 3,331,183 | 6,208,546 | 6,233,811 | 6,333,825 | 6,333,825 |
| 42202 | Fire-Prevention | 245,529 | 0 | 0 | 0 | 0 |
| 42203 | Fire-Suppression | 3,300,928 | 0 | 0 | 0 | 0 |
| 42204 | Marine 1 | 0 | 0 | 0 | 0 | 0 |
| 42205 | Fire - Volunteer | 406 | 0 | 0 | 0 | 0 |
| 42230 | Emergency Oper Cnt | 12,250 | 14,000 | 14,000 | 14,000 | 14,000 |
| | **Subtotal** | 18,280,557 | 18,901,608 | 18,321,502 | 19,109,224 | 19,296,997 |
| | *PARKS & RECREATION:* | | | | | |
| 44500 | Facilities Operations | 0 | 0 | 0 | 0 | 0 |
| 45110 | Parks & Rec-Administration | 902 | 542,386 | 488,960 | 466,813 | 472,169 |
| 45131 | Rec-Administration | 285,858 | 0 | 0 | 0 | 0 |
| 45132 | Rec-Youth Programs | 581,530 | 704,872 | 664,838 | 659,830 | 662,502 |
| 45133 | Rec-Adult Programs | 144,479 | 160,829 | 160,336 | 161,525 | 162,907 |
| 45135 | Rec-Adorni Center | 231,200 | 303,061 | 349,726 | 473,159 | 475,307 |
| 45140 | Sequoia Park Zoo | 926,995 | 1,060,614 | 1,059,424 | 1,122,535 | 1,131,363 |
| 45150 | Parks | 914,730 | 778,826 | 720,981 | 789,149 | 795,213 |
| | **Subtotal** | 3,085,694 | 3,550,588 | 3,444,265 | 3,673,011 | 3,699,461 |
| | *PUBLIC WORKS:* | | | | | |
| 44128 | Admin | 199,447 | 44,620 | 44,620 | 24,949 | 25,095 |
| 44130 | Stormwater | 107,429 | 152,945 | 134,087 | 226,903 | 228,810 |
| 44200 | Streets/Alley M | 521,338 | 445,355 | 443,689 | 637,196 | 640,720 |
| 44120 | Engineering-Administration | 104,259 | 252,073 | 250,169 | 230,943 | 232,863 |
| 44122 | Engineering-Construction | 131,421 | 0 | 0 | 0 | 0 |
| 44124 | Engineering-Development | 70,294 | 0 | 0 | 0 | 0 |
| 44125 | Traffic/Signals | 144,815 | 151,468 | 125,990 | 95,491 | 96,045 |
| | **Subtotal** | 1,279,003 | 1,046,461 | 998,555 | 1,215,482 | 1,223,533 |
| | *DEVELOPMENT SERVICES:* | | | | | |
| 44126 | GIS Program | 53,165 | 0 | 0 | 0 | 0 |
| 44510 | Property management | 113,645 | 0 | 0 | 0 | 0 |
| 46101 | CD-Administration | 244,329 | 847,266 | 703,607 | 1,413,220 | 1,431,590 |
| 46102 | CD-Curr Plan/Permit | 200,071 | 0 | 0 | 0 | 0 |
| 46103 | CD-Long Range Plan | 51,218 | 0 | 0 | 0 | 0 |
| 46104 | CD-Enforcement | 47,806 | 0 | 0 | 0 | 0 |
| 46105 | CD-Environmental | 117,744 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 827,978 | 847,266 | 703,607 | 1,413,220 | 1,431,590 |
| 46510 | *ECONOMIC DEVELOPMENT* | 108,924 | 424,268 | 414,656 | 0 | 0 |
| | *PROJECTS* | 334,027 | 425,168 | 135,900 | 475,000 | 123,000 |

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| | *DEBT SERVICE* | 151,565 | 281,107 | 281,107 | 129,542 | 129,542 |
| | *OTHER FINANCING USES* | 0 | 0 | 1,135,000 | 500,000 | 500,000 |
| | **TOTAL FUND 110** | 25,002,108 | 26,527,037 | 26,580,913 | 27,806,909 | 27,695,553 |
| **112** | **DONATIONS** | | | | | |
| | *GENERAL GOVERNMENT:* | | | | | |
| 41500 | Non-departmental | 17,500 | 33,980 | 29,355 | 13,695 | 0 |
| | *PUBLIC SAFETY:* | | | | | |
| 42100 | Police | 4,000 | 64,000 | 64,000 | 66,801 | 0 |
| | *PARKS & RECREATION:* | | | | | |
| 45150 | Parks | 0 | 9,600 | 9,600 | 15,713 | 0 |
| | *PROJECTS* | 3,734,029 | 0 | 0 | 0 | 0 |
| | **TOTAL FUND 112** | 3,755,529 | 107,580 | 102,955 | 96,209 | 0 |
| **120** | **MEASURE "O"** | | | | | |
| | *PUBLIC SAFETY:* | | | | | |
| 42100 | Police | 77,164 | 0 | 0 | 0 | 0 |
| 42201 | Fire-Administration | 0 | 0 | 0 | 0 | 0 |
| 42203 | Fire-Suppression | 320,282 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 397,446 | 0 | 0 | 0 | 0 |
| | *PUBLIC WORKS:* | | | | | |
| 44200 | Streets/Alley M | 0 | 0 | 0 | 0 | 0 |
| | *DEBT SERVICE* | 129,541 | 0 | 0 | 0 | 0 |
| | *OTHER FINANCING USES* | 3,527,700 | 4,241,142 | 4,241,142 | 0 | 0 |
| | **TOTAL FUND 120** | 4,054,687 | 4,241,142 | 4,241,142 | 0 | 0 |
| **205** | **HUD/CDBG ADMINISTRATION-PRIOR YEARS** | | | | | |
| | *ECONOMIC DEVELOPMENT:* | | | | | |
| 46510 | Administration-E.D. | 30,135 | 260,000 | 50,000 | 205,000 | 0 |
| | *OTHER FINANCING USES* | 35,878 | 0 | 0 | 0 | 0 |
| | **TOTAL FUND 205** | 66,013 | 260,000 | 50,000 | 205,000 | 0 |

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| **224** | **SB 1435 STATE HIGHWAY ACCOUNT FUND** | | | | | |
| | *PUBLIC WORKS:* | | | | | |
| 44125 | Traffic/Signals | 6,137 | 13,500 | 13,500 | 0 | 0 |
| 44200 | Streets/Alley M | 0 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 6,137 | 13,500 | 13,500 | 0 | 0 |
| | *PROJECTS* | 394,079 | 342,125 | 265,000 | 200,000 | 0 |
| | **TOTAL FUND 224** | 400,216 | 355,625 | 278,500 | 200,000 | 0 |
| **225** | **SB 45 STATE HIGHWAY FUNDS** | | | | | |
| | *PROJECTS* | 166,014 | 81,761 | 50,000 | 0 | 0 |
| | **TOTAL FUND 225** | 166,014 | 81,761 | 50,000 | 0 | 0 |
| **226** | **CALTRANS NON-FREEWAY** | | | | | |
| | *PROJECTS* | 492,435 | 1,602,628 | 41,375 | 1,500,000 | 0 |
| | **TOTAL FUND 226** | 492,435 | 1,602,628 | 41,375 | 1,500,000 | 0 |
| **227** | **TRANSPORTATION CONGESTION IMPROVEMENT FUND** | | | | | |
| | *PUBLIC WORKS* | | | | | |
| 44125 | Traffic/Signals | 0 | 10,000 | 0 | 0 | 0 |
| | *PROJECTS* | 589,037 | 94,369 | 20,900 | 0 | 0 |
| | **TOTAL FUND 227** | 589,037 | 104,369 | 20,900 | 0 | 0 |
| **229** | **GAS TAX FUNDS - 2105, 2106 and 2107** | | | | | |
| | *PUBLIC WORKS* | | | | | |
| 44125 | Traffic/Signals | 163,898 | 188,697 | 163,824 | 128,753 | 129,376 |
| 44130 | Stormwater | 52,536 | 55,208 | 81,401 | 0 | 0 |
| 44200 | Streets/Alley M | 495,942 | 465,193 | 463,394 | 430,784 | 434,993 |
| | **Subtotal** | 712,376 | 709,098 | 708,619 | 559,537 | 564,369 |
| | *PROJECTS* | 135,639 | 212,700 | 149,215 | 65,300 | 0 |
| | *OTHER FINANCING USES* | 0 | 0 | 32,020 | 0 | 0 |
| | **TOTAL FUND 229** | 848,015 | 921,798 | 889,854 | 624,837 | 564,369 |
| **230** | **HABITAT ACQUISITION AND RESTORATION FUND** | | | | | |
| | *PROJECTS* | 128,403 | 130,906 | 0 | 95,000 | 0 |
| | **TOTAL FUND 230** | 128,403 | 130,906 | 0 | 95,000 | 0 |

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| **232** | **ENVIRONMENTAL PROGRAMS FUND** | | | | | |
| | *PARKS & RECREATION:* | | | | | |
| 44505 | Environmental Programs | 74,178 | 61,148 | 61,148 | 42,823 | 42,823 |
| | **TOTAL FUND 232** | 74,178 | 61,148 | 61,148 | 42,823 | 42,823 |
| **233** | **SPECIAL POLICE REVENUE FUND - DRUG ASSET FORFEITURES** | | | | | |
| | *PUBLIC SAFETY:* | | | | | |
| 42100 | Police | 99,173 | 350,000 | 50,000 | 515,000 | 515,000 |
| | **TOTAL FUND 233** | 99,173 | 350,000 | 50,000 | 515,000 | 515,000 |
| **234** | **SPECIAL POLICE REVENUE FUND - GRANTS** | | | | | |
| | *PUBLIC SAFETY:* | | | | | |
| 42100 | Police | 24,672 | 11,654 | 11,481 | 0 | 0 |
| | *PROJECTS* | 0 | 0 | 0 | 0 | 0 |
| | **TOTAL FUND 234** | 24,672 | 11,654 | 11,481 | 0 | 0 |
| **235** | **SPECIAL POLICE REVENUE FUND - GRANTS** | | | | | |
| | *PUBLIC SAFETY:* | | | | | |
| 42100 | Police | 4,669 | 0 | 3,846 | 0 | 0 |
| | **TOTAL FUND 235** | 4,669 | 0 | 3,846 | 0 | 0 |
| **236** | **SPECIAL POLICE REVENUE FUND - SLES (COPS)** | | | | | |
| | *PUBLIC SAFETY:* | | | | | |
| 42100 | Police | 234,028 | 97,500 | 28,000 | 167,818 | 167,818 |
| | **TOTAL FUND 236** | 234,028 | 97,500 | 28,000 | 167,818 | 167,818 |
| **237** | **SPECIAL POLICE REVENUE FUND - TRAFFIC OFFENDER** | | | | | |
| | *PUBLIC SAFETY:* | | | | | |
| 42100 | Police | 87,689 | 162,061 | 98,257 | 0 | 0 |
| | **TOTAL FUND 237** | 87,689 | 162,061 | 98,257 | 0 | 0 |
| **238** | **ABANDONED VEHICLE ABATEMENT FUND** | | | | | |
| | *PUBLIC SAFETY:* | | | | | |
| 42100 | Police | 0 | 32,088 | 32,088 | 29,552 | 29,552 |
| | **TOTAL FUND 238** | 0 | 32,088 | 32,088 | 29,552 | 29,552 |

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| **239** | **PARKING** | | | | | |
| | *PUBLIC SAFETY:* | | | | | |
| 42126 | Police | 91,287 | 104,902 | 65,954 | 27,387 | 27,534 |
| | *PUBLIC WORKS:* | | | | | |
| 44125 | Traffic/Signals | 14,667 | 16,540 | 17,507 | 20,453 | 20,661 |
| 44200 | Streets/Alley M | 38,402 | 43,297 | 43,499 | 44,754 | 45,362 |
| 44122 | Engineering - Construction | 1,294 | 0 | 0 | 60,000 | 0 |
| | *PROJECTS* | 13,784 | 15,000 | 15,000 | 15,000 | 62,000 |
| | *DEBT SERVICE* | 0 | 0 | 0 | 0 | 0 |
| | *OTHER FINANCING USES* | 0 | 0 | 7,350 | 0 | 0 |
| | **TOTAL FUND 239** | 159,434 | 179,739 | 149,310 | 167,594 | 155,557 |
| **241** | **STREETS IMPROVEMENTS** | | | | | |
| | *PROJECTS* | 0 | 0 | 0 | 250,000 | 250,000 |
| | **TOTAL FUND 242** | 0 | 0 | 0 | 250,000 | 250,000 |
| **242** | **DEMOLITION PROJECTS FUND** | | | | | |
| | *PROJECTS* | 271,943 | 137,009 | 50,000 | 50,000 | 0 |
| | **TOTAL FUND 242** | 271,943 | 137,009 | 50,000 | 50,000 | 0 |
| **260** | **AIRPORT FUND** | | | | | |
| | *DEVELOPMENT SERVICES:* | | | | | |
| 44520 | Airport | 38,247 | 124,940 | 75,447 | 119,412 | 69,912 |
| 46101 | Airport | 0 | 0 | 0 | 5,926 | 6,072 |
| | **TOTAL FUND 260** | 38,247 | 124,940 | 75,447 | 125,338 | 75,984 |
| **265** | **HAZARDOUS MATERIALS RESPONSE FUND** | | | | | |
| | *PUBLIC SAFETY:* | | | | | |
| 42225 | Haz/Mat Resp. Team | 27,625 | 0 | 0 | 0 | 0 |
| | **TOTAL FUND 265** | 27,625 | 0 | 0 | 0 | 0 |
| **266** | **CPR TRAINING CENTER** | | | | | |
| | *PUBLIC SAFETY:* | | | | | |
| 42200 | CPR Training Center | 20,263 | 0 | 0 | 0 | 0 |
| | **TOTAL FUND 266** | 20,263 | 0 | 0 | 0 | 0 |

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| **273** | **CDBG FUND** | | | | | |
| | *DEVELOPMENT SERVICES:* | | | | | |
| 46310 | Housing | 210,121 | 858,189 | 364,783 | 0 | 0 |
| | **TOTAL FUND 273** | 210,121 | 858,189 | 364,783 | 0 | 0 |
| **275** | **CDBG GENERAL ALLOCATION** | | | | | |
| | *DEVELOPMENT SERVICES:* | | | | | |
| 46310 | Housing | 0 | 72,000 | 0 | 72,000 | 0 |
| | **TOTAL FUND 273** | 0 | 72,000 | 0 | 72,000 | 0 |
| **276** | **HOME PROGRAM FUND** | | | | | |
| | *DEVELOPMENT SERVICES:* | | | | | |
| 46310 | Housing | 0 | 1,020,000 | 0 | 1,066,000 | 0 |
| | **TOTAL FUND 276** | 0 | 1,020,000 | 0 | 1,066,000 | 0 |
| **277** | **HOUSING RLF CDBG PROGRAM INCOME** | | | | | |
| | *DEVELOPMENT SERVICES:* | | | | | |
| 46310 | Housing | 1,419 | 50,000 | 50,000 | 50,000 | 50,000 |
| | *OTHER FINANCING USES* | 426,103 | 0 | 0 | 0 | 0 |
| | **TOTAL FUND 277** | 427,522 | 50,000 | 50,000 | 50,000 | 50,000 |
| **278** | **CALHOME OOR GRANT - HOUSING FUND** | | | | | |
| | *DEVELOPMENT SERVICES:* | | | | | |
| 46310 | Housing | 0 | 30,000 | 0 | 99,850 | 0 |
| | **TOTAL FUND 278** | 0 | 30,000 | 0 | 99,850 | 0 |
| **283** | **ECONOMIC DEVELOPMENT FUND** | | | | | |
| | *ECONOMIC DEVELOPMENT:* | | | | | |
| 46510 | Administration-E.D. | 2,470,109 | 4,805,455 | 2,657,529 | 2,147,926 | 0 |
| | **TOTAL FUND 283** | 2,470,109 | 4,805,455 | 2,657,529 | 2,147,926 | 0 |
| **285** | **RENTAL REHABILITATION FUND** | | | | | |
| | *DEVELOPMENT SERVICES:* | | | | | |
| 46310 | Housing | 0 | 0 | 106,000 | 0 | 0 |
| | **TOTAL FUND 285** | 0 | 0 | 106,000 | 0 | 0 |
| **291** | **HOUSING FUND** | | | | | |

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| | *DEVELOPMENT SERVICES:* | | | | | |
| 46310 | Housing | 6,274 | 61,000 | 5,000 | 66,000 | 66,000 |
| | **TOTAL FUND 291** | 6,274 | 61,000 | 5,000 | 66,000 | 66,000 |
| **296** | **HOUSING FUND** | | | | | |
| | *DEVELOPMENT SERVICES:* | | | | | |
| 46310 | Housing | 145,922 | 398,876 | 190,036 | 455,075 | 157,927 |
| | *OTHER FINANCING USES* | 0 | 0 | 600 | 0 | 0 |
| | **TOTAL FUND 296** | 145,922 | 398,876 | 190,636 | 455,075 | 157,927 |
| **500** | **WATER FUND** | | | | | |
| | *GENERAL GOVERNMENT:* | | | | | |
| 41430 | Finance | 234,330 | 252,497 | 239,901 | 352,458 | 357,577 |
| | *PUBLIC WORKS:* | | | | | |
| 44370 | Water Distrib Maint | 1,999,351 | 1,485,591 | 1,449,764 | 1,557,291 | 1,568,695 |
| 44420 | Water Treatment | 3,045,658 | 3,801,073 | 3,677,851 | 3,841,893 | 3,847,368 |
| 44120 | Engineering - Administration | 128,547 | 270,756 | 339,467 | 389,050 | 393,685 |
| 44122 | Engineering - Construction | 319,390 | 0 | 0 | 0 | 0 |
| 44124 | Engineering - Development | 64,521 | 0 | 0 | 0 | 0 |
| 44126 | Engineering - Development | 40,631 | 44,778 | 45,293 | 770 | 770 |
| 44128 | Engineering - Administration | 70,277 | 125,289 | 153,842 | 212,066 | 214,612 |
| | **Subtotal** | 5,668,375 | 5,727,487 | 5,666,217 | 6,001,070 | 6,025,130 |
| | *DEVELOPMENT SERVICES:* | | | | | |
| 46101 | GIS Program | 0 | 0 | 0 | 44,785 | 45,923 |
| | *PROJECTS* | 35,345 | 112,000 | 32,000 | 169,400 | 79,000 |
| | *DEBT SERVICE* | 908,524 | 1,765,015 | 1,765,015 | 1,766,548 | 1,406,382 |
| | *OTHER FINANCING USES* | 5,255,728 | 0 | 144,230 | 0 | 0 |
| | **TOTAL FUND 500** | 12,102,302 | 7,856,999 | 7,847,363 | 8,334,261 | 7,914,012 |
| **501** | **WATER CAPITAL PROJECTS FUND** | | | | | |
| | *PROJECTS* | 0 | 1,118,070 | 320,000 | 3,470,000 | 721,000 |
| | *OTHER FINANCING USES* | 0 | 0 | 0 | 0 | 0 |
| | **TOTAL FUND 501** | 0 | 1,118,070 | 320,000 | 3,470,000 | 721,000 |

# Expenditures By Fund - City Funds

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| **510** | **WASTEWATER OPERATING FUND** | | | | | |
| | *GENERAL GOVERNMENT:* | | | | | |
| 41430 | Finance | 228,242 | 254,182 | 241,586 | 307,283 | 311,622 |
| | *PUBLIC WORKS:* | | | | | |
| 44380 | Sewer Collect Maint | 1,803,692 | 1,564,610 | 1,582,336 | 1,664,241 | 1,677,739 |
| 44430 | Wastewater Treatment | 2,682,060 | 3,376,722 | 3,274,423 | 3,529,186 | 3,547,971 |
| 44120 | Engineering-Administration | 117,719 | 307,471 | 338,681 | 387,232 | 391,867 |
| 44122 | Engineering-Construction | 317,955 | 0 | 0 | 0 | 0 |
| 44124 | Engineering-Development | 82,565 | 0 | 0 | 0 | 0 |
| 44126 | Engineering-Development | 40,630 | 44,782 | 45,297 | 770 | 770 |
| 44128 | GIS Program | 64,796 | 126,119 | 111,605 | 212,080 | 214,626 |
| | **Subtotal** | 5,109,417 | 5,419,704 | 5,352,342 | 5,793,509 | 5,832,973 |
| | *DEVELOPMENT SERVICES:* | | | | | |
| 46101 | GIS Program | 0 | 0 | 0 | 44,785 | 45,923 |
| | *PROJECTS* | 416 | 112,000 | 32,000 | 68,400 | 0 |
| | *DEBT SERVICE* | 875,028 | 1,298,876 | 1,298,876 | 1,296,997 | 1,293,581 |
| | *OTHER FINANCING USES* | 99,338 | 0 | 239,100 | 0 | 0 |
| | **TOTAL FUND 510** | 6,312,441 | 7,084,762 | 7,163,904 | 7,510,974 | 7,484,099 |
| **512** | **WASTEWATER CAPITAL PROJECT FUND** | | | | | |
| | *PUBLIC WORKS:* | | | | | |
| 44430 | Wastewater Treatment | 0 | 0 | 0 | 0 | 0 |
| | *PROJECTS* | (238,983) | 5,708,242 | 2,493,268 | 5,805,000 | 3,641,000 |
| | *OTHER FINANCING USES* | 19,250,344 | 0 | 0 | 0 | 0 |
| | **TOTAL FUND 512** | 19,011,361 | 5,708,242 | 2,493,268 | 5,805,000 | 3,641,000 |
| **520** | **TRANSIT FUND** | | | | | |
| | *TRANSIT:* | | | | | |
| 41470 | Transit-gen public | 1,688,727 | 1,586,892 | 1,418,076 | 1,471,375 | 1,471,375 |
| 41471 | Paratransit | 451,532 | 469,200 | 469,156 | 442,500 | 442,500 |
| | **Subtotal** | 2,140,259 | 2,056,092 | 1,887,232 | 1,913,875 | 1,913,875 |
| | *PROJECTS* | 0 | 127,014 | 64,866 | 0 | 0 |
| | **TOTAL FUND 520** | 2,140,259 | 2,183,106 | 1,952,098 | 1,913,875 | 1,913,875 |
| **530** | **HUMBOLDT BAY OPERATING FUND** | | | | | |

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| | *PARKS & RECREATION:* | | | | | |
| 44440 | Harbor-Maintenance | 907,542 | 616,918 | 615,535 | 617,132 | 621,945 |
| 44441 | Harbor-Public Marina | 106,842 | 206,300 | 206,231 | 209,252 | 210,130 |
| | **Subtotal** | 1,014,384 | 823,218 | 821,766 | 826,384 | 832,075 |
| | *PUBLIC WORKS* | | | | | |
| 44124 | Engineering - Development | 3,735 | 0 | 0 | 0 | 0 |
| | **Subtotal** | 3,735 | 0 | 0 | 0 | 0 |
| | *DEVELOPMENT SERVICES:* | | | | | |
| 44510 | Property Management | 6,015 | 6,706 | 6,713 | 0 | 0 |
| 46101 | Property Management | 0 | 0 | 0 | 6,760 | 6,906 |
| | *DEBT SERVICE* | 80,512 | 174,283 | 174,283 | 174,282 | 174,282 |
| | *PROJECTS* | 20,373 | 100,000 | 100,000 | 100,000 | 21,000 |
| | *OTHER FINANCING USES* | 0 | 0 | 27,300 | 0 | 0 |
| | **TOTAL FUND 530** | 1,125,019 | 1,104,207 | 1,130,062 | 1,107,426 | 1,034,263 |
| **540** | **BUILDING FUND** | | | | | |
| | *PUBLIC WORKS:* | | | | | |
| 46200 | Building | 1,264,744 | 634,222 | 622,655 | 593,013 | 600,011 |
| 46250 | Code Enforcement | 11,015 | 131,513 | 112,456 | 131,341 | 133,016 |
| | **Subtotal** | 1,275,759 | 765,735 | 735,111 | 724,354 | 733,027 |
| | *PROJECTS* | 9,704 | 0 | 0 | 0 | 0 |
| | *OTHER FINANCING USES* | 0 | 0 | 34,930 | 0 | 0 |
| | **TOTAL FUND 540** | 1,285,463 | 765,735 | 770,041 | 724,354 | 733,027 |
| **550** | **MUNICIPAL GOLF COURSE FUND** | | | | | |
| | *DEVELOPMENT SERVICES:* | | | | | |
| 44510 | Property management | 13,010 | 6,759 | 6,766 | 3,759 | 3,759 |
| 46101 | Property management | 0 | 0 | 0 | 3,002 | 3,148 |
| | *PROJECTS* | 0 | 120,453 | 120,453 | 80,000 | 0 |
| | **TOTAL FUND 550** | 13,010 | 127,212 | 127,219 | 86,761 | 6,907 |
| **610** | **EQUIPMENT OPERATIONS FUND** | | | | | |
| | *PUBLIC WORKS:* | | | | | |
| 44360 | Equipment Operations | 1,626,059 | 2,185,852 | 2,178,702 | 2,000,494 | 2,011,800 |
| | *PROJECTS* | 0 | 0 | 0 | 0 | 13,000 |

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| | *OTHER FINANCING USES* | 0 | 0 | 62,690 | 0 | 0 |
| | **TOTAL FUND 610** | 1,626,059 | 2,185,852 | 2,241,392 | 2,000,494 | 2,024,800 |
| **625** | **RISK MANAGEMENT FUND** | | | | | |
| | *GENERAL GOVERNMENT:* | | | | | |
| 41412 | Liability | 716,688 | 1,010,000 | 1,010,000 | 890,570 | 890,570 |
| 41413 | Workers' Comp | 831,310 | 854,000 | 854,000 | 937,813 | 937,813 |
| 41415 | Employee Benefits | 145,494 | 145,000 | 145,000 | 145,000 | 145,000 |
| | **Subtotal** | 1,693,492 | 2,009,000 | 2,009,000 | 1,973,383 | 1,973,383 |
| **625** | **TOTAL FUND 625** | 1,693,492 | 2,009,000 | 2,009,000 | 1,973,383 | 1,973,383 |
| **630** | **INFORMATION TECHNOLOGY OPERATIONS** | | | | | |
| | *GENERAL GOVERNMENT:* | | | | | |
| 41435 | City Clerk | 1,128,430 | 1,291,057 | 1,171,595 | 1,144,852 | 1,150,113 |
| | *DEBT SERVICE* | 4,835 | 0 | 0 | 60,402 | 60,402 |
| | *OTHER FINANCING USES* | 0 | 0 | 16,590 | 0 | 0 |
| | **TOTAL FUND 630** | 1,133,265 | 1,291,057 | 1,188,185 | 1,205,254 | 1,210,515 |
| **650** | **INTERNAL OPERATIONS** | | | | | |
| | *GENERAL GOVERNMENT:* | | | | | |
| 41100 | City Council | 123,714 | 121,700 | 124,224 | 114,566 | 118,675 |
| 41300 | Mayor | 26,599 | 29,472 | 30,855 | 30,094 | 31,488 |
| 41400 | City Manager | 280,942 | 279,110 | 287,531 | 298,612 | 302,043 |
| 41410 | Human Resources | 446,236 | 508,471 | 518,600 | 532,394 | 540,832 |
| 41420 | City Clerk | 255,149 | 268,048 | 273,714 | 280,282 | 282,969 |
| 41430 | Finance | 635,922 | 577,775 | 595,724 | 646,429 | 654,807 |
| 41450 | City Att-Legal Svcs | 453,946 | 575,273 | 534,857 | 562,391 | 568,907 |
| 41500 | Non-departmental | 502,645 | 443,583 | 443,583 | 427,986 | 427,986 |
| | **Subtotal** | 2,725,153 | 2,803,432 | 2,809,088 | 2,892,754 | 2,927,707 |
| | *PARKS & RECREATION:* | | | | | |
| 44500 | Facilities Operations | 579,908 | 741,552 | 675,281 | 0 | 0 |
| | *PROJECTS* | 42,037 | 0 | 0 | 0 | 0 |
| | **TOTAL FUND 650** | 3,347,098 | 3,544,984 | 3,484,369 | 2,892,754 | 2,927,707 |
| **660** | **INTERNAL OPERATIONS** | | | | | |
| | *PARKS & RECREATION:* | | | | | |
| 44500 | Facilities Operations | 0 | 0 | 0 | 715,012 | 721,740 |
| | *PROJECTS* | 0 | 0 | 0 | 250,000 | 250,000 |
| | **TOTAL FUND 650** | 0 | 0 | 0 | 965,012 | 971,740 |

# *Expenditures By Fund - City Funds*

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| **700** | **FIRE AND POLICE RETIREMENT FUND** | | | | | |
| | *GENERAL GOVERNMENT:* | | | | | |
| 41415 | Pension Trust | 439,426 | 397,095 | 397,095 | 400,109 | 400,109 |
| | **TOTAL FUND 700** | 439,426 | 397,095 | 397,095 | 400,109 | 400,109 |
| TOTAL ALL CITY FUNDS | | 90,033,521 | 78,160,826 | 67,313,160 | 74,222,588 | 62,727,020 |

# *Expenditures By Fund - Successor Agency Funds*

| Acct. No. | Description | 2014-15 Actual | 2015-16 Amended Budget | 2015-16 Estimated Actual | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|---|---|
| **350** | **SUCCESSOR AGENCY - DEBT SERVICE** | | | | | |
| | *SUCCESSOR AGENCY:* | | | | | |
| 46410 | Redevel. Admin. | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 |
| | *DEBT SERVICE* | 1,534,016 | 3,022,731 | 3,022,731 | 3,013,739 | 3,015,299 |
| | *OTHER FINANCING USES* | 0 | 880,385 | 880,385 | 274,283 | 274,283 |
| | **TOTAL FUND 350** | 1,784,016 | 4,153,116 | 4,153,116 | 3,538,022 | 3,539,582 |
| **450** | **SUCCESSOR AGENCY - CAPITAL PROJECTS** | | | | | |
| | *SUCCESSOR AGENCY:* | | | | | |
| 46430 | Redevel. agreements | 57,718 | 0 | 0 | 0 | 0 |
| | *PROJECTS* | 84,666 | 265,815 | 150,000 | 0 | 0 |
| | *OTHER FINANCING USES* | 67,126 | 0 | 0 | 0 | 0 |
| | **TOTAL FUND 450** | 209,510 | 265,815 | 150,000 | 0 | 0 |
| **TOTAL ALL ERA FUNDS** | | 1,993,526 | 4,418,931 | 4,303,116 | 3,538,022 | 3,539,582 |
| **GRAND TOTAL ALL FUNDS** | | 92,027,047 | 82,579,757 | 71,616,276 | 77,760,610 | 66,266,602 |

CITY OF EUREKA

CALIFORNIA

# *Section G*
# *Projects By Fund*

| FUND #(s) | FUND DESCRIPTION | 2015-16 Projected | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **110** | **GENERAL FUND** | | | |
| **PJ #** | **Name** | | | |
| 517 | GENERAL PLAN UPDATE | 88,000 | 450,000 | - |
| 561 | H STREET STORM DRAIN | 47,900 | - | - |
| 578 | ENGINEERING & ENVIRONMENTAL PROJECTS | - | 25,000 | - |
| | RESERVE FOR CIP PROJECTS | - | - | 123,000 |
| | ***SUBTOTAL GENERAL FUND*** | 135,900 | 475,000 | 123,000 |
| **224** | **SAFETEA-LU** | | | |
| **PJ #** | **Name** | | | |
| 536 | MICRO SURFACING | 143,500 | 100,000 | - |
| 545 | PAVEMENT MAINTENANCE | 106,500 | 100,000 | - |
| | ***SUBTOTAL SAFETEA-LU*** | 250,000 | 200,000 | - |
| **225** | **SB 45 ST HGHWY FUNDS** | | | |
| **PJ #** | **Name** | | | |
| 398 | WATERFRONT DRIVE G TO J STREETS | 50,000 | - | - |
| | ***SUBTOTAL SB 45 ST HGHWY FUNDS*** | 50,000 | - | - |
| **226** | **CALTRANS NON-FREEWAY FUND** | | | |
| **PJ #** | **Name** | | | |
| 464 | EWFT PHASE A | 30,000 | - | - |
| 574 | EWFT RIGHT-OF-WAY | 11,375 | - | - |
| 575 | EWFT CONTRUCTION | - | 1,500,000 | - |
| | ***SUBTOTAL CALTRANS NON-FREEWAY FUND*** | 41,375 | 1,500,000 | - |
| **227** | **STATE FUNDED ROAD MAINTENANCE** | | | |
| **PJ #** | **Name** | | | |
| 559 | PEDESTRIAN SAFETY & OUTREACH | 20,900 | - | - |
| | ***SUBTOTAL STATE FUNDED ROAD MAINTENANCE*** | 20,900 | - | - |
| **229** | **HIGHWAY USERS TAX** | | | |
| **PJ #** | **Name** | | | |
| 529 | SOUTH GATEWAY | 20,000 | - | - |
| 539 | SIDEWALK REPAIR | 52,215 | 65,300 | - |
| 561 | H STREET STORM DRAIN | 37,000 | - | - |
| | ***SUBTOTAL HIGHWAY USERS TAX*** | 109,215 | 65,300 | - |
| **230** | **HABITAT ACQ. & RESTORATION FUND** | | | |
| **PJ #** | **Name** | | | |
| 486 | PALCO MARSH | - | 95,000 | - |
| | ***SUBTOTAL HABITAT ACQ. & RESTORATION FUND*** | - | 95,000 | - |
| **239** | **PARKING** | | | |
| **PJ #** | **Name** | | | |
| 520 | PARKING LOT MAINTENANCE | 15,000 | 15,000 | - |
| | RESERVE FOR CIP PROJECTS | - | - | 62,000 |
| | ***SUBTOTAL PARKING*** | 15,000 | 15,000 | 62,000 |

| FUND #(s) | FUND DESCRIPTION | 2015-16 Projected | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| **241** | **STREETS IMPROVEMENTS** | | | |
| **PJ #** | **Name** | | | |
| | RESERVE FOR CIP PROJECTS | - | 250,000 | 250,000 |
| | ***SUBTOTAL STREETS IMPROVEMENTS*** | - | 250,000 | 250,000 |
| **242** | **DEMOLITION PROJECTS FUND** | | | |
| **PJ #** | **Name** | | | |
| 89 | SQUIRES VS. CITY OF EUREKA | 50,000 | 50,000 | - |
| | ***SUBTOTAL DEMOLITION PROJECTS FUND*** | 50,000 | 50,000 | - |
| **500/501** | **WATER CAPITAL PROJECTS** | | | |
| **PJ #** | **Name** | | | |
| 394 | RESERVOIR MAINTENANCE & SECURITY PROJECT | 25,000 | - | - |
| 484 | WATER IMPROVEMENTS | 10,000 | 420,000 | 515,000 |
| 517 | GENERAL PLAN UPDATE | 32,000 | 48,400 | - |
| 557 | MAD RIVER PIPELINE PHASE 6 | 240,000 | 3,000,000 | - |
| 571 | MAD RIVER PIPELINE FAILURE | 45,000 | | |
| 578 | ENGINEERING & ENVIRONMENTAL PROJECTS | - | 20,000 | - |
| 587 | CAL. REDWOOD COMPANY UTILITY EXTENSION | - | 90,000 | - |
| 588 | CORROSION CONTROL - WATER TANKS | - | 11,000 | 66,000 |
| 589 | LUNDBAR HILLS BOOSTER STATION REHAB. | - | 50,000 | 206,000 |
| | RESERVE FOR CIP PROJECTS | - | - | 13,000 |
| | ***SUBTOTAL WATER CAPITAL PROJECTS*** | 352,000 | 3,639,400 | 800,000 |
| **510/512** | **WASTEWATER CAPITAL PROJECTS** | | | |
| **PJ #** | **Name** | | | |
| 433 | CROSSTOWN INTERCEPTOR | - | - | 83,000 |
| 445 | SCADA PROGRAM | 500,561 | - | - |
| 462 | COGENERATION UPGRADE | 50,000 | 1,400,000 | - |
| 475 | WASTEWATER OUTFALL & REPAIR | - | - | - |
| 477 | BIOSOLIDS DEWATERING | 7,000 | - | - |
| 502 | WASTEWATER FACILITIES PLAN PHASE 4 | 10,000 | - | - |
| 514 | SEWER IMPROVEMENTS | - | - | - |
| 517 | GENERAL PLAN UPDATE | 32,000 | 48,400 | - |
| 519 | MARTIN SLOUGH FORCE MAIN | 252,500 | - | - |
| 528 | MARTIN SLOUGH COLLECTOR | 1,071,161 | - | - |
| 542 | PRIMARY CLARIFIER REHABILITATION | - | - | 1,430,000 |
| 555 | HILFIKER LIFT STATION | 392,046 | - | - |
| 558 | MCC UPGRADES | 50,000 | 775,000 | - |
| 564 | INFILITRATION & INFLOW | 150,000 | 1,000,000 | 1,030,000 |
| 565 | LAND APPLICATION PERMITTING | 10,000 | - | - |
| 578 | ENGINEERING & ENVIRONMENTAL PROJECTS | - | 20,000 | - |
| 579 | COLLECTION SYSTEM MAINTENANCE | - | 500,000 | 516,000 |
| 580 | WW LIFT STATION IMPROVEMENTS | - | 35,000 | 206,000 |
| 581 | TRICKLING FILTER PUMPS | - | 100,000 | - |
| 582 | WW FACILITIES PLAN PHASE 5 | - | 155,000 | - |
| 583 | WATER PUMPS | - | 30,000 | - |
| 584 | ELK RIVER DIGESTER COVER REPAIR | - | 1,500,000 | - |
| 585 | OVERFLOW MARSH STRUCTURE MAIN | - | 50,000 | 260,000 |
| 586 | BIOSOLIDS DEWATERING FACILITY | - | 100,000 | 103,000 |
| 587 | CAL. REDWOOD COMPANY UTILITY EXTENSION | - | 60,000 | - |
| | RESERVE FOR CIP PROJECTS | - | 100,000 | 13,000 |
| | ***SUBTOTAL WASTEWATER CAPITAL PROJECTS*** | 2,525,268 | 5,873,400 | 3,641,000 |
| **530** | **HUMBOLDT BAY FUND** | | | |
| **PJ #** | **Name** | | | |
| 566 | HARBOR DREDGING | - | 100,000 | - |
| | RESERVE FOR CIP PROJECTS | - | - | 21,000 |
| | ***SUBTOTAL HUMBOLDT BAY FUND*** | - | 100,000 | 21,000 |

| FUND #(s) | FUND DESCRIPTION | 2015-16 Projected | 2016-17 Budget | 2017-18 Budget |
|---|---|---|---|---|
| 550 | GOLF COURSE FUND | | | |
| PJ # | Name | | | |
| 494 | GOLF COURSE IMPROVEMENTS | 120,453 | 80,000 | - |
| | ***SUBTOTAL GOLF COURSE FUND*** | 120,453 | 80,000 | - |
| 610 | EQUIPMENT OPERATIONS | | | |
| PJ # | Name | | | |
| | RESERVE FOR CIP PROJECTS | - | - | 13,000 |
| | ***SUBTOTAL EQUIPMENT OPERATIONS*** | - | - | 13,000 |
| 660 | FACILITIES OPERATIONS | | | |
| PJ # | Name | | | |
| | RESERVE FOR CIP PROJECTS | - | 250,000 | 250,000 |
| | ***SUBTOTAL FACILITIES OPERATIONS*** | - | 250,000 | 250,000 |
| | **TOTAL PROJECTS** | **3,670,111** | **12,593,100** | **5,160,000** |

# *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 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% each are the Transient Occupancy Tax at 9% and property taxes at 8%.

### *What is the General Fund's largest expense?*

$12,761,399 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 $6,347,825 or 23% of General Fund operating expenditures.

# *FY2016-17*
# *Budget Preparation Calendar*

| Date | Task | Staff |
|---|---|---|
| February 16, 2016 | Presentation of 2015-16 Mid-year Budget Report & CIP | Finance, PW, CM |
| February 26, 2016 | Submit project forms to Finance | Engineering, PW |
| February 26, 2016 | Departments turn in Fee Schedule changes | Departments |
| Feb 29 - Mar 4 | Analyze Cost Allocation | Departments, CM, Finance |
| March 11, 2016 | All Departments submit complete packets of 2016-17 operating budget requests, all other accompanying materials including service alternatives | Departments |
| March 11, 2016 | Departments turn in budget document narrative, goals & objectives, etc. | Finance, Departments |
| March 14, 2016 | Finance Advisory Committee Meeting to recommend fee schedule | Departments |
| March 15, 2016 | Present the 2016-17 Fee Schedule to Council | Departments |
| March 17 - 23 | Departments and accountants meet to review certain revenue projections | Finance, Departments |
| March 16, 2016 | Finance, Personnel & City Manager review personnel service alternatives | CM, Finance, Personnel |
| March 17 - 23 | Departments, Finance & City Manager review operating budgets and service alternatives. | Departments, CM, Finance, Personnel |
| April 5, 2016 | Present the 2016-17 Fiscal Year Budget to Council | CM, Finance, Departments, City Council |
| April 20, 2016 | Special Council meeting for Budget Workshop (1 of 2 - General Fund) | CM, Finance, Departments, City Council |
| April 28, 2016 | Special Council meeting for Budget Workshop (2 of 2 - Other Funds) | CM, Finance, Departments, City Council |
| May 3, 2016* | 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.

## 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).

***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

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
- 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

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
- 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.

# *Demographics & Statistics*

| | |
|---|---|
| Date of incorporation as a city: | February 19, 1874 |
| Date Charter adopted: | February 8, 1895 |
| Council-Manager form of government Adopted: | March 5, 1959 |
| Area: | 17.71 square miles |
| Population: | 26,946 |
| Miles of streets: | 125 |
| Miles of water line: | 150 |
| Miles of sewers: | 100 |
| Street lights: | 2,230 |
| Signals: | |
| City | 26 |
| State | 27 |
| Fire protection: | 3 Stations |
| Police protection: | 1 Station |
| Business licenses: | 2,499 |
| Parks - number of acres | 245 |
| Parks | 14 |
| Golf courses | 1 |
| Community recreation facilities | 10 |
| Tennis courts | 6 |
| Ballfields | 4 |
| Outdoor amphitheater | 1 |
| Zoo | 1 |
| Water utility: | |
| Customers | 10,005 |
| Average daily consumption | 3,543 ccf/day |

Information from City of Eureka, 2014-15 Statistical Section

# Demographics & Statistics

The Following tables provide additional demographic statistics for the City of Eureka and its citizenry from the 2010-2014 American Community Survey (ACS), and the California Department of Finance (E-1 & E-4 City and County Population Estimates):

## Gender

Male.....50.9%
Female.....49.1%

## Age Composition

Under 5 years.....5.4%
5 to 9 years.....5.1%
10 to 14 years.....4.7%
15 to 19 years.....5.9%
20 to 24 years.....10.6%
25 to 34 years.....17.3%
35 to 44 years.....9.7%
45 to 54 years.....13.1%
55 to 59 years.....7.7%
60 to 64 years.....6.9%
65 to 74 years.....7.4%
75 to 84 years.....4.4%
85 years and over.....1.8%
Median age (years).....35.8

## Race/Ethnic Origin

White.....73.2%
Hispanic/Latino.....9.6%
Black or African American.....2.2%
American Indian & Alaska Native.....3.0%
Asian.....4.9%
Native Hawaiian and Other Pacific Islander.....0.3%
Some Other race.....0.5%
Two or More Races.....6.3%

## Educational Attainment

Less than 9th grade.....2.9%
9th to 12th grade, no diploma.....9.9%
High school graduate.....27.1%
Some college, no degree.....28.2%
Associate's degree.....8.3%
Bachelor's degree.....15.7%
Graduate or professional degree.....7.9%
(Population 25 years and over)

## Occupation Composition

Management, business, science And arts.....26.1%
Service.....28.4%
Sales and office .....27.5%
Nat. resources, construction, & maintenance.....8.9%
Production, transportation, & materials moving.....9.1%
(Civilian employed population 16 years and over)

## Household Income

Less than $10,000.....6.8%
$10,000 to $14,999.....9.6%
$15,000 to $24,999.....17.2%
$25,000 to $34,999.....13.5%
$35,000 to $49,999.....15.1%
$50,000 to $74,999.....17.5%
$75,000 to $99,999.....10.2%
$100,000 to $149,000.....8.0%
$150,000 to $199,999.....1.1%
$200,000 or more.....1.0%
Median household income.....$38,007

## Population

2001.....25,941
2002.....25,909
2003.....25,789
2004.....25,783
2005.....25,580
2006.....25,435
2007.....25,396
2008.....26,845
2009.....26,927
2010.....27,125
2011.....27,191
2012.....26,988
2013.....27,021
2014.....26,914
2015.....26,946

## Employment by Industry

| | Percent |
|---|---|
| Professional, scientific, management, administrative and waste management services | 8.4% |
| Agriculture, forestry, fishing and hunting, and mining | 0.8% |
| Construction | 6.3% |
| Manufacturing | 2.6% |
| Wholesale trade | 2.5% |
| Retail trade | 13.2% |
| Transportation and warehousing, and utilities | 4.7% |
| Information | 1.3% |
| Finance and insurance, real estate, rental and leasing | 5.0% |
| Educational services, health care, and social assistance | 24.6% |
| Arts, entertainment, recreation, accommodation, and food services | 17.0% |
| Other services (except public administration) | 7.3% |
| Public administration | 6.3% |

(Civilian employed population 16 years and over)

## Largest Employers in Eureka

| Company | Type of Business | Employees |
|---|---|---|
| Costco Wholesale#125 | Department Store | 187 |
| Winco Foods | Grocery Store | 164 |
| Walmart | Retail/Grocery | 150 |
| Kohls | Department Store | 114 |
| Schmidbauer Lumber | Wood Products | 111 |
| Target Stores | Department Store | 100 |
| Piersons Building Center | Lumber & Building Materials | 100 |
| Times Standard | Newspaper | 89 |
| North Coast Fabricators | Construction | 87 |
| Pacific Choice Seafoods | Fish & Seafoods | 86 |

Source: Top Ten Employers from City of Eureka business license records

## Principal Property Taxpayers June 30, 2015

| Company | Type of Business | Assessed Valuation | % of Total Assessed Valuation |
|---|---|---|---|
| Bayshore Mall | Shopping Mall | $23,594,046 | 1.08% |
| Costco | Durable Goods | 16,932,464 | 0.78% |
| Target Corporation | Durable Goods | 15,838,979 | 0.73% |
| PWM Inc. | Durable Goods | 12,813,737 | 0.59% |
| CUE LLC | Investment | 11,672,308 | 0.53% |
| The Country Inn | Hotel | 10,670,857 | 0.49% |
| Ronald J. Harris Trust | Investment | 10,442,741 | 0.48% |
| Humboldt Partners | Investment | 9,993,429 | 0.46% |
| Schmidbauer Lumber | Lumber | 9,826,762 | 0.45% |
| Spirit WA Eureka LP | Investment | 9,700,000 | 0.44% |

Source: HdL Coren and Cone

# Appropriations Limit FY 2016-17

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 2016-17 CITY OF EUREKA APPROPRIATIONS LIMIT CALCULATIONS**

| | | | |
|---|---|---|---|
| A. | LAST YEAR'S LIMIT | | $ 119,344,682 |
| B. | ADJUSTMENT FACTORS | | |
| | 1. Population % (City population growth) | | -0.292% |
| | 2. Inflation % (Change California Per Capita Personal Income)* | | 11.38% |
| | Population Converted to a Ratio: | $\frac{(-0.029) + 100}{100} =$ | 0.9971 |
| | Per Capita Cost of Living Converted to a Ratio: | $\frac{(11.38) + 100}{100} =$ | 1.1138 |
| | Calculation of Factor for Fiscal Year 2014-2015 (Population Ratio x Per Capita Cost of Living Ratio) | | 1.1106 |
| C. | THIS YEAR'S LIMIT: | | $ 132,538,400 |

**APPROPRIATIONS SUBJECT TO LIMIT AND AMOUNT UNDER LEGAL LIMIT**

| | | |
|---|---|---|
| A. | PROCEEDS OF TAXES | $ 24,869,239 |
| B. | EXLUSIONS | - |
| C. | APPROPRIATIONS SUBJECT TO LIMITATION | 24,869,239 |
| D. | CURRENT YEAR LIMIT | 132,538,400 |
| E. | UNDER LIMIT | $ 107,669,161 |

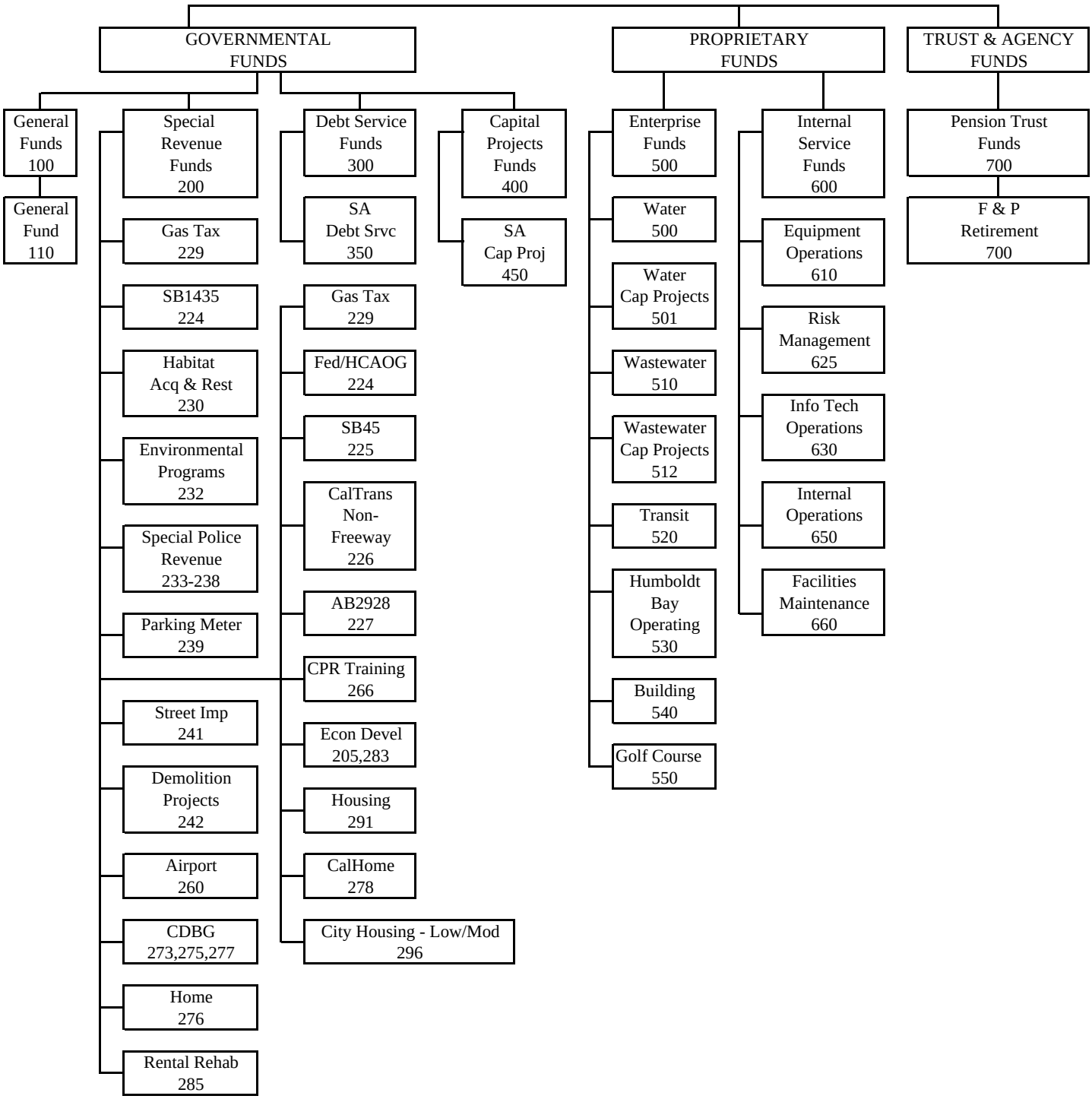
*Estimate

# Appropriations Limit FY 2016-17

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 nine year period between fiscal years 2007-08 to 2016-17 the calculated appropriations limit has increased by 25% from $98,779,576 to $132,538,400. During this same time period appropriations subject to this limitation have increased 38% from $15,357,000 to $24,869,239. 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 2016-17



CITY OF EUREKA

CALIFORNIA

**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.

**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.

**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.

**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.

**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 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.

**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.

**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 statue.

**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 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).