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Fiscal Year 2018-2019
Operating & Capital Budget
2019-2023 Five-Year
Capital Improvement Plan



Campbell
California



City of Campbell, California



Fiscal Year 2018-2019 Operating / Capital Budget & 2019 - 2023 Five-Year Capital Improvement Plan

*Prepared by the Finance Department
Jesse Takahashi, Finance Director*

Under the Direction of Brian Loventhal, City Manager

Cover Design:

Letysia Garcia, Communications & Public Engagement Coordinator

Photos depicting Campbell Employees, Residents & Volunteers Working Together

Recreation & Community Services : Campbell Community Center Playground & Summer Camp

Community Development Department, Planning Division : Expedited Permit Process

City Manager's Office : The Pathway to Glory to the Campbell Veteran Memorial

Public Works : Street Maintenance Project (SB1 Funds) & Arbor Day 2018

Public Safety : Participating in the Great American Litter Pickup 2018

Fire : Bunnies and Bonnets Parade

Community : Beautiful Day Event



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Capital Improvement Plan

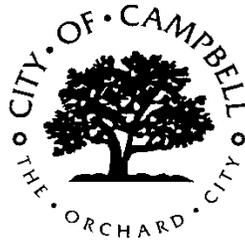
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July 1, 2018

Honorable Mayor and Members of the City Council:

I am pleased to present to you the fiscal year 2018-19 (FY 2019) operating and capital budgets. The adopted budget serves as a policy document, a financial plan, a communications device, and an operations guide, reflecting the policies, goals, programs and service priorities of the City Council and the community. It was developed based on direction provided by the City Council during the budget development process and recommendations made by each department that I've reviewed and approved.

The economic growth of the past nine years remains positive overall. However, there have been indicators that some aspects have slowed down over the past year and may continue to be flat in the near term. This, combined with ongoing expenditure commitments, could present fiscal challenges to the City and require a concerted effort to maintain a balanced and sustainable budget while meeting existing service level demands. During any period of economic transition, it is difficult to know the exact timing of how and when the economy will begin to shift directions and to what degree it will begin to impact programs and services. Given the outlook change for some revenues, the budget was proposed with some reductions from the current year. Fortunately, none of these is expected to significantly impact current service levels.

Some of the significant issues surrounding this year's operating budget include keeping up with ongoing service level demands, increased pressure on retirement costs resulting from expected increases in employer contributions, looking for new and innovative ways to stimulate economic development, reassessing the outlook for limited-term positions and dealing with traffic and housing mitigation efforts.

The budget is funded with a combination of ongoing operating revenue and reserves, primarily CIPR (Capital Improvement Plan Reserves), where appropriate, for expenditures considered to be one-time. All of the limited-term positions in the budget are proposed to be funded with CIPR as they will ultimately come to an end once the workload and/or service they are providing is no longer needed. The budget contemplates total reserve usage at \$1.9 million including \$1.5 million from the General Fund.

History has shown the economy operates in cycles of about 10 years on average with ups and downs being the norm. Since the recent recovery/expansion has been ongoing since 2009, prudence would suggest that precaution be taken into consideration during the City's strategic planning process. Accordingly, a modest economic slowdown has been factored into the 5-year projections beginning in FY 2020. Also, for purposes of the projections, the limited-term positions

have been removed beginning in FY 2020. If some or all of these limited-term positions continue beyond this timeframe, additional CIPR or operating funding would be needed.

In FY 2019, the combination of ongoing operating revenues and specified reserve usage is expected to balance with the proposed expenditures resulting in a very small surplus in the General Fund. However, beginning in FY 2020 and continuing beyond, projections indicate a General Fund deficit will occur and grow larger without additional revenues and/or expenditure reductions. This is due to two key reasons. First, projections indicate sales tax and other economically dependent tax revenues will see slower growth over the next two years, followed by flat to slightly negative growth over the following three years. At the same time, development revenues are expected to be flat, or even decline from current level.

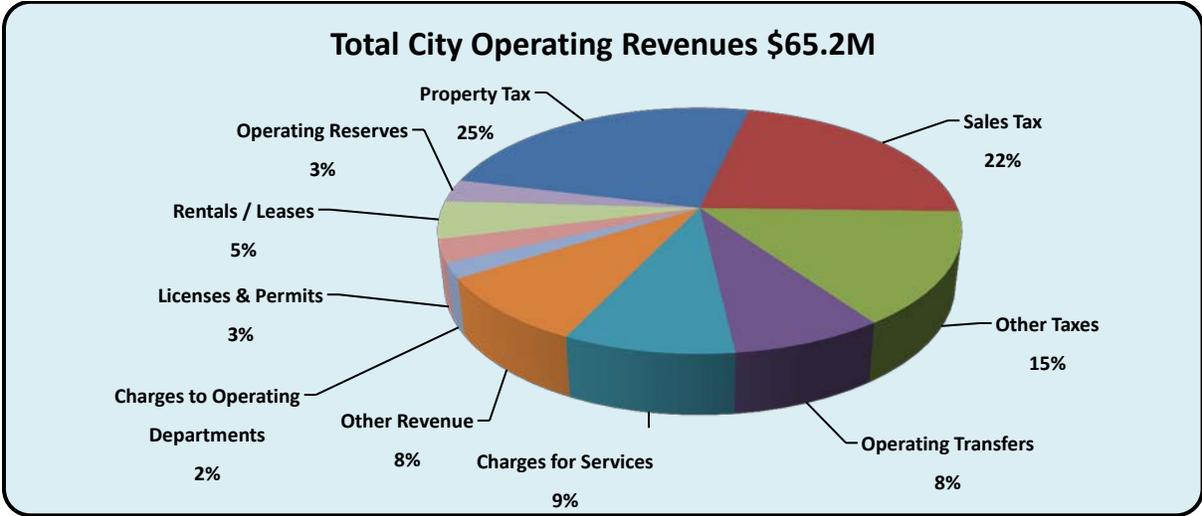
The second reason is that CalPERS decision to lower the discount rate used to calculate the City's required pension contribution will become effective beginning in FY 2019. This will increase the City's required contribution significantly over the ensuing six years and beyond. There is also a risk additional PERS Board actions could layer further cost increases on the existing funding requirements. While the City has accumulated \$2.5 million in reserves specifically for PERS and OPEB costs, this should be used with caution and as part of an overall strategy to mitigate these long-term commitments. It is possible that the Economic Fluctuations Reserve, currently funded at \$6 million, could be needed if revenues fall short of expectations. This reserve has not been utilized since 2010 prior to enacting \$3 million in budget correction strategies that brought the budget back into balance. As a point of reference, during the Great Recession, the General Fund operating budget in FY 2008 was \$33.8 million. The FY 2019 proposed General Fund operating budget is closer to \$53 million (a 57% increase).

BUDGET SUMMARY

The combined FY 2019 operating and capital budgets total \$74.8 million including \$4.9 million in capital transfers. Related revenue sources total \$75.1 million. The net difference is an excess of \$0.3 million in revenues over expenditures. The following table depicts the total operating and capital budget for the City compared to the prior fiscal year:

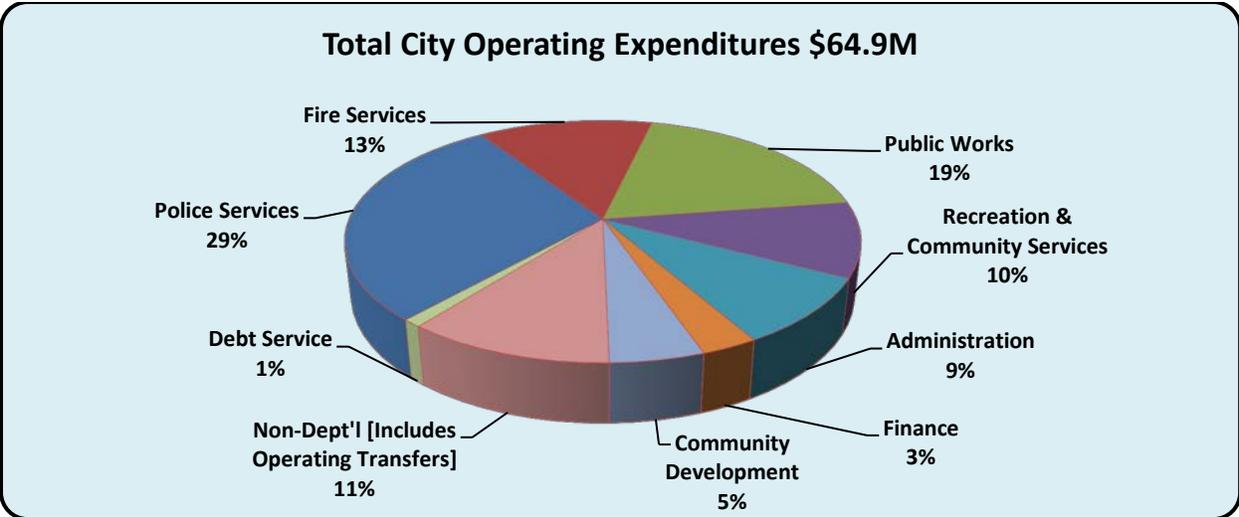
	FY 2018 - 19			FY 2017 - 18			Operating Budget Change	Percent Change
	Operating Budget	Capital Budget	Total Adopted Budget	Operating Budget	Capital Budget	Total Adopted Budget		
Expenditures	\$ 60,014,034	\$ 4,936,600	\$ 64,950,634	\$ 57,508,521	\$ 4,742,800	\$ 62,251,321	\$ 2,505,513	4.4%
Transfers	4,897,565	4,936,600	9,834,165	4,844,937	4,642,800	9,487,737	52,628	1.1%
Total	\$ 64,911,599	\$ 9,873,200	\$ 74,784,799	\$ 62,353,458	\$ 9,385,600	\$ 71,739,058	\$ 2,558,141	4.1%

Operating Budget: Overall, the operating budget increased 4.1% from the previous year. The operating portion of the budget is \$64.9 million with related revenue sources of \$65.2 million reflecting a slight excess of revenues over expenditures. The budget reflects expenditures that are expected to recur annually as well as those that may be non-recurring or one-time in nature. Continuing in this year's budget are the limited-term staff positions that are being funded with Capital Improvement Plan Reserve (CIPR) funds.

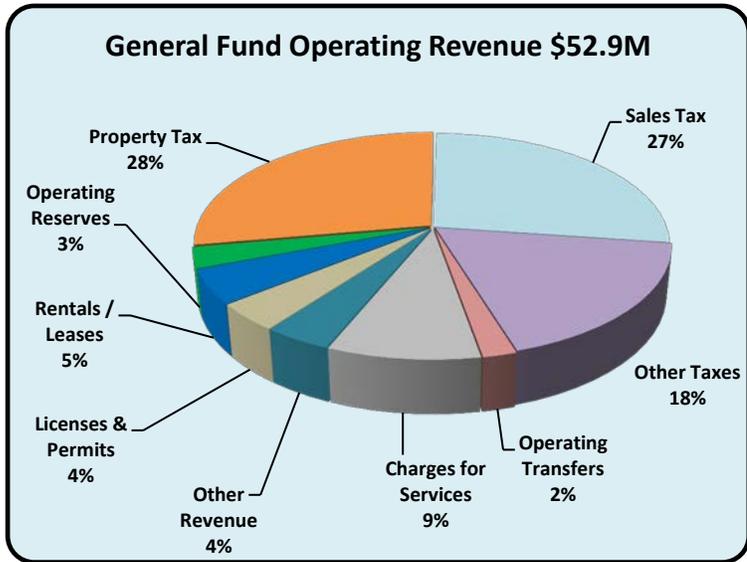


The chart above illustrates the various revenue sources that are collected by the City. Property and sales taxes are the largest components and are critical to the City's fiscal health. However, these revenues are subject to fluctuations. While property tax is relatively stable, sales tax is more susceptible to market conditions and varies with the economy. Other taxes, such as franchise, transient occupancy and business license, comprise approximately 16% of all revenues. These, too, are impacted by the business climate and can vary from year-to-year.

The chart below illustrates how the City's revenues are spent. The largest percentage of the budget is spent on police and fire services. Public Works is the next largest component which includes engineering, land development and environmental services as well as parks and streets maintenance. Non-recurring or one-time expenditures are typically funded with a combination of one-time revenues, specific reserves and/or unreserved fund balances, all of which are considered to be revenue sources for purposes of presentation within this document. The FY 2019 operating budget relies on a total of \$1.9 million in reserves and fund balances to fund operating expenditures. The largest component is \$1.5 million in General Fund reserves, which includes \$1.3 million for funding limited-term positions and \$0.4 million in various non-General Fund reserves used primarily for street maintenance and housing administrative costs. No use of the Economic Fluctuation Reserve (EFR) is contemplated in this budget.



General Fund operating revenues and expenditures are budgeted at \$52.9 million and \$52.8 million, respectively, indicating an anticipated surplus of approximately \$0.1 million. In recent years, surpluses have been used to maintain the City's Economic Fluctuations Reserve at a targeted policy level of \$6 million. Amounts in excess of this target have been deposited in the City's CIPR reserve for capital and other one-time funding for capital projects per the City's financial policies. During fiscal year 2018, the Economic Fluctuations Reserve policy was



modified by the City Council to increase the target funding level to two months of expenditures. This effectively raises the target reserve level to approximately \$8.8 million based on adopted expenditures.

Capital Budget: The City's Capital Improvement Plan (CIP) is used both as a short and medium-range plan for the acquisition, improvement and/or renovation of City assets, infrastructure in particular. The CIP is reviewed and updated annually by a committee of senior management staff. It includes projects and equipment items valued in excess of \$25,000. Also included are studies or evaluations that will potentially lead to a capital project. Capital items with a value of less than \$25,000 are included in the operating budget in the appropriate capital outlay line item or as a building maintenance special project if related to facility improvements.

The CIP is presented on a five-year horizon in which project scheduling is dependent upon various factors including the urgency of need, availability of funding and staff workload to name a few. The first year of the CIP is incorporated within the operating / capital budget document, and formally appropriated by the City Council. The remaining years function as a project planning and budgeting tool. Any expected operating budget impacts resulting from the CIP are incorporated into the operating budget. The City has historically funded many of its capital projects with either General Fund CIPR or Federal, State and local grants. The value of all projects in this year's five-year CIP increased slightly compared to the previous year resulting primarily from additional roadway maintenance projects.

There are 15 capital projects requiring funding in FY 2019. Project expenditures of \$4.9 million plus related inter-fund transfers of an additional \$4.9 million total \$9.8 million in capital appropriations. The largest component of these projects is \$3.5 million for street maintenance projects and \$0.5 million for traffic calming projects. The full CIP, along with details of specific projects, can be found in the Capital Improvement Plan tab of this document.

REVENUES

The City has several key revenue sources on which it depends to provide funding for ongoing services to the community. The two sources, sales and property taxes, are driven by the economy and factors that are generally beyond the direct control of the City. Other revenue

sources are based on user fees and demand for specific City services. Together, they form a foundation that supports funding of basic City services. Program managers evaluate comparative historical data and factor in necessary adjustments for inflation, changes in assumptions for anticipated volume of activity, and any fee increases. Lastly, the most current economic outlook is taken into consideration to determine estimates for the upcoming year. Total budgeted revenue for FY 2019 is \$75.1 million, including capital funding sources of \$9.6 million. This reflects an increase of \$0.3 million (4.2%) from the previous year. In looking at just the operating budget component, total revenue is estimated at \$65.2 million, an increase of \$2.5 million (4.0%) from the previous year.

It should be noted that the capital project budget can fluctuate significantly from year to year depending upon the number and magnitude of projects that are approved. Capital projects are generally one-time in nature, and they are funded with non-operating revenue so there is generally no impact on the operating budget funding sources. The operating and capital budgets each contain transfers-in totaling \$4.9 million. Although this has a tendency to make the budget appear higher in total than it actually is, the transfers-in on the revenue side are offset by transfers-out on the expenditure side. Including transfers in the City's adopted budget is done to readily demonstrate that budgets are balanced and match the internal budgeting system.

General Fund: Contained within the budget are a variety of funds, each with its own source(s) of revenue. The budget document is organized by operating department, then by program within the department. The General Fund is the City's largest single fund where the majority of services are budgeted. It funds general services such as police, fire, parks, streets, recreation and administration. Therefore, the focus of this section of the budget message is on this fund. General Fund operating revenue, excluding capital funding sources is estimated to be \$52.9 million, an increase of \$2.3 million (4.5%) from the FY 2018 adopted budget. The principal component of this increase is attributable to property tax revenue that has continued to grow due to a continuing robust housing market and low unemployment.

Sales Tax: Sales tax, the second largest revenue source for the General Fund, comprises approximately 28% of its net operating revenue base. Net revenues exclude reserves, which are not considered to be an on-going revenue source. The sales tax base is comprised of approximately 5,000 diverse businesses throughout the City (although not all of these generate sales tax). While most of the City's largest sales tax producers can be considered stable businesses, they are still subject to fluctuations from general and regional economic conditions which can have a direct impact on the City's sales tax revenue base. During the past couple of years, this critical revenue source has begun to slow down and is expected to flatten and possibly experience a slight decline over the next couple of years.

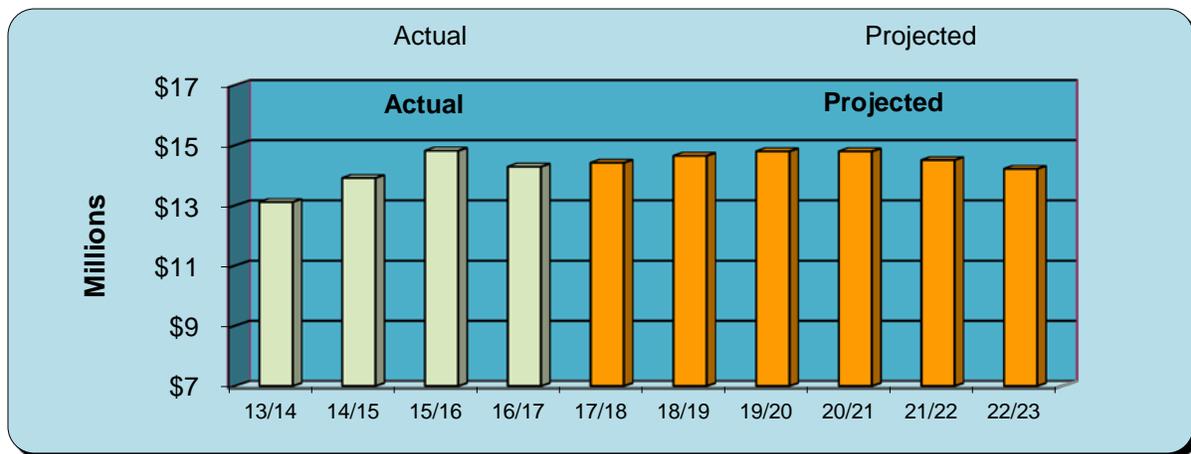
Growth in the sales tax base is challenging because the City is largely "built out" with limited space for additional significant retail development. Instead, the City has to rely on "in-fill" projects of smaller scale and redevelopment of existing parcels. In addition, increased regional competition and the financial impact of electronic commerce have been impacting the revenues of some of the City's larger existing sales tax producers. By comparison, other Silicon Valley cities and the State overall have seen higher levels of sales tax growth, on average, due to their capacity to accommodate new retail business when the economy expands. Nevertheless, Campbell continues to enjoy a favorable reputation as a destination for many leisure activities such as shopping, dining and experiencing the many year-round festivals and events that occur throughout the City. This has played a significant role in bringing people into the City and continues to have a positive effect on the City's sales tax revenue.

A significant component of the total sales tax number above is the ¼ cent add-on that became effective in April, 2009 resulting from the passage of Measure O by Campbell voters. This portion of the sales tax alone is estimated to generate \$2.9 million, or nearly 19%, of the total sales tax revenue, in FY 2019.

Consequently, the FY 2019 Sales Tax revenue estimate of \$14.7 million is \$0.3 million (1.8%) higher than FY 2018 estimated actual revenue. The budget is based, in part, on recent performance and forecasts provided to the City by its sales tax consulting firm. Beyond that time, the growth assumption is conservatively estimated at 1% based on the limited capacity for new retail development and an outlook of minor growth for the near term.

The graph below reflects sales tax performance for the past five fiscal years and projected revenue through FY 2023.

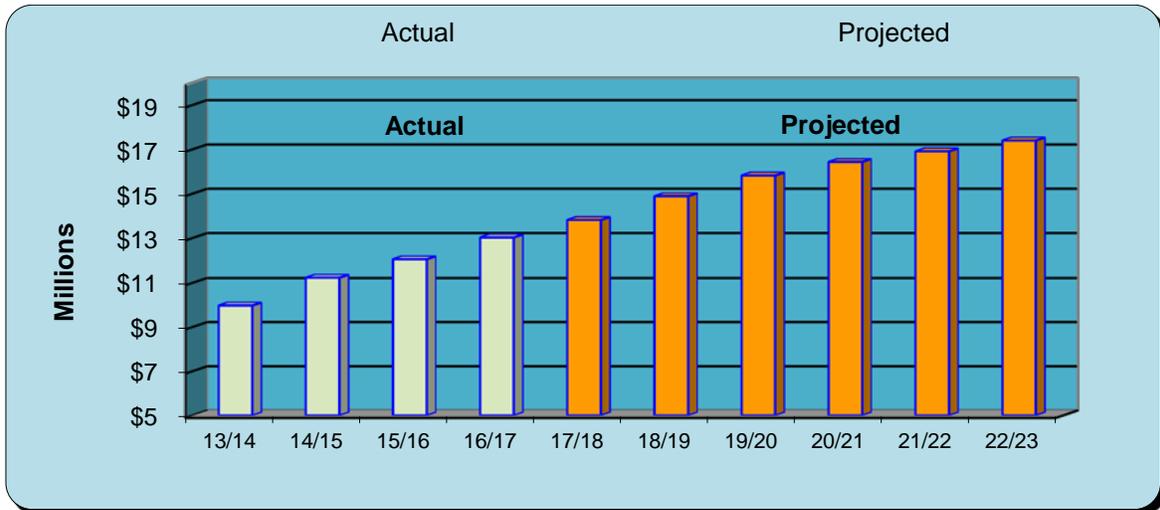
Sales Tax Trend - General Fund



Property Tax: Property tax revenue for FY 2019 is proposed at \$14.9 million, an increase of 5.8% over FY 2018 estimated actual revenue, and is the largest single revenue source for the General Fund and one of the most stable over time. This represents approximately 28% of General Fund net operating revenue. Assessed values on secured properties continue to grow as a result of the strong job market and low unemployment that, together with low interest rates, and a chronic undersupply of housing in the Silicon Valley, continue to push residential values higher. Development activity in the City remains strong and reflects the desirability of locations in and around Campbell. Additionally, the County base tax roll continues to grow from the sales of pre-Proposition 13 homes whose values then increase to current market levels. With the aging baby-boom population, this has helped maintain growth in assessed values as well.

The primary factors used in the projection of revenues are historical growth in assessed valuation and new construction. The County Assessor provides periodic information and estimates of property values to the City upon which the revenue estimates are based. The following graph depicts the historical and projected trend for property tax revenues in the General Fund. Based on continued improvement, future years' revenue is estimated to grow at an average of 5% over the next several years.

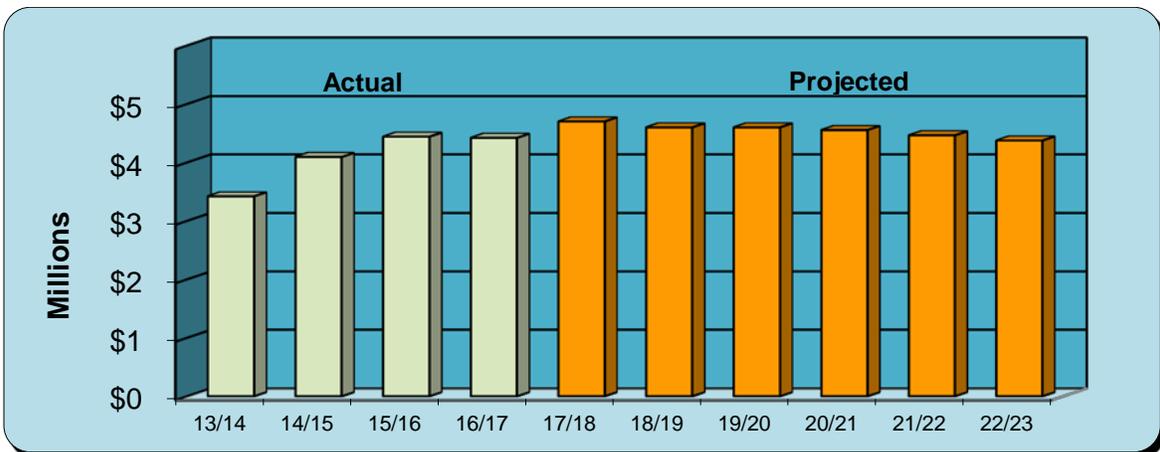
Property Tax Trend - General Fund



Transient Occupancy Tax: This revenue source, more commonly referred to as hotel/motel tax, or simply TOT, is derived from a 12% surcharge that is applied to the room rates of the City’s hotels/motels. TOT revenue for FY 2019 is budgeted at \$4.6 million, a slight reduction from estimated FY 2018 actual revenue, reflecting a saturation point in the local travel and business sector. Despite the continued strength of corporate technology companies, occupancy and room rates have cooled off indicating little to no growth in this revenue. This revenue comprises about 8.7% of net General Fund revenue.

Key factors in developing the revenue projections are such things as historical trends, the number of available rooms, the occupancy rate, exemptions, new rooms coming on-line, and the weighted average room rate. In recent years, Campbell hotels/motels have averaged occupancy rates of close to 90%. The next year is expected to level off and possibly see a slight decline in the near term as the transient population is expected to decline. The following chart depicts historical activity and projections for current and future years.

Transient Occupancy Tax (TOT) Trend - General Fund

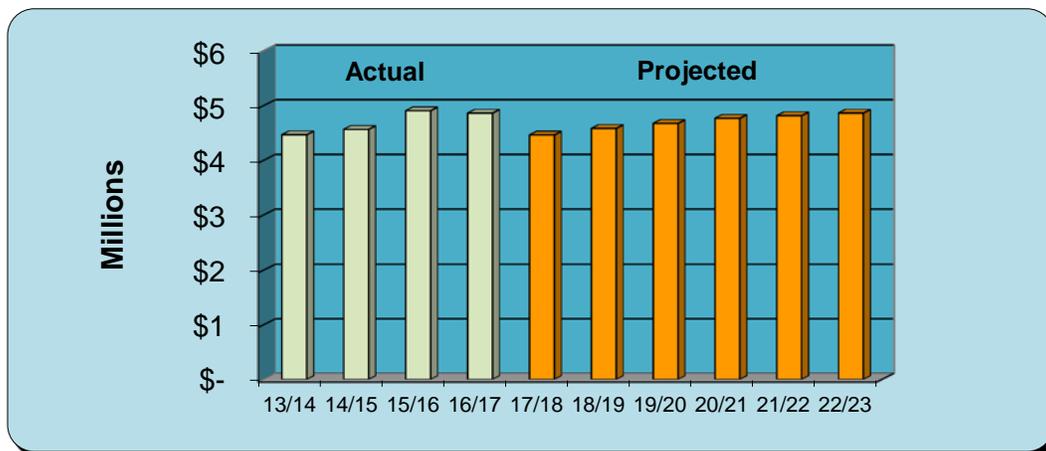


Charges for Services: Charges for services include revenues derived from a variety of sources, the largest being Recreation program fees that consist of classes/lessons, trips/tours, preschool and theater revenues. Other fees are charged for Police and Fire services; Engineering services; zoning review and business license processing.

The City maintains a cost allocation plan and user fee model that is updated periodically, and which serves as the basis for assessing and collecting fees and allocating indirect charges from operating departments. A Council approved User Fee Policy establishes a framework for cost recovery from which fee modifications are proposed and approved annually in conjunction with the budget process. Fees are increased to maintain recovery levels per the policy.

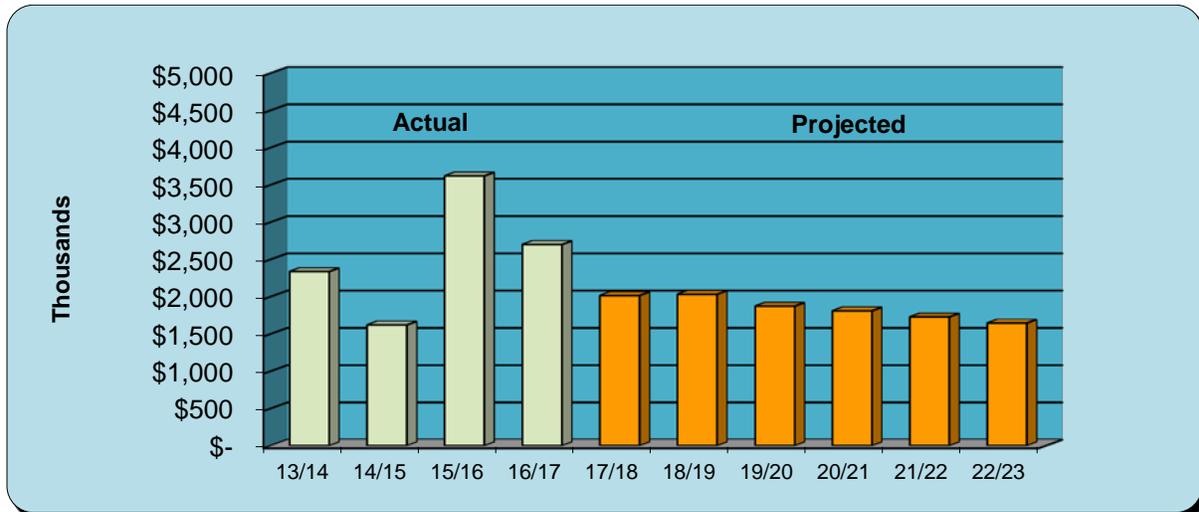
In addition to the cost of providing the service, other factors such as the allowable percentage of recovery, number of participants or attendees, inflationary factor, comparison to other agencies, and the historical trends are analyzed for nearly all fees and charges. The combined revenue for all user fees and charges is anticipated to generate \$4.6 million for the General Fund during FY 2019, which is \$0.2 million (3.0%) higher than FY 2018 estimated revenues. The following chart depicts historical activity and projections for current and future years:

Charges for Services Trend - General Fund



Licenses & Permits: Revenues in this category are composed primarily of construction permits and advanced plan check fees. Also included are fire permits and other Building Division fee revenues. As can be seen from the chart on the following page, revenues from this category fluctuate significantly with the level of development activity from year to year and can be difficult to estimate. The numbers, however, do serve as a measure of how the local economy is performing. Future estimates are based largely on historical averages adjusted for upcoming projects. For FY 2019, revenue is budgeted to increase by \$0.1 million (3.7%) from estimated FY 2018 revenue which is consistent with continued levels of building and development activity.

Licenses & Permits Trend - General Fund



Lease Rental Income: The City collects rental income from leasing out space to tenants at its Community Center as well as from rental of its Theatre and other Community Center buildings, in addition to a small amount from telecommunication antennas. Lease rental income represents approximately 4.0% of net General Fund operating revenues. FY 2019 revenue is budgeted to increase 5.0% from FY 2018 estimated actual revenue to \$2.8 million. Occupancy is expected to continue at or near capacity for the next year. The revenue projections are based on actual lease contracts and estimated market rates for available space.

Franchise Tax: Franchise tax revenue is derived from fees charged to various utilities for doing business within the City. The fee is generally computed as a percentage of the gross income of the utility. This revenue source is estimated to generate approximately \$3.3 million for FY 2019, on par with FY 2018. The estimate is developed from a combination of increased services/customers plus an inflationary factor averaging 2% on the historical amounts generated by utilities operating within the City limits, e.g. cable, water, garbage, gas and electric. Others are set contractually. Based on recent consumption trends, it is anticipated revenue growth will be relatively flat this year.

Other General Fund Revenues: The remaining significant General Fund revenue sources consist of operating transfers-in of \$1.3 million, representing reimbursements from other funds for services provided by the General Fund, and operating reserves of \$1.5 million used to fund one-time operating expenditures, including \$1.3 million in limited-term positions. Where appropriate, other revenue sources are projected to reflect modest inflationary increases and/or changes in activity levels.

Revenue - Other Funds

Various other funds are contained within the budget as discussed below. In summary, each fund's operating revenue meets or exceeds operating expenditures consistent with established financial policies. Exhibit A within each program budget provides a summary of that program's funding sources and all revenues monitored by that program. Narrative descriptions pertaining to the particular revenue sources can be found in the budget reference materials section of this document. Charts and graphs for General Fund revenue as well as total City revenue, in addition

to what is presented in this budget message, can be found in the financial summaries section of the budget document. Because this budget is organized by program, funds other than the General Fund are included in the respective operating department's section of the budget along with the General Fund program. Each program is identified with the fund number at the beginning of each section.

Special Revenue Funds consist of Gas Tax; Lighting and Landscape District; Housing and Community Development; Environmental Services; Parkland Dedication; Asset Forfeiture; Supplemental Law Enforcement; Other Grants and Other Special Revenues; Housing Trust; Community Facilities District #1 and Community Facilities District #2.

Gas Tax revenue is considered a State-shared revenue. Projections for this revenue source come directly from the State on an annual basis. Revenue in funds such as the Lighting and Landscape District and Environmental Services are based on rates that are assessed to individual properties depending upon type of service being provided or type of property. Total operating revenues for Special Revenue funds for FY 2019 are \$7.7 million, a decrease of \$0.7 million (8%).

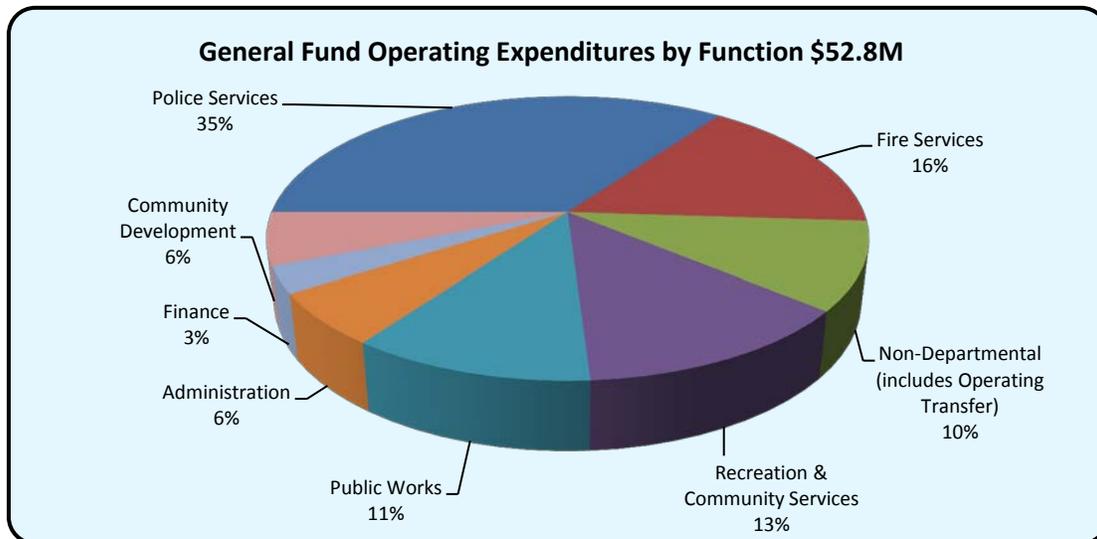
Debt Service Funds are incorporated within the budget due to various bond covenant requirements. The City refinanced the majority of its debt in FY 2017 to take advantage of lower interest rates. The resulting debt service was reduced through the remaining life of the new debt. Total funding sources for Debt Service funds for FY 2019 are \$0.8 million.

Three **Internal Service Funds** (Motor Vehicle, Information Technology and Workers' Compensation) are presented within the City's budget. Revenues in these funds are generated primarily through charge-backs to user departments depending upon the volume of assets and type of service provided by the specific fund. Costs that get recovered include staff time, repair, maintenance, claims payout and replacement of assets managed by the particular fund. Total revenues for Internal Service Funds for FY 2019 are \$3.7 million, a decrease of \$0.1 million from the previous year.

EXPENDITURES

As previously noted, the budget is composed of operating and capital expenditures totaling \$74.8 million. Operating expenditures alone total \$64.9 million.

The General Fund, which is the primary operating fund for the City, comprises approximately 77% of total City operating expenditures. Special Revenue funds comprise 9%, Internal Service funds comprise 5% and other funds make up the balance at 9% of the total. Operating expenditures in the General Fund are budgeted at \$52.8 million which is 4.8% higher than the prior year adopted budget.



Employee Services: Personnel staffing represents a significant component of the City's annual operating budget. The combined number of budgeted permanent, permanent part-time, and limited-term FTE positions proposed in FY 2019 is approximately 173, a net increase of one position from FY 2018. Changes to the budget from the prior year were minimal and include the following:

In Recreation and Community Services, the Recreation Manager is being reassigned from Administration to the Community Center program to better reflect the utilization of this position. In addition, an Office Specialist will be consolidated from being allocated among several programs to the Administration program.

Under a new agreement with the Santa Clara County Fire Department, the Police Department will be adding two new officers who will serve as arson investigators for jurisdictions within the County Fire Department's responsibility, but will also be working as City police officers when not needed for investigations. The County will be funding the positions via reimbursement to the City for their full salaries and benefits, thus, providing a mutually beneficial arrangement for both agencies. In addition, a 1.0 FTE Community Service Officer position is being replaced by two part-time Public Safety Assistants in order to allow for more flexibility in staffing and provide more opportunity for attracting future officer candidates.

Salaries and Benefits: Salary and benefit summaries including charts can be found within the financial summaries section of this document, which can also be seen in the departmental budget summaries section, or on Exhibit B-1 of each program budget. These summaries reflect FTE's and budgeted expenditures for both permanent full-time, permanent part-time, and temporary staffing. Exhibit B in each program budget summarizes the various salary and benefit line-items contained within that program's budget.

The salaries and benefits category represents all personnel-related costs and makes up the largest component of City expenditures. In fact, personnel costs are approximately 56% of the total operating budget. This percentage is relatively low compared to many other cities because fire personnel are provided by contract with the County and, therefore, do not show up as City personnel costs. For FY 2019, salaries and benefits in the operating budget total \$36.2 million for all City funds, which is a \$1.7 million (5.0%) increase from FY 2018. The primary reasons for

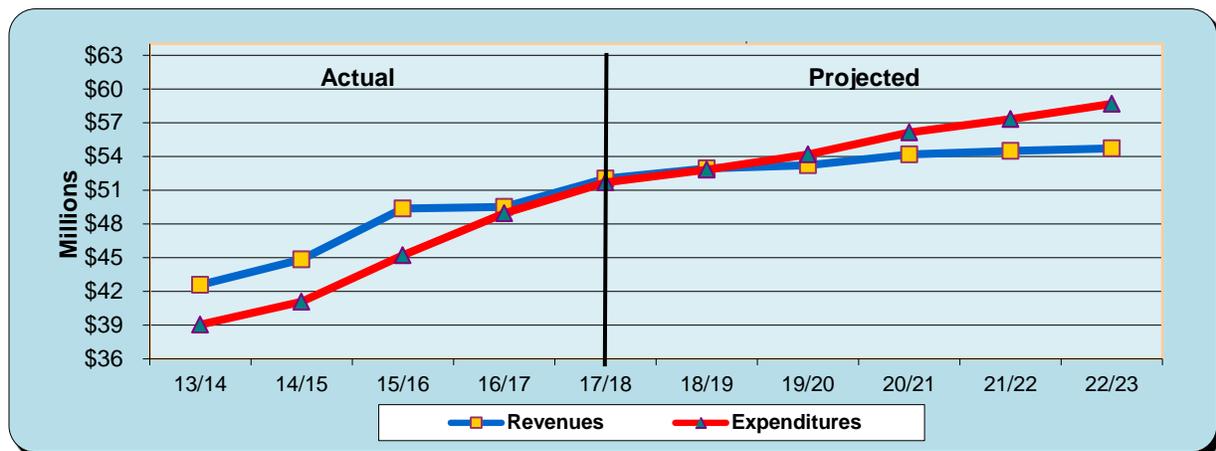
the growth were from modest employee wage and benefit increases including higher retirement contributions.

MULTI-YEAR COMPARATIVE ANALYSIS

General Fund - Revenues and Expenditures: The comparative analysis that follows reflects the historical trend between General Fund revenues and expenditures covering the past five years as well as projections through FY 2023. The economic recovery and period of growth since the Great Recession has been one of the longest “bull markets” in history, beyond what most financial experts would have predicted. Accordingly, this current business cycle, which has been strong for the past 10 years, is at a higher risk for a downturn within the next several years. Therefore, as a measure of prudence, the City incorporated into its five-year financial projections the possible impact on revenue from an economic slowdown beginning in FY 2020 and continuing for a couple of years. The result is modest deficits beginning in FY 2020 and growing to deficits of \$2-4 million by FY 2023 absent taking specific measures to reduce expenditures. It is anticipated, however, as in past economic downturns, budget correction measures would be enacted by the City, including a combination of reserve utilization and expenditure reductions, thereby, retaining a balanced budget in those years.

Also contributing to the fiscal challenges are continuing increases in the City’s mandatory retirement contributions that are expected to further increase over the next six years and beyond as discussed earlier in this message. The City will need to give serious consideration to its discretionary expenditures in terms of prioritization, especially in light of reduced revenues that may be on the horizon. At the same time, staff will have to find ways to contain costs and enhance revenues to enable the City to continue to provide quality services to the Campbell community.

Comparative Analysis: General Fund - Revenues to Expenditures



Internal Service Funds: The City utilizes three internal service funds (more commonly referred to as “pool funds”) to finance and account for goods and services provided by one City department to other City departments on a cost reimbursement basis. These funds are: (1) Motor Vehicle; (2) Information Technology (IT); and, (3) Workers’ Compensation.

The primary funding source for these funds is user charges. City program budgets contain line items for charges from the various pool funds. Included in these charges to other City

departments or programs are the pro-rata share of the cost of operations of the particular fund in addition to a replacement cost factor whenever physical assets such as vehicles and computers belong to the fund. As operating or replacement costs change or as asset inventories grow, the corresponding changes are reflected in the charges to the user departments. For FY 2019, revenues and expenditures in these funds total \$3.7 and \$3.4 million, respectively. Annually, any assets scheduled for replacement are funded from reserves within the respective fund. This results in large variances when making year-to-year budgetary comparisons. The various methodologies utilized to determine reserve levels and replacement charges are periodically evaluated and modified. Projections in future years have been estimated using a modest inflationary factor.

Special Revenue Funds: Funds in this category are used to account for the proceeds of specific revenue sources that are legally restricted for specified purposes. These are generally created when legally mandated in accordance with State and/or Federal statutes or is otherwise restricted by the funding source. Consistent with the City's financial and administrative policies, revenues in the special revenue funds must meet or exceed expenditures, and one-time monies are not utilized to fund on-going expenditures. To the extent revenue shortfalls exist in a given year, expenditures would either be amended and/or the fund may receive a subsidy from the General Fund. Ultimately, the goal is to maintain a balanced budget in all special revenue funds. Listed below are the major funds in this category:

Gas Tax Fund: Gas Tax revenue is derived from State imposed taxes on the purchase of gasoline which, in turn, gets appropriated to cities based on population and other factors. Revenues are restricted for the construction, improvement and maintenance of public streets and roads. Revenue projections are provided annually by the State Controller's office and future years include an inflationary factor on the current year's projection and are adjusted for any known variances. Expenditures in this fund are used for on-going maintenance of the City's streets and road infrastructure.

In FY 2017, the State approved legislation (SB 1) that would provide an ongoing source of funding for local street and road maintenance. In FY 2018, the City began receiving annual allocations from the State that will be used for enhancing its work on street maintenance and repairs. Funds are applied in the capital improvement program budget. This new funding source could be short-lived as a new measure qualified for the November, 2018 ballot that would repeal the previous legislation. If it passes, the City could stand to lose approximately \$0.7 million per year in new funding for its streets, thereby, creating a setback for maintaining the street infrastructure at satisfactory condition levels.

Revenue and expenditure totals for FY 2019 are projected to be \$2.0 million, up slightly from the previous year's adopted budget. Projections for future years utilize a modest inflationary factor approximating 2% for revenues and expenditures as well as the additional allocations from SB1.

Lighting and Landscape District Fund: The City provides a range of services, which are eligible for funding through the City-wide Lighting and Landscape District (LLD) as allowed under the Lighting and Landscaping Act of 1972. Annual levies are established and assessments are collected via property tax bills. The County of Santa Clara bills, collects, and remits LLD revenue which is deposited in the Campbell Lighting and Landscape District fund. Services that are provided include the installation, operation, and maintenance of public lighting, including traffic signals, landscaping, parks and recreational improvements, including play equipment and public restrooms, and other equipment for maintenance of the above, including curb, gutters,

sidewalks, irrigation, and drainage improvements.

In FY 2019, operating and capital revenues and expenditures total \$3.9 million. This includes operating transfers-in of \$1.5 million and transfers-out of \$0.1 million. The General Fund accounts for most of the total transfers-in as a subsidy to this fund. In other words, revenues from the assessment are not sufficient to cover the cost of services funded by the LLD. Details related to transfers-out may be found in Exhibit E of Program 775 in the Lighting and Landscape District Fund budget worksheets. Projections for future years are based on inflationary increases approximating 2%.

Environmental Services Fund: This fund budgets and accounts for revenues and costs associated with administration and management of the City's solid waste collection and disposal, storm water management, and other environmental programs as needed or required. The City participates in a Solid Waste Joint Powers Authority (JPA) and utilizes a franchised solid waste and recycling provider who bills, collects, and remits revenues to the City related to services provided to Campbell residents and businesses. Fees remitted to the City include storm water, storm drain, solid waste, hazardous waste, and recycling fees. Operating revenues and expenditures for FY 2019 are \$1.5 million, the same as last fiscal year's adopted budget. Future years' costs are based on inflationary increases approximating 2%.

ECONOMIC AND FISCAL ISSUES FACING THE CITY

A top priority for the City is to maintain good fiscal health. By doing so, we preserve the City's ability to continue providing important programs and services for the community. Through past economic challenges, solutions were developed to address lost revenues while preserving vital services. The community played a critical role in helping the City to maintain desired services by supporting several revenue measures over the years. This was combined with expenditure reductions that reduced the City workforce and required shifting of priorities to maintain key services. These combined efforts provided a needed measure of stability to offset the decline in economic activity. Although revenues have improved considerably since then, cost containment efforts are still critical to ensure the future sustainability of important City programs and services, especially in light of another potential economic downturn.

The unemployment rate is an important economic statistic as to the state of the economy in general. It has shown that the State and local region continue to register historically low levels of unemployment which has helped boost the local economy. As of June, 2018, the State seasonally adjusted unemployment rate was 4.2% compared to 4.8% the prior year. For Santa Clara County, the June unadjusted rate was 3.0%, a decrease from last year's rate of 3.5%. Campbell has historically trended better than both the County and the State in its unemployment rate. In fact, as of June, 2018, Campbell's unemployment rate was just 2.7%, unadjusted, down from 3.1% in the prior year. While unemployment statistics represent only one measurement of the total economic landscape, they do provide a comparative indicator of how each area is doing relative to the prior year and over time.

Due to being "landlocked" on its borders, growth and new development within the City pose both opportunities as well as challenges. Campbell is essentially "built out", meaning that areas of undeveloped land in the City limits available for improvement are very limited. Therefore, "in-fill" projects, consisting of smaller individual parcels of land dispersed throughout the City or rebuilding of existing parcels whose current use may be enhanced by new development, is key to long-term success. The City's goal is to preserve the quality of life for Campbell residents and

provide a variety of balanced land uses via established standards for residential, commercial and industrial development. Strategies include meeting with an economic development advisory committee and community business groups to obtain feedback on how best to approach various issues, maintaining a diversified and stable economic base, and marketing the community to targeted businesses. This year's budget maintains resources to continue the City's economic development efforts aimed at attracting new businesses and retaining existing ones.

With an increase in residential and commercial development activity, the City continues to address the overall impacts on the community of future development projects so that they remain manageable and environmentally balanced. While the current economic expansion has seen several large high density development projects get approved, the City is committed to environmental sustainability and preservation, including the creation and enforcement of policies that are consistent with environmental standards. The City is a certified "Green" organization, and continues to explore ways to promote this in the community. One example of this is the recent formation of the Silicon Valley Clean Energy Authority, a regional effort with numerous cities participating throughout Silicon Valley. The Authority allows participating residents in their community to receive their electric power from carbon free sources, primarily solar and wind generation, at competitive rates.

The City is also committed to providing reasonable health care coverage to both its active and retired employees. As the general population ages, more reliance is placed upon the health care system to provide comprehensive coverage for employees and their families. With the passage of the *Patient Protection and Affordable Care Act*, the City is also challenged with determining the impacts of providing affordable health care coverage to its full-time employees. The City, like all employers, has to consider how to balance the level of on-going benefits it can offer with the cost of providing them. The City began pre-funding its obligation to provide retiree health benefits 11 years ago and has budgeted \$0.6 million this year to continue its commitment to pre-funding this obligation. It recently negotiated with several labor groups to eliminate a portion of these retiree obligations in exchange for other portable health spending accounts that provide more flexible arrangements for the employee while limiting the City's financial obligations after the employee retires.

Employer pension commitments are an additional challenge to the City's ongoing fiscal health. The recent reduction in the assumed discount rate used by the City's pension trustee, combined with changes in other assumptions used to calculate the City's contribution funding obligation, will result in additional rate increases beginning this year and will continue for at least the next six years. While pension reform efforts over past years help reduce costs in the long-run, in the short-term, there will be higher contributions for many employers. The City is planning to meet with labor groups to discuss solutions for addressing the increased costs.

Maintenance of the City's infrastructure, especially its streets, has been a challenge for many years. More than \$36 million dollars have been invested in the City's street infrastructure over the past two decades. While the overall condition of streets has been good for the past several years, a significant amount of resources are required to maintain a "good" condition rating on an on-going basis. Consistent funding for ongoing maintenance is a challenge as costs continue to increase from year to year. The City applies for various Federal and State grant funds annually to provide adequate funding. However, these are one time funds that are not guaranteed each year. A vehicle impact fee was instituted a number of years ago to add a more stable source of funding. In FY 2017, the State approved legislation increasing the gasoline tax and allocating the proceeds for State and local road maintenance, thereby, providing another stable source of

funds to help address these needs. In addition, the County of Santa Clara also passed a ½ cent Transactions and Use Tax that is devoted to transportation needs; however, those funds have not been released pending resolution of a lawsuit that was filed contesting its implementation. In FY 2018, the City began receiving annual allocations of funds for road maintenance from SB1, a State measure that was approved by voters. Combined, these two new funding sources are expected to improve the City's ability to properly maintain its network of roads. In FY 2019, the CIP five-year plan for street maintenance is \$14.2 million.

Lastly, keeping up with technology demands and replacement of aging infrastructure remains a constant issue. To maintain the City's current and proposed standards of performance, and to protect computer systems from ever increasing outside attacks, viruses and new vulnerabilities, additional resources are continually needed to ensure systems remain stable and reliable for all users and protected against data intrusion or loss. At the same time, improving efficiencies through use of new technologies, doing more for less cost, and reassessing how City services are delivered to the public are more important than ever. One such example is the replacement of the City's existing development permitting system, hosted in-house, having an initial cost estimate of \$0.5 million that was changed to contracting software as a service and saving a significant amount of upfront cost. Other projects slated for this budget year that address some of these issues are: replacement of an aging phone system, consolidate and outsource printing services, and replacement of a portion of the desktop computer fleet.

LONG-TERM FINANCIAL PLANNING

The City incorporates long-term financial planning into its budget process in several ways. First, the City has established a set of financial policies to provide a basis for promoting and safeguarding the City's fiscal health by establishing requirements for budgeting revenues and expenditures, setting minimum or target levels for reserves, as well as guidelines for accounting, cash and debt management. Together, these policies ensure consistent management of the City's fiscal resources, establish criteria in which to evaluate the City's financial condition, create a sound financial basis for City operations, promote public confidence, and increase the City's credibility in the eyes of bond rating agencies and potential investors. These policies promote budget stabilization by providing for various reserves that can buffer short-term economic downturns or emergencies. The policies are reviewed periodically and modified only when deemed necessary to maintain or improve the fiscal health of the City. The financial policies are detailed in Exhibit 2 of this budget message.

Second, the City maintains five year operating projections for revenues and expenditures that are revised during the year and shared with Council. These projections allow management to see what the longer term future may look like given a set of assumptions and known information which then influence budget decisions of the current year. The current budget is evaluated in the context of whether decisions made now will be sustainable over the longer term given what may or may not occur down the road. Combined with the financial policies, the evaluation considers whether the City's fiscal health will continue over a 5-year period, not just a single year.

Lastly, the City also develops a 5-year capital improvement plan (see CIP section of document) that serves as a strategic plan for meeting capital needs over a similar period of time. It incorporates information from the 5-year operating projections into the model to know what internal funding sources may be available in each of the future years. This allows the City to plan and maintain flexibility in how and when capital projects will take place.

FY 2019 MAJOR WORK PLAN ITEMS

Departmental work plan items for the upcoming budget year were presented and discussed with the City Council at a study session on April 23. Major work plan items, in addition to a list of the on-going responsibilities of each department, can be found within the department program sections of the budget document.

FY 2018 SIGNIFICANT ACCOMPLISHMENTS

The City achieved a significant number of accomplishments during the past year. The key accomplishments, summarized by department, are shown in Exhibit 1 to this budget message.

STRATEGIC PLAN AND PERFORMANCE REPORTING

In addition to allocating necessary resources for the provision of ongoing services and work plan activities, the budget serves as the financial plan for accomplishment of the Strategic Plan vision and objectives, which are summarized within the City and Community Information section of the document.

At the beginning of each program budget section, the individual program mission statement and on-going and major work plan items are listed, and the total program budget is detailed by type of expenditure and by line item. Once the major work plan items have been identified, the departments proceed with development of budgetary resources necessary to accomplish the ongoing objectives and annual work plans. Many of the major work plan items are based on meeting Strategic Plan objectives and, therefore, are the link between the Strategic Plan and the annual budget.

Performance measures, which track and report work input and related outcomes, are located within each respective program budget section of the document and help the City Council, staff, and the community to assess trends and strive for continual improvement. Performance reporting assists the City Council in establishing policies and priorities related to the quantity, quality and appropriateness of municipal services provided by the City of Campbell. Changes in resource levels can often also be articulated in terms of the impact on performance measures.

BASIS OF BUDGETING

The City budgets on a modified accrual basis for all funds except for its internal service funds which are budgeted on a full accrual basis. This is consistent with the City's basis of accounting as reported in its 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. 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 or shortly thereafter to pay current liabilities.

Proprietary fund budgets are adopted using the full accrual basis of accounting whereby revenue projections are developed recognizing revenues expected to be earned in the period, and expenditure estimates are developed for all expenses anticipated to be incurred during the fiscal

year. The City's proprietary fund type consists only of internal service funds, as the City has no municipally owned utilities or other enterprise activities.

Level of Budgetary Control: The City's budget is a working document that is utilized throughout the organization. Although the expenditure budget is legally adopted by resolution of the City Council at the total City budget level, it is important to note that the administrative level of accountability is at the line-item level within each program and fund. The City's financial policies authorize budget adjustments within the adopted budget up to \$10,000 or requiring transfers from reserves of less than \$5,000 to be approved by the City Manager. These are referred to as administrative budget adjustments. All budget adjustments that increase appropriations or any adjustments to capital projects must be approved by the City Council.

Budget Development: Development of the operating and capital budget is a process that takes place over six months and is summarized by the budget calendar located in the Budget Reference section of this document. The City's financial policies establish a process whereby a budget study session is held with the City Council during the annual budget development process. This meeting is generally held during March/April timeframe. Council is presented with an overview of the City's fiscal condition and proposed work plans for the upcoming year. A study session was held on April 30 to discuss the operating budget and capital improvement plan and the proposed budget was introduced on June 5, 2018.

The City's budget presentation and format are intended to provide a document that is easy to read while functioning as a policy document, an operations guide, a communication tool, and a financial management instrument. It is a working tool that contains a considerable amount of information that is utilized at every level in the City organization throughout the year.

BUDGET AND FINANCIAL AWARDS

For the 25th consecutive year, the City's budget received national recognition by earning the Government Finance Officers Association (GFOA) "Distinguished Budget Award". To receive the Distinguished Budget Presentation Award, a city must publish a budget document that serves as a policy document, a financial plan, a communications device, and an operations guide. We believe the FY 2019 budget conforms to GFOA program requirements. Additionally, this is the 20th year an award of "Excellence in Budgeting" has been received from the California Society of Municipal Finance Officers (CSMFO). Copies of both awards appear in the Budget Reference Materials section of this document. It also should be noted that the City's Comprehensive Annual Financial Report has also been an award-winning document for excellence in financial reporting at both the State and national levels for many years.

CONCLUSION AND ACKNOWLEDGEMENTS

The development of the FY 2019 operating and capital budget was made possible through the cooperation of the City's employees, input and support from our community, and direction of the City Council. The City has benefitted from a robust economy in recent years; however, an economic slowdown should be contemplated and planned for in advance. Consequently, the City will continue to be responsive to changes on the horizon, continue to prioritize what is important for the community and allocate available resources to those programs and services deemed to be most important while seeking more efficient processes for getting our work done. Our ability to manage scarce resources is a key reason Campbell remains a vibrant and desirable place to live and work.

The development of this budget was made possible through the knowledge and contributions of many individuals on staff. I wish to thank everyone who participated in the budget process this year including the City Council and members of the Executive Team. Finally, I would like to recognize the Finance Department for their dedication and hard work that went into coordinating, developing, and publishing this budget document.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'B. Loventhal', written in a cursive style.

Brian Loventhal
City Manager

FY 18 SIGNIFICANT ACCOMPLISHMENTS

City Manager's Department

Program 501 – City Council:

- Reviewed and processed five new Beautification Grant awards for small businesses and neighborhoods

Program 510 – Administration:

- Planned and produced the 2017 State of the City community event at the Heritage Theatre

Program 511 – City Clerk:

- Organized the 2017 Commissioner's recognition dinner
- Collaborated with IT Division to create and implement an Agenda Management system

Program 515 – Human Resources:

- Provided a successful volunteer luncheon honoring 186 volunteers
- Administered the Employee Service Awards in recognition of 27 employees and 5 Employee Value Awards
- Completed 19 recruitments in accordance with performance measurement outcomes and assisted in the recruitment process for several temporary positions, 4 internships and 5 work experience students
- Conducted annual open enrollment for all employees and hosted an expanded Health and Benefits Fair
- Updated and revised City's Workplace Violence and Prevention Policy
- Provided Citywide Workplace Violence and Prevention Training

Program 547 – Information Technology:

- Replaced City network, including City Hall, Service Center, and Community Center
- Replaced Computer Aided Dispatch System (CAD) for Campbell PD
- Replaced Police Records Management System (RMS) for Campbell PD
- Replaced Evidence Management System for Campbell PD
- Deployed wireless network at Community Center to be used for free public access
- Helped deploy Automated Agenda Packet Management System
- Completed and posted RFP to replace Tidemark permit system
- Constructed contract to consolidate all GIS services (budgeted for FY18-19)
- Hardened wireless security (CJIS Standard)

Program 547 – Information Technology continued:

- Hardened desktop and server security (patch updates)
- Hardened user security using Knowbe4 to test readiness
- EOC update: replaced wiring, network, computers and printers in EOC
- Increased City internet services from 1G to 10G at less cost
- Cleaned and organized Network Operations Center (NOC) and PD NOC

Recreation & Community Services Department

Program 524 – Administrative Services Program:

- Hired an Office Specialist
- Facilitated third year of Campbell Youth Commission

Program 526 – Adult Services Program:

- Established metrics to evaluate Case Management program
- Restructured Office Assistant position into two part-time Customer Service Clerk positions
- Hired a Recreation Specialist for Adult Services
- As part of the Age-Friendly City work plan, the Adult Center participated in the implementation of the Reach Your Destination Easily (RYDE) Program
- Continued Annual events such as Lunar New Year and cohosting Caregivers Count Conference
- Implemented new intergenerational “Holiday Tea” event

Program 527 – Community Center:

- Hired an Office Specialist
- Worked with Public Works to improve the condition of athletic fields at the Campbell Community Center
- Managed the Community Center Leasing Program

Program 528 – Museum Services Program:

- Established new public event, the Ainsley House Wine and Music Series (all six events were sold out)
- Continued to increase community engagement through the History Happy Hour lecture series
- Curated off site exhibit at the Heritage Theater called, “The Cook Book Series.”

Program 528 – Museum Services Program continued:

- Secured grants from California Revealed to have 2,500 Campbell Press newspapers digitized
- Added over 1000 images to Museum’s Past Perfect online Collection
- Secured donation from JC Ainsley family for Cannery ledgers, family letters, and china from 1891-1930

Program 531 - Sports, Aquatics, & Fitness Program:

- Implemented Oktoberfest and Valentine Fun Runs

Program 532 – Preschool, Day Camps and Classes:

- Increased special interest class offerings and revenue

Finance Department

Program 535 – Accounting Services Program:

- Participated in the transition to a newly created risk pool Joint Powers Authority for the City and 27 other municipal agencies from an existing risk pool with ABAG PLAN
- Completed an open bid process to sell a parcel of land owned by the Successor Agency pursuant to the Agency’s Long Range Property Management Plan
- Coordinated a biennial actuarial valuation for the City’s other post-employment benefits (OPEB) program pursuant to the requirements of GASB 75
- Coordinated with City Manager’s Office to provide purchasing training to over 25 City staff to review existing purchasing policies, as well as updates to policies and procedures
- Submitted for and received the 29th consecutive “Certificate of Excellence in Financial Reporting” from the Government Finance Officers Association of the United States and Canada (GFOA) for the City’s FY 2016-17 Comprehensive Annual Financial Report
- Submitted and received the 25th consecutive “Distinguished Budget Award” from the GFOA for the City’s FY 2017-18 Operating and Capital Budget document

Community Development Department

Program 550 – Community Development Administration Program:

- Extended the Code Enforcement service contract
- Hired a full-time Code Enforcement Officer

Program 551 – Current Planning Program:

- Adopted the Campbell Village Area Plan
- Adopted update to the Wireless Communications Ordinance
- Adopted update to the Historic Preservation Ordinance
- Launched the Historic Preservation Application
- Processed 137 Administrative Permits
- Prepared and presented 60 Planning Commission staff reports
- Prepared and presented 34 City Council staff reports
- Received an APA Award for the Pruneyard Master Use Permit

Program 552 – Policy Development Program:

- Coordinated and participated in monthly meetings with the General Plan Advisory Committee (GPAC)
- Coordinated and participated in five (5) General Plan update neighborhood workshops
- Held a City Council Study Session to discuss possible areas for Specific Plans

Program 554 – Building Codes Regulation Program:

- Performed 1,170 plan reviews
- Issued and inspected over 1,600 building permits
- Conducted one (1) Building Board of Appeals hearing
- Code Enforcement received 437 cases and closed 373
- Code Enforcement closed an additional 112 “aging” cases

Program 556 – Economic Development Program:

- Adopted Economic Development Plan
- Created and implemented eight (8) performance metrics
- Created and implemented an Expedited Permit Process for Adm. S&A's
- Created a Vacant Storefront Window Treatment Program
- Completed benchmarking study of mix of downtown uses of surrounding cities
- Updated the customer satisfaction surveys for planning and building divisions
- Continued Concierge Program which assisted 83 businesses
- Reached out to 24 businesses regarding interest in moving to Campbell

Program 557 – Low-Moderate Income Housing Program:

- 14 homebuyer orientations were held at City Hall
- Seven (7) new BMR homes were sold to new homeowners in the Madison development
- 36 BMR homeowners were recertified
- 42 existing BMR rental units were recertified
- Six (6) vacated rental units were filled with new tenants and another three (3) rental units are expected to be filled by July 1
- One (1) BMR home was returned to the City's program due to owner default and resold to a new owner with a new 45-year affordability term. HouseKeys also recovered a \$200,274 RDA loan on the property, returning the funds back to the City's affordable housing fund
- The City hosted a free Energy Upgrade workshop at the Campbell Community Center to provide Campbell residents with information on potential rebates and incentives for making their home more energy efficient

Legal Services Department

Program 560 – Legal Services:

Ordinance Preparations/Revisions:

- Adopted Marijuana Tax Ordinance amended to provide procedural provisions
- Adopted Purchasing Ordinance
- Adopted Wireless Telecommunications Ordinance for private property installations
- Adopted Historic Preservation Ordinance
- Prepared Camping Ordinance
- Prepared Public Works Protest/Non-responsibility Process Ordinance

Program 560 – Legal Services continued:

Litigation:

- Obtained dismissal of Campbell Brewing v. Campbell
- Prevailed in dangerous dog appeal: Shoemake v. SVACA

Other Significant Accomplishments:

- Prepared implementing agreements for Storefront Window Art Program for vacant buildings

Public Safety Department

Program 601 – Administration:

- CA POST (Peace Officer Standards and Training) completed an audit of all training and backgrounds checks. The audit revealed we were 100% in compliance with our POST training and how we conduct background checks
- POST recognized Campbell as being one of the few agencies in the State in complete compliance for at least the past three training cycles
- All sworn officers attended a mental health decision making and communications class. The training centered on recognizing those experiencing a mental health crisis and included interactive scenarios testing de-escalation techniques
- All sworn officers attended a one day training class on the new County active shooter protocol. The second half of the training involved Campbell Officers participating in scenario training with Santa Clara County Sheriff's Deputies and Central Fire personnel to simulate an actual event

Program 602 – Communications and Program 603 – Records:

- Completed a 2+ year project for the purchase, implementation and department-wide training on a new Computer Aided Dispatch and Records Management system (CAD/RMS)
- Installed and trained users on new Mobile Data Terminals for all Patrol vehicles
- Implemented a new Evidence Bar Coding system for Property Division to track and manage property and evidence
- Implemented a new software system to create and track motor vehicle crash reports
- Completed a detailed and lengthy audit to comply with security and training regulations for the State of California Department of Justice
- Recruited, hired and trained two new Records Specialists

Program 604 – Special Enforcement:

- Implemented a new Body Worn Camera program (Axon) and rolled out new cameras to all police officers and public safety assistants
- Completed the Local Hazard Mitigation Plan (LHMP), which was approved by FEMA, the State of California, and City Council
- Completed negotiations with Santa Clara County Fire to take over arson investigations for their served jurisdictions
- Completed arson investigation training for two detectives, which was over 200 hours for each detective
- Investigated several high profile cases including a homicide and a large burglary ring that spanned multiple counties and jurisdictions. The burglary case led to the arrest of several adults and juveniles on multiple charges

Program 605 – Field Services:

- Hired a Police Officer
- Hired two Public Safety Assistants (PSAs)
- Hired new Communications and Public Engagement Coordinator
- Created PD Facebook account
- Participated in the Best of the West regional SWAT team competition. The team scored eighth overall out of 27 teams with a third place event finish in the two-man combat course
- Participated in an Opioid Overdose Prevention Project
- Elimination of two major drug houses
- Hosted State-wide Crisis Negotiation Team Training
- Hosted several Coffee with a Cop Events to engage the community
- Completed a comprehensive Year in Review to highlight crime statistics and programs within the department
- Conducted Emergency Operations Training for City staff
- Conducted Active Shooter training for schools

Public Works Department

Program 701 – Administration:

- Continued work on the Civic Center Master Plan process
- Implemented process to allocate Park Impact Fees
- Assisted in the establishment of the West Valley Clean Water Joint Powers Authority
- Assisted local efforts in the development of Regional Transportation planning and associated funding plan - Envision Silicon Valley
- Secured additional street maintenance resources in the amount of approximately \$1.5M annually
- Completed major scanning and archiving of project plans and documents

Program 720 – Transportation Engineering:

- Completed Transportation Improvement Plan (TIP) for Campbell Priority Development Area (PDA) Study
- Installed Electronic Bike Lockers at Hamilton and Downtown Campbell Light Rail Stations
- Implemented the Traffic Calming Policy
- Installed Safety Improvements at Campbell and Leigh Avenues
- Turned on Creekside Center Hotel/Office traffic signal

Program 730 – Engineering:

- Completed the Fischer Park Improvement
- Completed the Campisi Feasibility Study
- Completed the Annual Street Maintenance Project
- Completed the Community Center Exercise Station Renovation
- Completed the Community Center Play Area
- Execution of financing agreement with PG&E Energy Efficiency Retrofit Program to facilitate LED streetlight conversions and other energy savings projects
- Secured \$555,000 Highway Safety and Improvement Plan (HSIP) grant for Eden Avenue Sidewalk
- Continued work on creating licensing terms, permitting process, and design concepts for wireless facilities installations

Program 740 – Land Development / Environmental:

- Completed the Campbell Village Neighborhood Plan
- Completed Phase I of the Pruneyard Development
- Completed Creekside Street Improvements including a new traffic signal
- Continued progress on the preparation of Green Infrastructure Plan
- Executed master encroachment agreements with Verizon and Level 3 for the installation of fiber optic infrastructure
- Processed 51 private development encroachment permits
- Processed 167 utility encroachment permits

Program 745 – Maintenance Administration:

- Updated written programs and safety procedures
- Eliminated the Community Garden waiting list in part by expanding the garden, implementing term limits, and enforcing garden policies
- Organized and supported multiple volunteer projects and community events such as the MLK Service Day, Great American Litter pick-up, Community Garage Sale and improvements to City Hall and the Veterans Memorial
- Entered the Public Works Float – “Bunnies & Bonnets” Parade
- Completed the build-out and roll out of the City volunteer trailer

Program 750 – Vehicle Maintenance:

- Completed the acquisition of all approved vehicle and equipment purchases
- Implemented the new inventory and preventative maintenance data module

Program 760 – Street Maintenance:

- Completed the City’s sign inventory and associated condition assessment
- Completed the repair and seal coating of the City Hall and Community Center parking lots
- Completed the seal coating of the Service Center parking lot and the construction of a new retaining wall
- Completed the construction of the traffic circle located in the Campbell Village at the intersection of Erin and Shamrock

Program 770 – Signals and Lighting Maintenance:

- Completed installation of the second phase of LED street light conversion project (557 light fixtures)
- Completed the setup and take down of Downtown Holiday Decorations

Program 775 – Park Maintenance:

- Organized and supported multiple volunteer projects and community events such as Arbor Day and MLK Service Day
- Completed maintenance improvement projects including the Downtown west-end median renovation, Gomes Park renovation and Community Center Winchester Blvd. entrance
- Converted the JDM Park – Rincon Playground from sand play surface to engineered wood fiber safety surface
- Completed the irrigation modification at the CCC sports fields by installing a new meter and backflow device to ensure adequate water delivery
- Completed the replacement of the CCC potable water backflow device as a result of lead contamination found in the potable water system

Program 780 – Building Maintenance:

- Completed Community Center - Building H renovations to accommodate the West Valley Clean Water Program office relocation
- Completed the renovation of the pedestrian bridge at Campbell Park
- Completed emergency repairs of the City Hall boiler and the CCC swimming pool boiler
- Completed renovations and installed new fencing at the Ainsley Carriage House

FINANCIAL POLICIES

Revenue Policies: The development and maintenance of balanced and reliable revenue streams will be the primary revenue objective of the City. Efforts will be directed to optimize existing revenue sources while periodically reviewing potential new revenue sources. The need to promote a healthy business climate is recognized as one method to maximize existing revenue sources. Revenue estimates will be prepared on an annual basis during the preparation of the budget and major revenue categories will be projected on a five-year basis. Revenues will be estimated conservatively using accepted standards and estimates provided by the State and other governmental agencies. Alternative revenue sources will be periodically evaluated to determine their applicability to meet identified City needs.

Sources of revenue will be evaluated and modified as necessary to assure a diversified and growing revenue base that improves the City's ability to handle fluctuations in individual sources. Revenues from "one-time" or limited duration revenue sources will not be used for ongoing operating expenses. Fees and charges for services will be evaluated and, if necessary, adjusted annually to assure that they generate sufficient revenues to meet service delivery costs. The City will establish user charges at a level generally related to the full cost (operating, direct, indirect, and capital costs) of providing the service, unless Council determines that a subsidy from the General Fund is in the public interest. The City will also consider market rates and charges levied by other municipalities of similar size for like services in establishing rates, fees, and charges. Enterprise and Internal Service Funds will be self-supporting.

Expenditure and Budget Policies: Major expenditure categories will be projected on a five-year basis. The "Proposition 4" expenditure limit will be calculated on an annual basis prior to the adoption of the budget and will be projected for an additional two years. The City will operate on a current funding basis. Expenditures will be budgeted and controlled so as not to exceed current revenues plus the planned use of any accumulated fund balances. The City will take corrective action at mid-year when expenditure and revenue projections are such that an operating deficit is projected at fiscal year end. Corrective action may include the use of contingency reserves. The City will establish a purchasing policy that specifies the thresholds and scope of purchasing authorizations required.

Annual budgeted operating expenditures shall not exceed annual operating revenues, including budgeted use of reserves. At least one budget study session will be held annually prior to the introduction of the budget to the City Council. The City Manager shall prepare and submit to the City Council annually a proposed operating and capital budget by June 1st of each year, and the budget will be adopted by June 30th of each year. A mid-year budget status report will be presented to the City Council no later than February of each year. Budget adjustments within the adopted budget of less than \$10,000, or requiring a transfer from reserves of less than \$5,000, may be approved by the City Manager; otherwise, City Council approval is required.

Budget status reports are prepared monthly and distributed to all departments. Because the budget is based on estimates, from time to time, it is necessary to make adjustments to fine-tune the line-items within it. Various levels of administrative control are utilized to maintain the budget's integrity. Program managers are accountable for the line-item level of control of their individual program budgets. Department heads are accountable for the fund level of control for funds within their departments. Finance oversees the general level of accountability related to budgetary integrity through systems checks and balances and various internal controls.

FINANCIAL POLICIES

Reserve Policies: The City's financial policies mandate the levels at which reserves shall be maintained. The **General Fund Emergency Reserve** shall be maintained at a level of 10% of General Fund revenues and used only in case of dire need as a result of physical or financial emergencies as determined by the City Council.

The **General Fund Operating Reserve** shall be maintained at a level of \$1 million. This reserve may be used to meet necessary, but unbudgeted, expenditures during the fiscal year, including mid-year budget adjustments, and/or to cover minor unanticipated revenue shortfalls. Funds drawn from this reserve during the year shall be replenished with the adoption of the ensuing fiscal year budget.

An **Economic Fluctuations Reserve** shall be maintained, with a target of \$6 million, to provide budget stabilization during an economic downturn that could otherwise result in significant reductions in service levels and/or organizational staffing. This reserve shall not be less than \$2 million. However, if the reserve balance falls below \$4 million, or the City's five-year financial projections indicate the reserve will fall below this minimum requirement at any time during this period, City staff shall present to Council, by the following year's budget adoption, a plan to return to the target amount within five years.

A **Capital Improvement Program Reserve** shall be maintained at a level to cover unbudgeted capital improvement costs, to fund future capital and infrastructure improvements, and to fund anticipated one-time expenditures in the operating budget. This reserve shall be targeted at \$5 million, including an annual funding target of \$1.5 million specifically for infrastructure needs. Any unappropriated General Fund surplus, not needed to fund other reserves at fiscal year-end, shall be applied to this reserve.

A reserve shall be maintained sufficient to cover 50% of **outstanding compensated absences**.

Reserves for the replacement of **Motor Pool and Information Technology Pool** assets shall be evaluated annually and maintained at sufficient levels to provide for the replacement of approximately 50% of the equipment based on accumulated depreciation and estimated replacement costs. The **Workers' Compensation Self-Insurance Reserve** will be maintained at a level deemed adequate to meet projected liabilities as determined by an actuarial evaluation to be conducted at least once every two years.

The **General Liability Insurance Reserve** will be maintained at a level deemed adequate to meet projected liabilities. This level may be determined by an actuarial evaluation or derived from estimates provided by the City's third party risk pool provider, subject to a minimum level equal to 100% of the self-insured retention (SIR). Other reserves required by law, contractual obligation or Generally Accepted Accounting Principles (GAAP) shall be provided for. Lastly, the City Manager may, at his/her discretion, establish additional reserves and/or recommend annual reserve fund replenishments, deemed necessary and prudent to ensure the fiscal health of the City, subject to City Council approval.

Capital Improvement Policies: A five-year Capital Improvement Plan shall be approved on an annual basis with first year projects adopted in conjunction with the operating budget. Sufficient financial commitment will be made to preserving the City's investment in its public facilities (buildings, streets, parks, equipment, etc.) to assure preservation of these assets. The ongoing maintenance and operating costs of any proposed capital improvements will be evaluated prior to the approval of any capital improvement project. Equipment

FINANCIAL POLICIES

replacement and maintenance shall be projected and funded throughout its useful life. The annual capital improvement budget shall only include those projects which funding source is reasonably assured and can be started within the fiscal year indicated.

The capitalization threshold used in determining if a given piece of equipment qualifies for capitalization is \$5,000 per item with a useful life of greater than two years. Groups of items with individual values of less than \$5,000 each will not be capitalized unless the items are purchased by an internal service fund and are anticipated to be replaced in the aggregate. Adequate insurance will be maintained on all capital assets. A periodic replacement cost evaluation will be performed to ensure that coverage limits are reasonable. The capitalization threshold used in determining if an improvement, building or other asset acquisition for infrastructure qualifies for capitalization is \$100,000 with a useful life of greater than two years.

Cash Management Policies: The City's administrative procedure governing investments shall be updated and approved by the City Council annually. Investments will be made in accordance with the separately adopted investment policy. A complete report on the City's investment portfolio shall be presented to the City Council monthly. A cash flow analysis for all funds shall be prepared monthly. The City shall periodically conduct a bid process for the provision of banking services. The City will invest all funds based on the following criteria: 1) safety of invested funds; 2) maintenance of sufficient liquidity to meet cash flow needs; and, 3) attainment of the maximum yield possible consistent with the above priorities.

The City will seek local, state and federal grant funding opportunities to secure funding for both operating and capital projects. Any grants provided to other agencies/organizations by the City will contain sufficient control elements to ensure their consistent use within specified guidelines and requirements. Management is responsible for the detection and prevention of fraud, misappropriations, and other inappropriate conduct. The City will establish a fraud policy that will aid in the detection and prevention of fraud as it applies to cash management as well as any impropriety in the handling of other financial transactions.

Accounting Policies: The City's financial records will be audited annually by a reputable independent certified public accounting firm. An annual financial report shall be prepared each year within six (6) months of the close of the previous fiscal year and reviewed with the City Council Finance Committee and the City Council consistent with the requirements of Statement on Auditing Standards 112 and 114.

Operating budget revenue and expenditure status reports will be prepared monthly and distributed to all department directors so that they may effectively and continuously evaluate their financial performance in a timely manner.

The auditor's annual Written Communication on Internal Control Structure will be reviewed with the City Council Finance Committee by the audit firm for a recommendation to the City Council consistent with the requirements of Statement on Auditing Standards 112. Financial records and reporting will be maintained in accordance with Generally Accepted Accounting Principles (GAAP) and the requirements of the Governmental Accounting Standards Board (GASB) and the Government Finance Officers Association (G.F.O.A.). Full and continuing disclosure will be provided in annual financial statements and in bond representations. The City shall attempt to keep accounting records in such a manner to

FINANCIAL POLICIES

receive an unqualified audit opinion and to qualify for a Certificate of Achievement for Excellence in Financial Reporting from G.F.O.A.

The City will solicit an RFP for audit services no less frequently than every five (5) years. Additionally, an audit firm may be retained for a maximum of 2 consecutive five-year terms. The Council Finance Committee, City Manager, and Finance Director will review the qualifications of prospective firms and make a recommendation to the City Council.

Debt Management Policies: Debt management can be of particular interest to readers of budget documents. A numerical presentation related to the City's debt service obligations consisting of special assessment debt, certificates of participation and tax allocation bonds may be found in the financial summaries section of the budget.

The City will restrict long-term borrowing to the funding of capital improvement projects and equipment. The term of debt shall not exceed the expected useful life of the capital improvement project or equipment. General obligation debt will not exceed 3.75% of the City's assessed value in accordance with State law. Where possible, the City will use special assessment, revenue, or other self-funding debt instead of general obligation bonds.

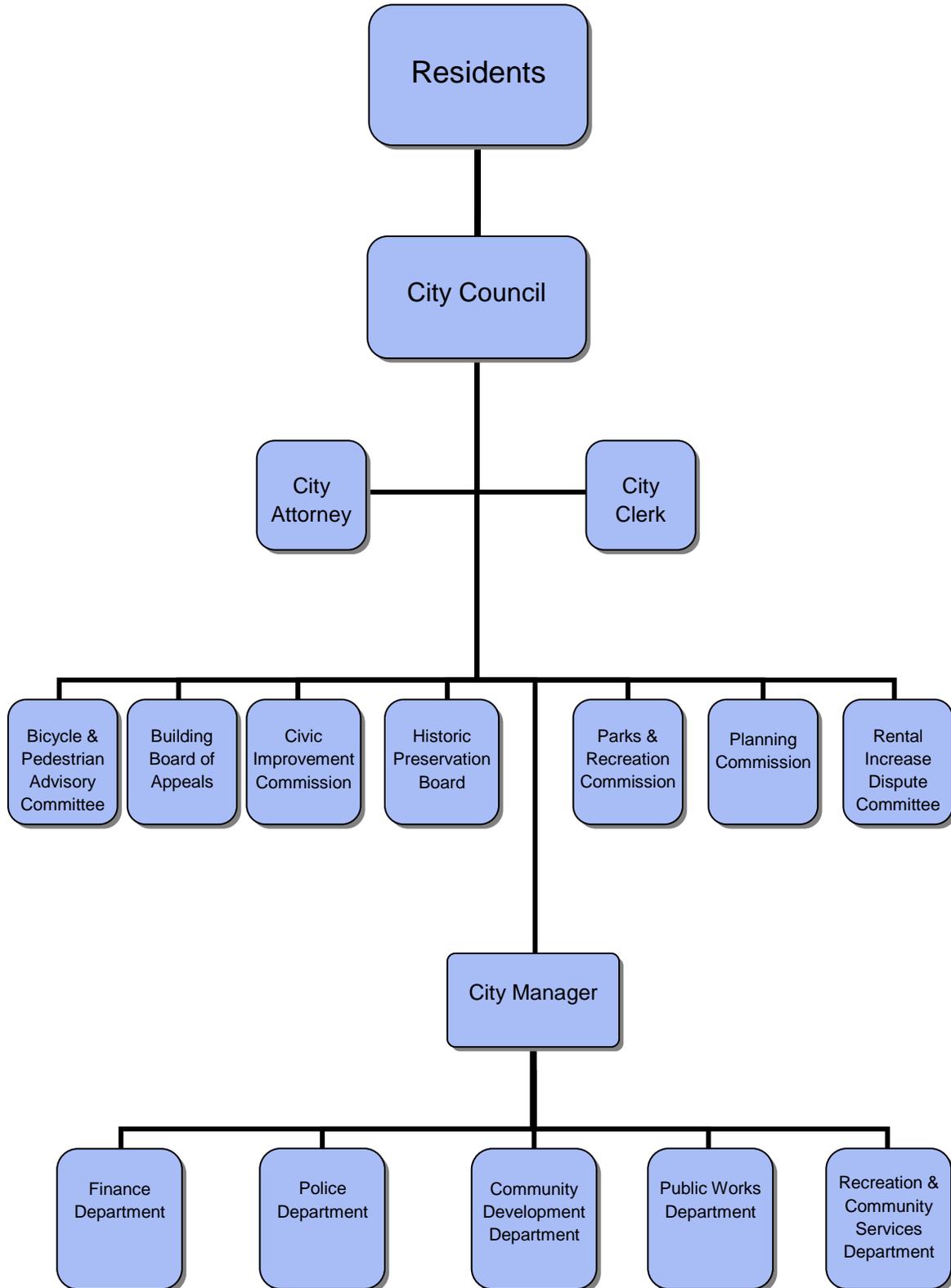
The City will maintain good communications with bond rating agencies about its financial condition. The City will use refunding techniques where appropriate to allow for the restructuring of its current outstanding debt to remove or change restrictive covenants, and/or to reduce annual debt service in an amount sufficient to justify the costs of refunding/re-issuance. The City may use short-term debt to cover temporary or emergency cash flow shortages. All such short-term borrowing will be subject to Council approval.

The City may issue inter-fund loans in lieu of outside debt instruments to meet short-term cash flow needs. Loans will be permitted only if excess funds are available. The prevailing interest rate on such loans will be established by the Finance Director. All terms of such loan including, but not limited to, the principal amount, interest rate and duration will be subject to Council approval and must be documented by Memorandum.



General Organization

2018 - 2019



CITY OFFICIALS

City Council

Mayor – Paul Resnikoff

Vice Mayor – Rich Waterman

Councilmember – Jeffrey Cristina

Councilmember – Susan M. Landry

Councilmember – Elizabeth “Liz” Gibbons

Note: Mayor serves an annual term from December to December. Names and positions are as of July 1, 2018.

City Administrative Staff

City Manager – Brian Loventhal

Deputy City Manager – Al Bito

City Clerk – Wendy Wood

City Attorney – William Seligmann

Community Development Director – Paul Kermoyan

Finance Director – Jesse Takahashi

Human Resources Manager – Jill Lopez

Police Chief – David Carmichael

Public Works Director – Todd Capurso

Recreation & Community Services Director – Regina Maurantonio

Community Vision

Campbell will remain a friendly community and develop a stronger sense of identity, characterized by the active involvement of its citizens and businesses in all aspects of community life.

It will be a safer, more well-balanced small town with connected neighborhoods set in an attractive and comfortable environment.

Campbell City government will be increasingly fiscally self-reliant, provide more effective basic municipal services and foster regional cooperation and local partnerships.

Community Goals

To have a safe, clean, comfortable and healthy environment.

To be a physically connected and involved community with a strong sense of identity.

To have attractive residential neighborhoods and business districts.

To retain a friendly, small-town atmosphere.

To maintain a fiscally self-reliant City government with effective basic municipal services.

Mission Statement

The City of Campbell's mission is to maintain a safe and pleasant environment by providing effective governance and the efficient delivery of public services.

In the process of providing representative local government, the City identifies and anticipates concerns, problems and opportunities, and takes actions to address them. The City government also provides a catalyst for the involvement of residents, businesses and organizations in the development and maintenance of the community.

The City's role is to delivery critical public services in an efficient, professional and timely manner.

The City is responsible for the preservation of the community's physical and aesthetic assets, and for the efficient management and equitable allocation of community fiscal resources.

Essential to accomplishing the objectives outlines above is the active involvement of citizens serving as elected Councilmembers, advisory commissioners, and on citizen committees and task forces. In addition, the selection, training, motivation and retention of highly qualified employees is critical to the City's success.

CAMPBELL STATEMENT OF VALUES

Preamble:

To promote and foster the highest degree of public trust, the Campbell City Council has adopted a Statement of Values reflecting the core beliefs of the community. These key values are deeply held beliefs that influence a person's attitude, actions and decisions. Values, in turn, form the basis for ethical decisions. Ethics are standards or principles for how we treat one another.

The Campbell Statement of Values expresses the standards for the highest integrity and ethical conduct expected for elected officials, appointed commissioners and board members, executive staff and candidates for local office. These individuals have the responsibility to assure that they understand and follow, in every respect, the ethical standards so that the public can continue to have full confidence in its officials, candidates, and the democratic process. Ethical behavior requires a commitment to live by the values expressed below.

This Statement of Values is expected to be a "living" document and reviewed or updated periodically; initially in February 2007 and in February of odd-numbered years thereafter.

Community

As I serve Campbell:

- I value the importance of building and preserving community in Campbell
- I am a steward for the community's economy, environment, culture and safety
- I am engaged and responsive when serving the community; the needs and concerns of all residents are important to me
- I take into consideration the long-term financial needs of the City while also balancing Campbell's identity as a small town with connected neighborhoods

Honesty

As I serve Campbell:

- My words and deeds will be based on truthfulness
- I will conduct myself with the highest degree of sincerity
- I will not knowingly use inaccurate information nor omit relevant information to support my positions or views
- I take responsibility for my actions and do not leave false impressions

Civility

As I serve Campbell:

- I treat everyone the way I want to be treated, with respect and dignity
- I practice patience, courtesy, and civility in all interactions
- I understand differences of opinion and policy disagreements are part of the democratic process; I respect the opinions of those with whom I differ
- I support effective two-way communication by listening carefully, asking questions and determining an appropriate response

Equality

As I serve Campbell:

- I value everyone's opinion and listen to all sides
- I encourage public input as well as equal access and treatment for all
- I am impartial and make decisions based on the merits of the issue

Teamwork

As I serve Campbell:

- I will actively participate in a positive and constructive manner
- I encourage and support collaboration and strive for consensus building
- I value diversity and seek divergent viewpoints from people of all backgrounds
- I am approachable and open-minded
- I understand that my position may not always prevail but that I support the democratic process and the decisions resulting from it

Accountability

As I serve Campbell:

- I hold myself accountable to the highest ethical standards
- I take responsibility for my conduct and am willing to explain my actions and decisions
- I recognize that the responsibility for making decisions about the use of public resources is a public trust

As a representative of, or candidate for an office in, the City of Campbell, I agree to uphold the Campbell Statement of Values adopted by the City Council. I affirm that I have read, understood and will conduct myself in accordance with the City of Campbell's Statement of Values.

Adopted by the Campbell City Council on March 21, 2006

Updated February 17, 2009, Resolution #10998

Council reviewed / reaffirmed in February 2011, 2013, 2015 & April 2017

CAMPBELL STRATEGIC PLAN ELEMENTS & OBJECTIVES

1.0 Land Use

- 1.1. A Balanced small town.
- 1.2. Land-Use patterns that minimize conflicts.
- 1.3. Availability of a range of housing types.
- 1.4. Identifiable City boundaries.
- 1.5. An attractive community with an enhanced image.
- 1.6. Interconnected neighborhoods and community resources.
- 1.7. An economically diverse and viable community.
- 1.8. A vibrant downtown that serves as the focal point of the community.

2.0 Financial Health

- 2.1. Up-to-date, effective financial management.
- 2.2. A diversified and reliable revenue base.
- 2.3. Effective City services at appropriate service levels, using resources in the most cost efficient manner.

3.0 Transportation

- 3.1. Safe residential neighborhoods.
- 3.2. Economically viable shopping areas.
- 3.3. Streets that safely and comfortably accommodate pedestrians and bicycles.
- 3.4. Streets that are safe, clean and well maintained.
- 3.5. Regional improvements that meet the transportation needs of Campbell residents and businesses.
- 3.6. Streets that serve the needs of adjacent land uses.
- 3.7. Streets that operate efficiently and effectively.
- 3.8. Local serving streets that reflect a "small-town" atmosphere.

4.0 Public Safety

- 4.1. An improved feeling of safety within the community.
- 4.2. Reduced crime and calls for service.
- 4.3. An effective working relationship with other governmental and social agencies that enables the City to attack the causes of crime.
- 4.4. A reduced number of traffic accidents and associated injuries.
- 4.5. An effective emergency preparedness program.

5.0 Community Services / Recreation

- 5.1. Leisure services that enhance community health and opportunities for interaction.
- 5.2. Enhanced recreational opportunities for Campbell residents.
- 5.3. Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit and enjoyment.
- 5.4. Information and referral services that locate programs and services not directly provided by the City.
- 5.5. Effective working relationships with local schools and service organizations that enable us to address the needs of at-risk youth.
- 5.6. Increased financial self-reliance of the City's Recreation and Community Services Department to support programs and services.
- 5.7. Enhanced community spirit, pride, activities and interaction among Campbell citizens and partnerships with local community groups, service organizations, agencies and private parties to assume co-sponsorship of community spirit events and activities.

CAMPBELL STRATEGIC PLAN ELEMENTS & OBJECTIVES

6.0 Open Space/Cultural/Historical

- 6.1. Sufficient open space to meet the needs of the community and partnerships with schools and other special districts for public use of open space lands.
- 6.2. Additional open space in each of the areas identified as deficient in the open space element of the City's General Plan.
- 6.3. A balance of active and passive uses for the City's open space areas.
- 6.4. Sufficient locally originated historic and cultural activities/opportunities in the community.

7.0 Environmental Programs

- 7.1. Extend life of landfill space through increased recycling and conservation efforts.

- 7.2. Programs to prevent illegal disposal of hazardous waste materials.
- 7.3. Participation in water quality protection programs and water conservation efforts.
- 7.4. Participation in local and regional efforts to improve air quality through traffic congestion management.

8.0 Community Participation

- 8.1. A community where residents and business are well informed about community issues and programs.
- 8.2. Clear and effective communication between the City organization and the Campbell Community.
- 8.3. Participation of residents and businesses in City government activities.



Adopted 11/94
Updated 3/99

COUNCIL COMMITTEE RESPONSIBILITIES

MAYOR RESNIKOFF:

Advisory Commissioner Appointment Interview Subcommittee
City Atty. Performance/Comp. Subcommittee
City Clerk Performance/Comp. Subcommittee
City Mgr. Performance/Comp. Subcommittee
West Valley Clean Water JPA (Tentative)
West Valley Mayors and Managers
West Valley Sanitation District
West Valley Solid Waste Authority JPA,
Cities Association of Santa Clara County Representative,
Selection Committee & Legislative Action Committee (Alt.)
Recycling and Waste Reduction Commission of SCC** (Alt.)

VICE MAYOR WATERMAN:

City Mgr. Performance / Comp. Subcommittee
City Atty. Performance / Comp. Subcommittee
City Clerk Performance / Comp. Subcommittee
Advisory Commissioner Appointment Interview Subcommittee
Advisory Commissioner Appointment Interview Subcommittee
Economic Development Subcommittee
Legislative Subcommittee
State Route (SR) 85 Corridor Policy Advisory Board
Silicon Valley Animal Control Authority Board (SVACA)
Downtown Subcommittee
Finance Subcommittee
County Library District JPA Board of Directors
Santa Clara Valley Water District : County Water Commission (Alt.)
Silicon Valley Clean Energy JPA Board of Directors (Alt.)

COUNCILMEMBER CRISTINA:

Ad Hoc Committee on South Flow Arrivals (San Jose Airport)
Cities Association of Santa Clara County Representatives, Cities Assn. Selection Committee & Legislative Action Committee
Downtown Subcommittee
Economic Development Subcommittee
Legislative Subcommittee
Silicon Valley Animal Control Authority Board (SVACA (Alt.)

COUNCILMEMBER GIBBONS:

Association of Bay Area Governments Executive Committee **
Campbell Historical Museum & Ainsley House Foundation Liaison
SCC CDBG Program Committee**
Comprehensive County Expressway Planning Study Policy Advisory Board**
Education Subcommittee
Finance Subcommittee
Friends of the Heritage Theater Liaison
Silicon Valley Clean Energy JPA Board of Directors SVCEC Executive Committee**
SVCEC Finance and Audit Subcommittee**
SCC Emergency Operations Commission**

COUNCILMEMBER LANDRY:

Association of Bay Area Governments
Education Subcommittee
Recycling and Waste Reduction Commission of SCC**
Santa Clara Valley Water District:
County Water Commission
Valley Transportation Authority Policy Advisory Committee
Campbell Historical Museum & Ainsley House Foundation Liaison (Alt.)
Comprehensive County Expressway Planning Study Policy Advisory Board
Friends of the Heritage Theater Liaison (Alt.)
State Route (SR) 85 Corridor Policy Advisory (Alt.)

**appointed by other agencies

COMMISSION, COMMITTEES, AND ADVISORY BOARDS

Planning Commission

Michael Rich, Chairperson
JoElle Hernandez, Vice Chairperson
Stuart Ching
Cynthia Dodd
Michael Krey
Maggie Ostrowski
Andrew Rivlin

Parks and Recreation Commission

Sherrie Doherty, Chairperson
Allen Ishibashi, Vice Chairperson
Jacquie Davidson
Robert Fidrych Jr
Traci Mitchell
Brian Santor
Celeste Walker.

Civic Improvement Commission

Anne Souza, Chairperson
Amy Carpenter, Vice Chairperson
Carol Hoffman
Sharon Teeter
Lucy Zheng
Alan Zisser

Building Board of Appeal

Bruno Marcelic
Jim Morelan
Jay Perrine
Kevin Salazar
Todd Zeman

Historical Preservation Board

Todd Walter, Chairperson
D. Michael Foulkes, Vice Chairperson
Susan Blake
Yvonne Kendall
Laura Taylor Moore

Rental Fact Finding Committee

Lucy Zheng
Eric Bracher
William Pierce
Jennifer Dooley
Zack Martin

Bicycle/Pedestrian Committee

Paul Tuttle, Chairperson
Carmen Lynaugh, Vice Chairperson
Marko Buric
Brian Conroy
Laura Smith

Note: Names and Positions as of July 3, 2018

Permanent Authorized Budgeted Personnel Positions*

Job Classification	FY 17 Number of Positions	FY 18 Number of Positions	FY 19 Number of Positions
Arborist	1	1	1
Accountant	1	1	1
Accounting Clerk II	2	2	2
Accounting Technician	1	1	1
Assistant Engineer	2	2	2
Assistant/Associate Planner	1	1	1
Associate Engineer	1	1	1
Building Division Manager/Building Official	1	1	1
Building Inspector	2	2	2
Building Maintenance Lead Worker	1	1	1
Building Maintenance Supervisor	1	1	1
Building Maintenance Worker	2	2	2
City Clerk	1	1	1
City Engineer	1	1	1
City Manager	1	1	1
Code Enforcement Officer	1	1	1
Communications Supervisor	1	1	1
Community Development Director	1	1	1
Community Services Officer	2	2	2
Deputy City Clerk	1	1	1
Deputy City Manager	1	1	1
Equipment Maintenance Supervisor	1	1	1
Executive Assistant	3	3	3
Executive Assistant to the City Manager	1	1	1
Finance Director	1	1	1
Finance Manager	1	1	1
Human Resources Analyst	1	1	1
Human Resources Manager	1	1	1
Human Resources Representative	-	1	1
Information Technology Administrator	1	1	1
Information Technology Manager	1	1	1
Information Technology Technician	2	2	2
Lighting & Traffic Signal Assistant	1	1	1
Lighting & Traffic Signal Supervisor	1	1	1
Lighting & Traffic Signal Technician	1	1	1
Maintenance Worker I/II	11	11	11
Mechanic I/II	1	1	1
Museum Collections Specialist	1	1	1
Office Assistant	3	2	2
Office Specialist	2	3	3
Park Maintenance Lead Worker	3	3	3
Park Maintenance Supervisor	1	1	1
Permit Technician	1	1	1
Police Agent	6	6	6
Police Captain	2	2	2
Police Chief	1	1	1
Police Officer	28	28	30
Police Records Specialist	6	6	6
Police Records Supervisor	1	1	1
Police Sergeant	7	7	7
Property/Evidence Specialist	1	1	1
Public Safety Dispatcher	9	9	9
Public Safety Systems Specialist	1	1	1

* Does not include City Council and City Attorney

Permanent Authorized Budgeted Personnel Positions*

Job Classification	FY 17 Number of Positions	FY 18 Number of Positions	FY 19 Number of Positions
Public Works Director	1	1	1
Public Works Inspector	1	1	1
Public Works Superintendent	1	1	1
Recreation & Community Services Director	1	1	1
Recreation Program Coordinator	1	1	1
Recreation Supervisor	3	3	3
Recreation Services Manager	1	1	1
Recreation Specialist	4	5	5
Senior Accountant	1	1	1
Senior Civil Engineer	2	2	2
Senior Office Assistant	1	-	-
Senior Planner	2	2	2
Senior Public Works Inspector	1	1	1
Senior Services Supervisor	1	1	1
Street Maintenance Lead Worker	2	2	2
Street Maintenance Supervisor	1	1	1
Support Services Manager	1	1	1
Traffic Engineer	1	1	1
Utility Worker	1	1	1
Total Permanent Full-Time Positions	153	155	157
Assistant Engineer	0.50	0.50	0.50
Community Services Officer	1.55	1.55	0.75
Executive Assistant	1.60	1.60	1.60
Human Resources Representative	0.75	-	-
Mechanic I/II	0.80	0.90	0.90
Nutrition Site Manager	0.50	0.50	0.50
Recreation Supervisor	-	0.75	0.75
Senior Museum Specialist	0.75	-	-
Total Permanent Part-Time Positions	6.45	5.80	5.00
Administrative Analyst I	1	0.9	0.9
Assistant Engineer	1	1	1
Assistant/Associate Planner	1	1	1
Building Inspector	-	1	1
Communications and Public Engagement Coordinator	-	1	1
Economic Development Specialist	-	1	1
Engineer Technician	-	1	1
Information Technology Administrator	1	-	-
Information Technology System Administrator	-	1	1
Maintenace Worker I/II	1	-	-
Planning Technician	1	1	1
Recreation Specialist (Youth Engagement)	0.50	1	1
Senior Building Inspector	1	1	1
Social Media Specialist	0.50	-	-
Total Limited-Term Positions	8.00	10.90	10.90

* Does not include City Council and City Attorney



TO:

Benjamin and Mary Campbell
Founders of the City of Campbell



FROM:

Jeanette Watson
Unofficial Town Historian & Councilwoman

SUBJECT: **CAMPBELL'S HERITAGE FROM 1846 TO TODAY**

Although we never met, I feel as though I know so much about you. Mr. Campbell, I know that your ancestors came from Scotland and were quite frugal. I want you to know that we who lead the City today are thrifty, too, as the enclosed budget document will show. We can't do all that we should for our citizens. The State and Feds empty our pockets from time to time. I guess you must have felt frustrated when you were having your troubles trying to establish a clear title to your property in the 1850's and 60's. Everybody wanted your money -- and your land -- from squatters to the government. I'm glad you finally got title to it in May, 1870.

Mr. Campbell, I know that in the pioneering days of 1846, you walked most of the way from Missouri to what would become the State of California. You were not the oldest son so you didn't get to do some of the fun things your older brother did; but, you had a great time, and when you saw our valley, you knew it would be your home forever. Things haven't changed much. We aren't the biggest city or even close. We are the best, however, and those of us who have learned how great Campbell is haven't left. Our valley still has its peaceful hills that seem blue in the early morning. Ocean breezes still bring their cooling fog. Sunlight dances in our hair on most days.

Mr. and Mrs. Campbell, you learned that the soil here is exactly right for fruit trees, so orchards flourished everywhere. The orchards are gone now, but because of the wonderful climate and job opportunities, there are 38,000 people who live here. When our City officially incorporated in March, 1952, the City fathers used the motto "Campbell, the Orchard City" on the City seal. Our heritage of orchards and canneries which provided work for so many people lives in our hearts and minds.

I have to admit one thing that we failed to do, however. You established your town in 1888 according to your beliefs: that of a prohibitionist. Well, I'm sorry to say your town has various establishments that carry you - know - what; but, we have a wonderful program for our kids called DARE which is encouraging them to resist the temptation of drugs and alcohol.

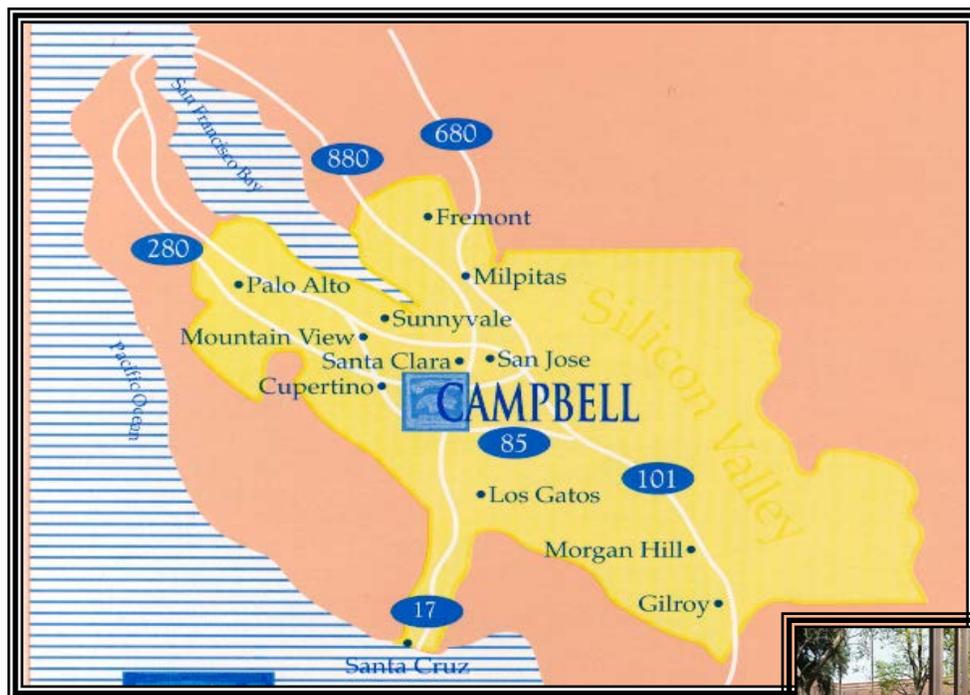
You'd be happy to know that we've had women on our City Council since 1985. It took thirty-three years to accomplish that feat. I'm sure that surprises you because there were three women on the first "town-council" which was established in 1892 at an Old Settler's Day celebration. However, the town wasn't incorporated so it didn't count. In 1888, when you recorded your first subdivision, you hoped it would be an incorporated city someday, but the earliest attempt in 1906 failed. However, your celebration continues and is the second oldest public celebration in the State; and, we're a city besides!

When you helped establish the first water company, the bank, and the Board of Trade, I wonder if you ever realized how your town would grow and develop. This note is just to thank you for giving us a good example to follow. In your town, you knew everyone. I don't know everyone, but as Will Rogers said, "I never met a stranger."

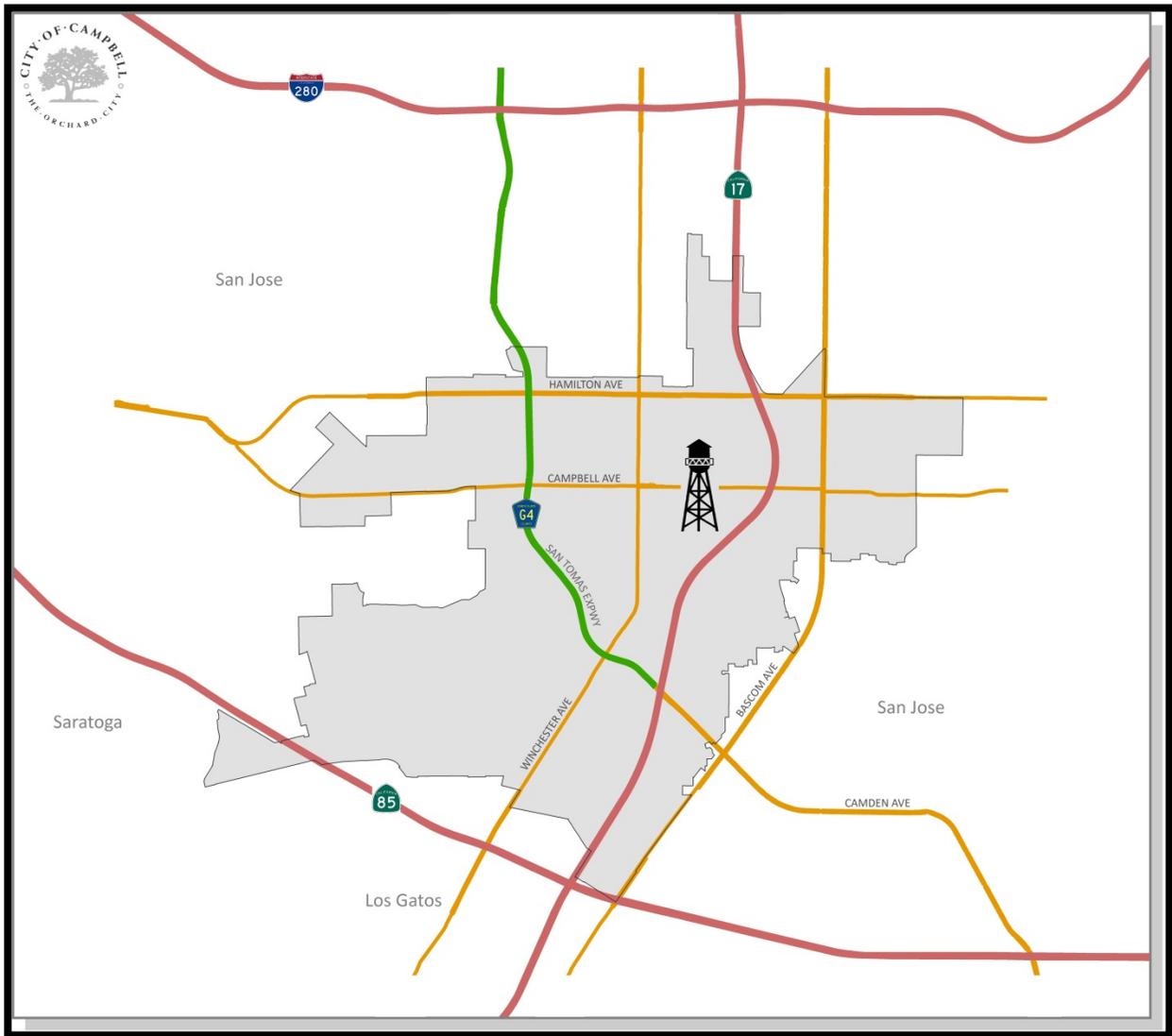
Your faithful servant, JMW

Note:

Ms. Jeanette Watson retired from the City Council in December 2006 after serving the City for more than twenty years.

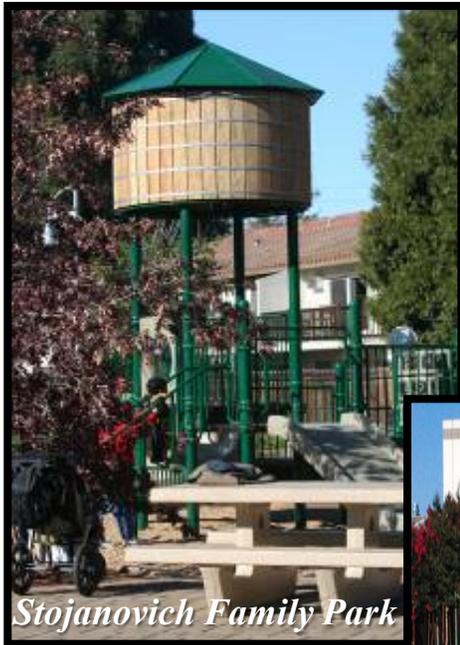


Campbell Community Profile - Demographic Statistics (General)



- 50 Miles South of San Francisco
- Surrounded on Three Sides by San Jose
- 6.7 Square Miles
- Incorporated - March, 1952
- General Law City
- Council/Manager Form of Government
- Population – 42,696
(As of 1/1/18- CA Department of Finance)
- 23,207 Registered Voters
- 19,845 (85.5%) Votes Cast in Last General Election
- Public Safety – 65 Police Employees (46 Sworn)
- Public Safety - Two Fire Stations
- Public Safety - Fire Services Contracted with the County of Santa Clara
- Total Permanent Budgeted Positions - 172

Campbell Community Profile - Demographic Statistics (Infrastructure)



Stojanovich Family Park



City Hall



Community Center



Campbell Library



Ainsley House

<u>Category</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Miles of Streets (Major / Secondary)	14.6 / 89.0	14.6 / 89.0	14.6 / 89.0	14.6 / 89.0	14.6 / 89.0
Miles of Sewers (Storm / Sanitary) ⁽¹⁾	52.00 / 591.0	52.00 / 591.0	52.00 / 591.0	52.00 / 591.0	52.00 / 591.0
Miles of Sidewalks	78.5	78.5	78.5	78.5	78.5
Street Lights	2,500	2,500	2,500	2,500	2,500
Parks - Number of Acres	108.25	108.25	108.25	108.25	108.25

⁽¹⁾ West Valley Sanitation District

Campbell Community Profile - Demographic Statistics (Housing)



Apartments

Single Family Homes

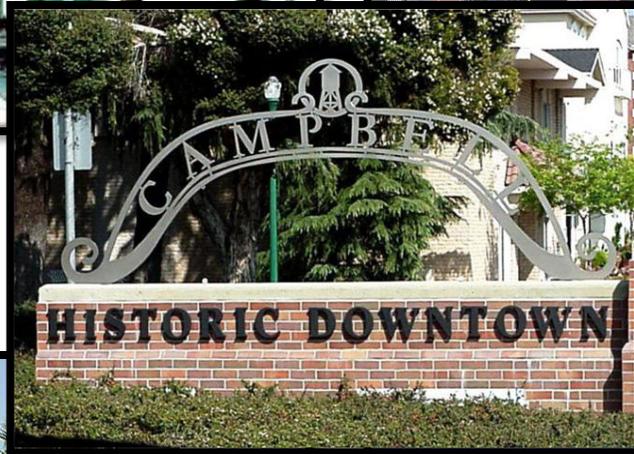


Condominiums

<u>Category</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Average Household Size ⁽¹⁾	2.5	2.52	2.54	2.46	2.47
Number of Households ⁽¹⁾	18,050	17,793	18,820	18,271	17,852
Median Age ⁽¹⁾	39.0	38.9	37.8	37.3	37.4
Average Single Family Home ⁽²⁾	\$1,608,605	\$1,308,980	\$1,172,023	\$1,198,036	\$1,004,380
% of Households with Income of \$75,000 or Greater ⁽¹⁾	56.29%	46.30%	57.00%	65.40%	65.00%

⁽¹⁾ U S Census Bureau - American Fact Finder/Campbell
⁽²⁾ SCC Association of Realtors 04/2018

Campbell Community Profile - Demographic Statistics (Employment & Education)



<u>Category</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>
Per Capita Income*	\$50,540	\$47,982	\$44,769	\$44,023	N/A
Jobs per Household ⁽¹⁾	N/A **	N/A **	N/A **	N/A **	1.66
Employment Status ⁽¹⁾	33,387	33,390	37,468	37,169	32,337
Mean Family Income ⁽¹⁾	\$150,826	\$137,318	\$125,888	\$121,599	\$127,096
% of Adults over 25 with Bachelor's Degree or Higher ⁽¹⁾	52.4%	50.8%	47.2%	45.8%	39.7%

⁽¹⁾ U S Census Bureau - American Fact Finder/Campbell
 * New as per 2015
 ** No Longer reporting as per 2015

Major Employers

(100 or More Employees - Listed Alphabetically)

Adorno Construction, Inc. ~ Construction (110)
Barracuda Networks, Inc. ~ Manufacturing (350)
Bioreference Laboratories, Inc. ~ Medical Lab (125)
Chargepoint, Inc. ~ Service (225)
Children's Recovery Center ~ Hospital (140)
City of Campbell ~ Government (172)
Daley's Drywall & Taping, Inc. ~ Service (557)
Dewinter Group ~ Construction (300)
Family Matters In-Home Care ~ Services (150)
Friend Finder Networks, Inc. ~ Service (163)
Fry's Electronics, Inc. ~ Retail (184)
Groupware Technology ~ Services (130)
Home Depot ~ Retail (228)
Internal Drive ~ Service (122)
Kaiser Permanente Medical Group ~ Medical (151)
Kohl's ~ Retail (112)
Moss Adams ~ Service (190)
Net Polarity, Inc. ~ Service (341)
On-Site.com ~ Service (230)
Pacific Netsoft, Inc. ~ Service (219)
S R Freeman ~ Construction (150)
Saama Technologies ~ Manufacturing (274)
Safeway ~ Retail / Grocery / Service Station (248 -Two Locations)
Sage ~ Veterinarian Facility (124)
TACPRO ~ Research & Development (173)
The Right Stuff Health Club ~ Fitness (120)
Velo3D, Inc. ~ Technology (120)
Whole Foods ~ Retail / Grocery (226)

Principal Property Taxpayers

(Listed Alphabetically)

AG-SW Hamilton Plaza Owner, LP
Bay Apartment Communities Inc.
Campbell Apartments Properties LLC
Campbell Technology Park LLC
CFEP Pruneyard LLC
CRP Vasona LLC

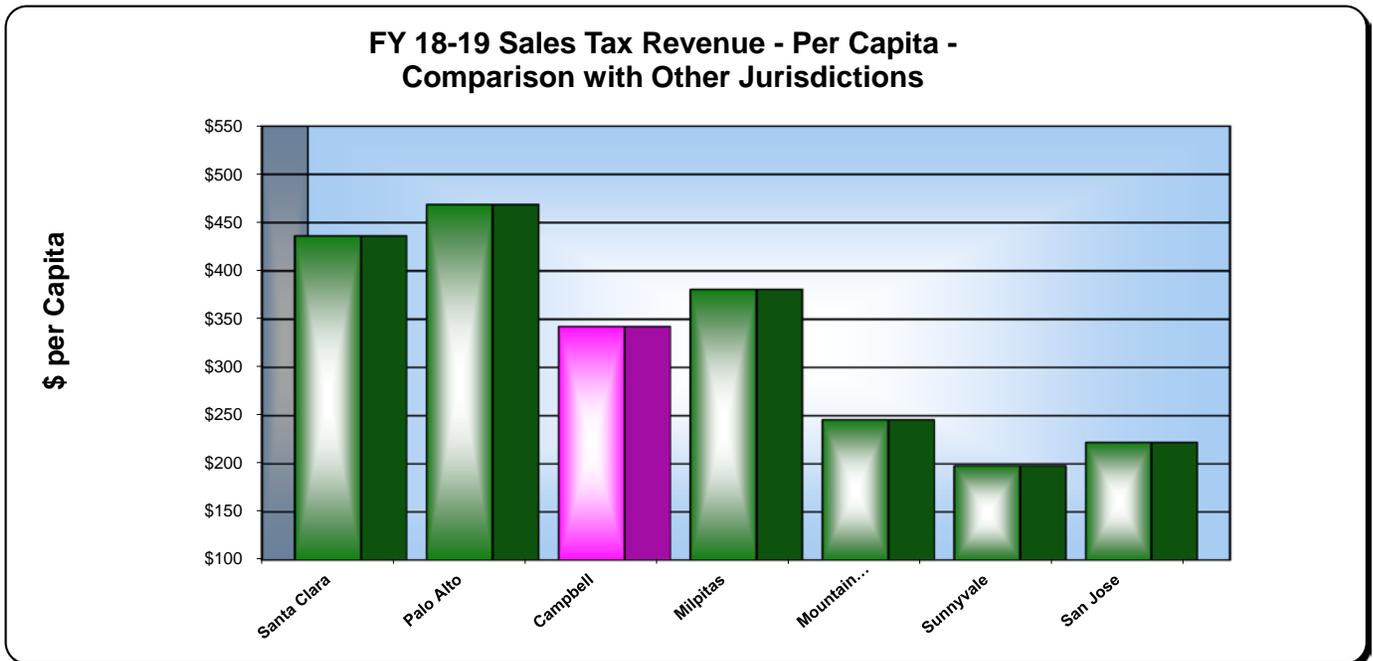
Top 40 Sales Tax Producers

(Listed Alphabetically)

America's Tire ~ Retail Auto Supply
Andro's Rostilj ~ Restaurants
Aqui's ~ Restaurant
Barracuda Networks ~ Technology
Bed Bath & Beyond ~ Retail Store
C V S / Pharmacy ~ Retail Drug Store
Chevron Station ~ Service Stations
Coulomb Technologies ~ Business Services
Dasher Technologies ~ Retail Office Equipment
Economy Lumber ~ Retail Building Materials
Fry's Electronics ~ Retail Appliance Store
Ferguson Enterprises ~ Contractor Supplies
Gardenland ~ Garden Equipment
Groupware Technology Company ~ Services
Home Depot ~ Retail Building Materials
Joe Escobar Diamonds ~ Retail Jewelry Store
Kohl's Department Store ~ Retail Department Store
Marshall's Department Store ~ Department Store
Murray Window & Door ~ Retail Building Materials
Orchard City Kitchen ~ Restaurant
Outback Steakhouse ~ Restaurant
Nob Hill General Stores ~ Retail Grocery Stores
Prestige Pre-Owned ~ Car Dealership
Roadsport ~ Car Dealership
Ross Dress for Less ~ Department Store
Rotten Robbie ~ Service Station
Safeway Service Stations ~ Service Station
Safeway Stores ~ Retail Grocery Store
San Jose Camera Shop ~ Retail Store
Shell Service Stations ~ Service Stations
Sierra Pacific Turf Supply ~ Retail Nursery
Sports Basement ~ Recreation Products
Sushi Confidential ~ Restaurant
Swimoutlet.com ~ Online Store
Telecom Management Solutions ~ Business Services
Trudy's ~ Retail Women's Apparel
Union 76 Service Station ~ Service Station
Valero Service Stations ~ Service Station
Walgreens Drug Store ~ Retail Drug Store
Whole Foods Market ~ Grocery Store

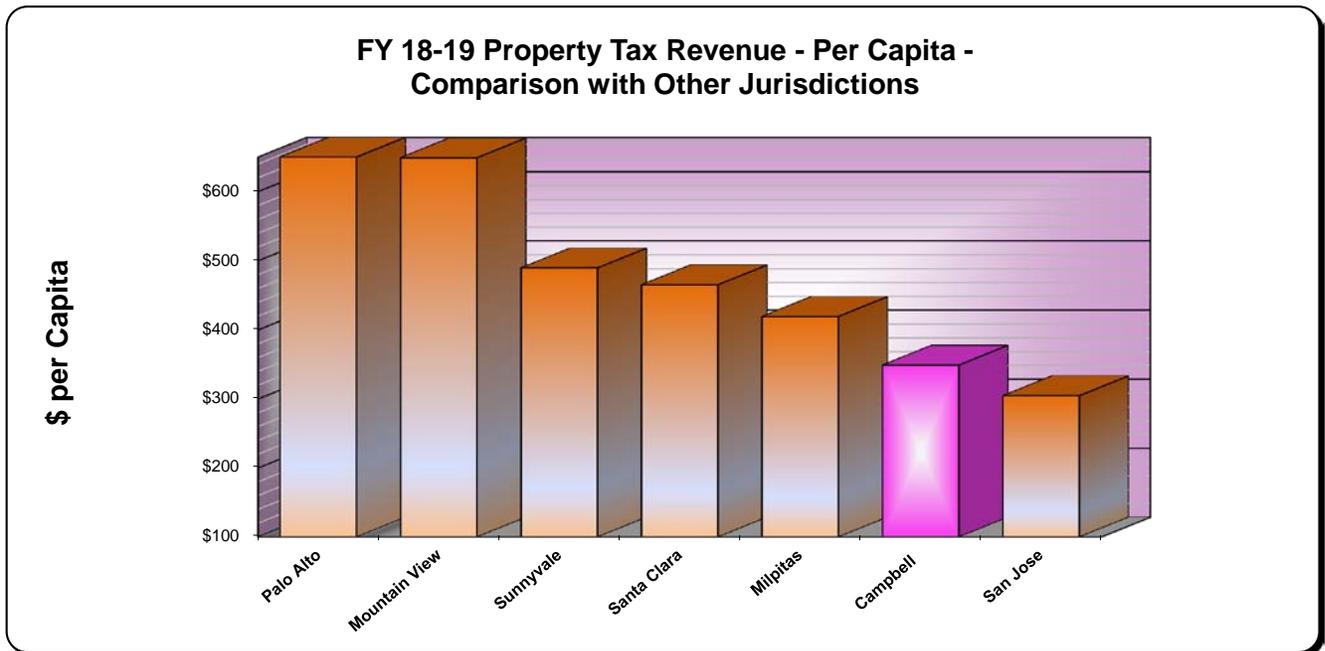
**Sales Tax Revenue
Comparison With Other Jurisdictions
FY 14-15 through FY 18-19**

City	Actual 2014-15	Actual 2015-16	Actual 2016-17	Budgeted 2017-18	Budgeted 2018-19
Campbell	\$13,915,291	\$14,818,496	\$14,297,751	\$14,432,000	\$14,656,000
% of General Fund	31%	30%	29%	29%	29%
Per Capita	331.37	347.98	337.43	338.02	342.43
Milpitas	\$19,572,356	\$24,718,975	\$26,213,910	\$25,520,000	\$28,520,056
% of General Fund	29%	32%	27%	28%	29%
Per Capita	269.57	333.41	347.11	338.42	380.95
Mountain View	\$19,773,384	\$21,401,425	\$21,828,516	\$21,194,100	\$20,026,480
% of General Fund	18%	18%	17%	17%	15%
Per Capita	257.53	274.68	278.44	261.99	245.64
Palo Alto	\$29,675,408	\$30,018,000	\$29,922,926	\$31,458,000	\$31,246,496
% of General Fund	16%	15%	17%	17%	16%
Per Capita	443.01	454.62	446.82	473.21	468.82
San Jose	\$180,406,910	\$201,797,183	\$207,695,033	\$230,000,000	\$233,500,000
% of General Fund	17%	19%	19%	18%	21%
Per Capita	180.31	195.91	200.41	220.56	222.10
Santa Clara	\$49,933,155	\$50,254,965	\$62,528,632	\$59,047,475	\$56,530,000
% of General Fund	27%	26%	29%	27%	23%
Per Capita	411.89	415.42	505.27	476.25	436.17
Sunnyvale	\$29,676,176	\$32,909,169	\$29,408,259	\$30,244,896	\$30,366,206
% of General Fund	20%	18%	17%	15%	14%
Per Capita	202.39	222.32	198.21	200.83	197.97



**Property Tax Revenue
Comparison With Other Jurisdictions
FY 14-15 through FY 18-19**

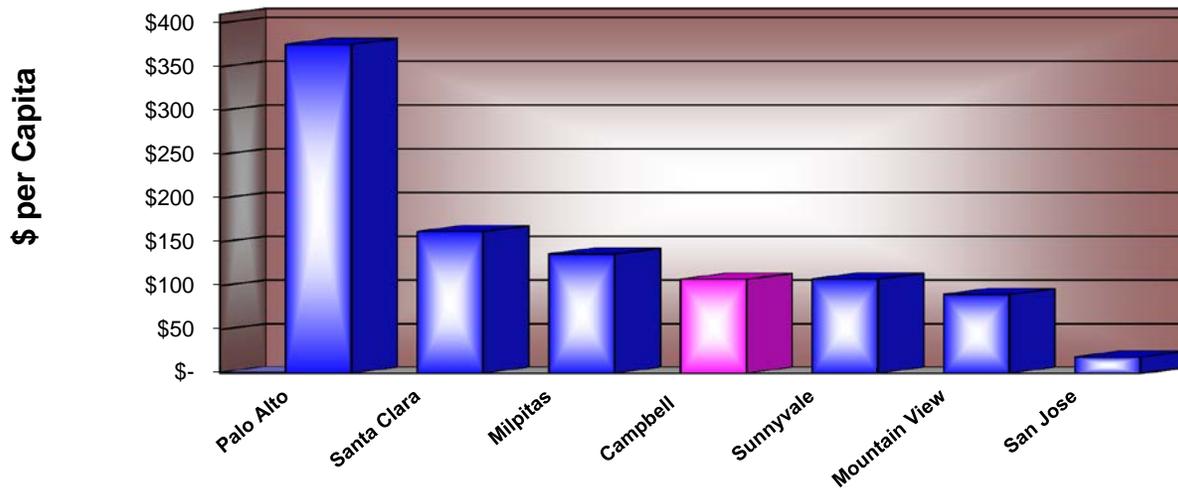
City	Actual 2014-15	Actual 2015-16	Actual 2016-17	Budgeted 2017-18	Budgeted 2018-19
Campbell	\$11,240,729	\$12,075,059	\$13,032,100	\$13,785,000	\$14,943,000
% of General Fund	25%	24%	26%	28%	29%
Per Capita	267.68	283.56	307.56	322.86	349.14
Milpitas	\$24,926,915	\$27,068,110	\$30,261,513	\$28,850,000	\$31,405,000
% of General Fund	36%	35%	31%	32%	32%
Per Capita	343.32	365.09	400.70	382.58	419.49
Mountain View	\$35,173,321	\$39,460,578	\$43,773,612	\$45,285,200	\$52,908,540
% of General Fund	33%	34%	35%	35%	38%
Per Capita	458.10	506.46	558.37	559.79	648.97
Palo Alto	\$34,116,747	\$36,607,000	\$39,381,477	\$41,927,000	\$45,332,000
% of General Fund	18%	19%	22%	23%	23%
Per Capita	509.31	554.41	588.06	630.69	680.16
San Jose	\$247,258,146	\$263,299,078	\$276,388,433	\$307,990,000	\$320,450,000
% of General Fund	24%	25%	25%	24%	29%
Per Capita	247.13	255.62	266.70	295.35	304.81
Santa Clara	\$37,576,165	\$45,621,226	\$50,920,368	\$51,359,000	\$60,300,000
% of General Fund	21%	23%	24%	23%	24%
Per Capita	309.96	377.12	411.47	414.24	465.26
Sunnyvale	\$54,940,570	\$62,390,637	\$66,608,795	\$73,799,066	\$75,105,869
% of General Fund	37%	35%	39%	36%	35%
Per Capita	374.69	421.48	448.93	490.04	489.64



**Transient Occupancy Tax Revenue
Comparison With Other Jurisdictions
FY 14-15 through FY 18-19**

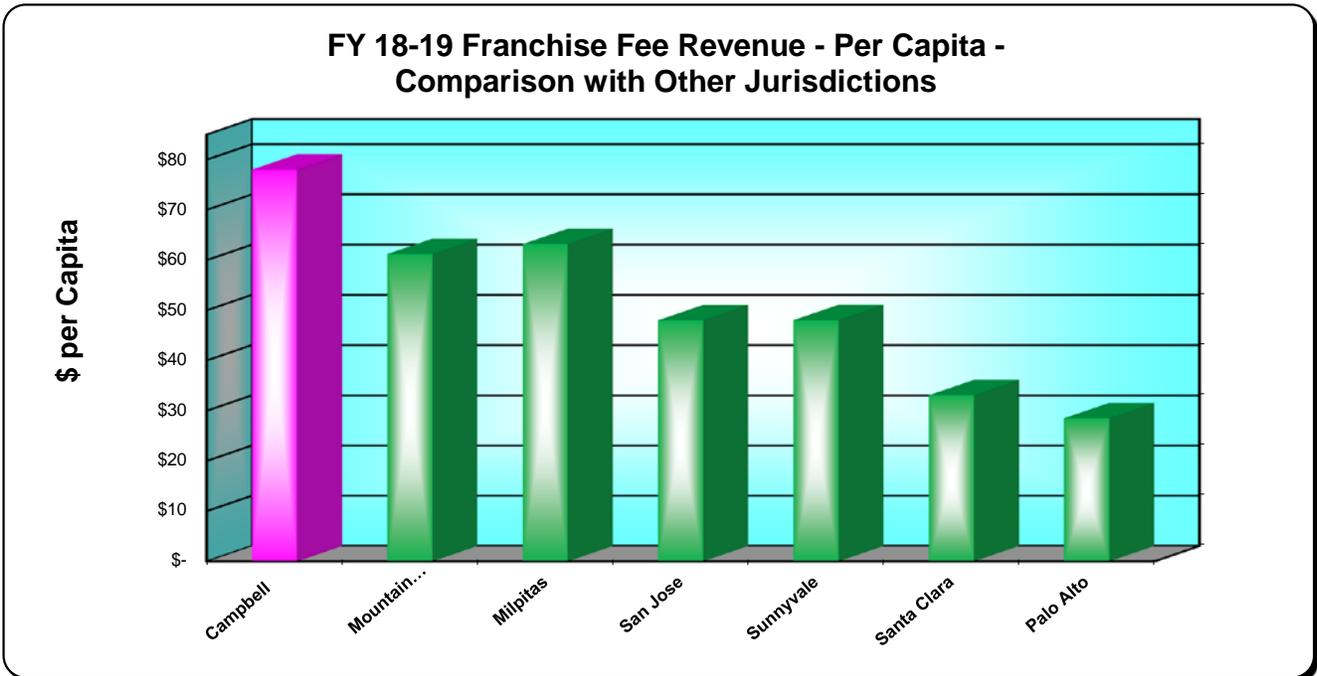
City	Actual 2014-15	Actual 2015-16	Actual 2016-17	Budgeted 2017-18	Budgeted 2018-19
Campbell	\$4,091,923	\$4,439,668	\$4,420,208	\$4,700,000	\$4,600,000
% of General Fund	9%	9%	9%	10%	9%
Per Capita	97.44	104.26	104.32	110.08	107.48
Milpitas	\$8,733,319	\$9,401,800	\$9,536,211	\$8,962,000	\$10,210,000
% of General Fund	13%	12%	10%	10%	10%
Per Capita	120.28	126.81	126.27	118.84	136.38
Mountain View	\$6,559,072	\$6,590,636	\$7,042,794	\$6,954,300	\$7,358,800
% of General Fund	6%	6%	6%	5%	5%
Per Capita	85.43	84.59	89.84	85.96	90.26
Palo Alto	\$16,699,331	\$22,366,000	\$23,477,173	\$25,143,000	\$25,049,000
% of General Fund	9%	12%	13%	13%	13%
Per Capita	249.30	338.73	350.57	378.22	375.83
San Jose	\$14,797,674	\$16,564,848	\$18,274,899	\$18,720,000	\$19,700,000
% of General Fund	1%	2%	2%	1%	2%
Per Capita	14.79	16.08	17.63	17.95	18.74
Santa Clara	\$17,843,363	\$20,034,096	\$20,069,227	\$20,600,000	\$21,000,000
% of General Fund	10%	10%	9%	9%	8%
Per Capita	147.19	165.61	162.17	166.15	162.03
Sunnyvale	\$14,137,069	\$16,295,589	\$16,589,743	\$16,294,653	\$16,541,424
% of General Fund	9%	9%	10%	8%	8%
Per Capita	96.41	110.08	111.81	108.20	107.84

**FY 18-19 Transient Occupancy Tax Revenue - Per Capita - Comparison
with Other Jurisdictions**



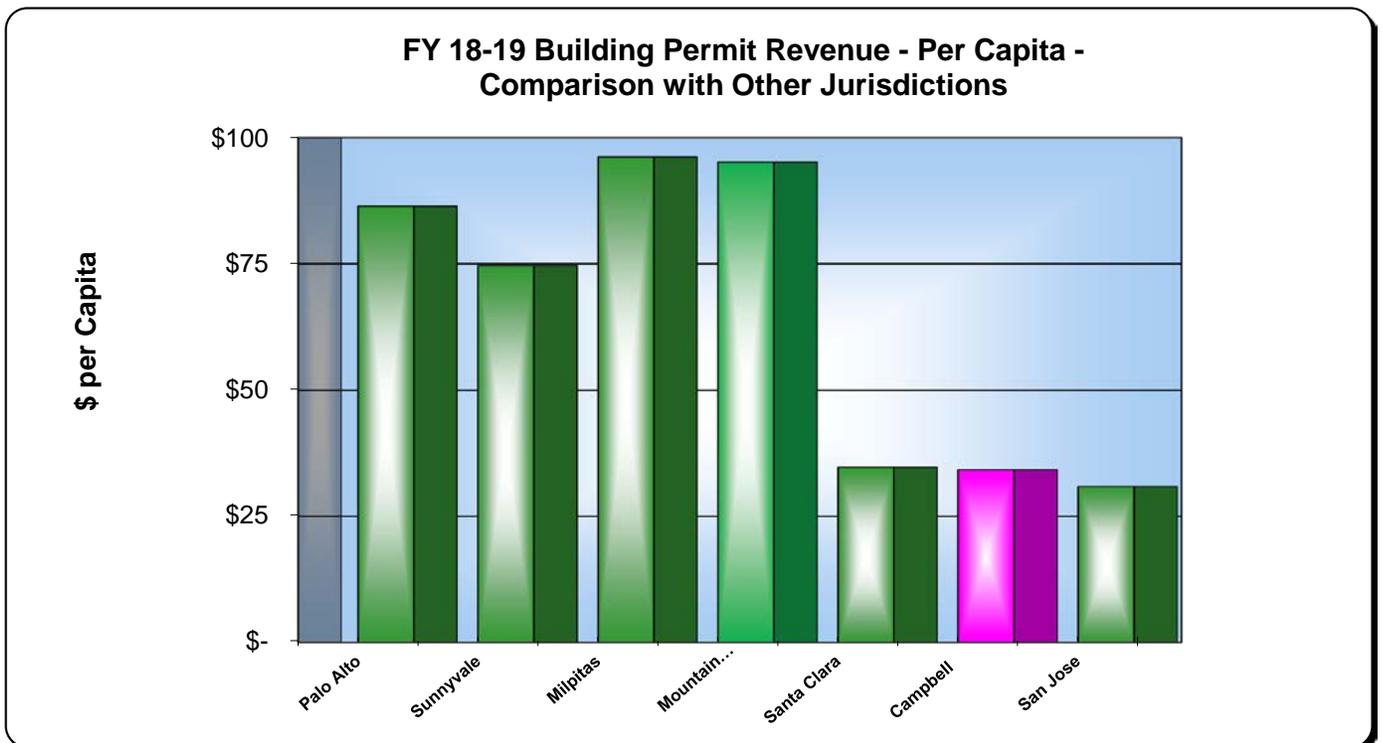
**Franchise Fee Revenue
Comparison With Other Jurisdictions
FY 14-15 through FY 18-19**

City	Actual 2014-15	Actual 2015-16	Actual 2016-17	Budgeted 2017-18	Budgeted 2018-19
Campbell	\$3,322,031	\$3,319,602	\$3,478,915	\$3,349,413	\$3,339,000
% of General Fund	7%	7%	7%	7%	6%
Per Capita	79.11	77.95	82.10	78.45	78.01
Milpitas	\$3,658,729	\$3,841,010	\$3,871,202	\$3,981,000	\$4,730,851
% of General Fund	5%	5%	4%	4%	5%
Per Capita	50.39	51.81	51.26	52.79	63.19
Mountain View	\$4,529,685	\$4,704,290	\$4,741,035	\$4,914,940	\$4,990,480
% of General Fund	4%	4%	4%	4%	4%
Per Capita	58.99	60.38	60.48	60.76	61.21
Palo Alto	\$1,860,312	\$1,895,062	\$1,900,079	\$1,700,000	\$1,900,000
% of General Fund	1%	1%	1%	1%	1%
Per Capita	27.77	28.70	28.37	25.57	28.51
San Jose	\$46,908,554	\$48,948,942	\$49,641,551	\$50,813,083	\$50,474,798
% of General Fund	4%	5%	4%	4%	5%
Per Capita	46.88	47.52	47.90	48.73	48.01
Santa Clara	\$3,698,326	\$3,822,934	\$4,017,605	\$3,916,300	\$4,287,638
% of General Fund	2%	2%	2%	2%	2%
Per Capita	30.51	31.60	32.46	31.59	33.08
Sunnyvale	\$6,897,803	\$7,056,709	\$7,117,732	\$7,181,772	\$7,368,207
% of General Fund	5%	4%	4%	4%	3%
Per Capita	47.04	47.67	47.97	47.69	48.04



**Building Permit Revenue
Comparison With Other Jurisdictions
FY 14-15 through FY 18-19**

City	Actual 2014-15	Actual 2015-16	Actual 2016-17	Budgeted 2017-18	Budgeted 2018-19
Campbell	\$1,180,622	\$2,488,271	\$1,965,323	\$1,512,000	\$1,465,000
% of General Fund	3%	5%	4%	3%	3%
Per Capita	28.11	58.43	46.38	35.41	34.23
Milpitas	\$4,934,766	\$5,819,943	\$7,545,221	\$6,251,690	\$7,199,714
% of General Fund	7%	8%	8%	7%	7%
Per Capita	67.97	78.50	99.91	82.90	96.17
Mountain View	\$6,222,485	\$6,409,790	\$7,080,287	\$5,621,000	\$7,755,000
% of General Fund	6%	5%	5%	4%	5%
Per Capita	81.04	82.27	90.31	69.48	95.12
Palo Alto	\$4,641,442	\$4,814,233	\$4,404,910	\$5,758,296	\$5,758,296
% of General Fund	3%	2%	2%	3%	3%
Per Capita	69.29	72.91	65.78	86.62	86.40
San Jose	\$27,437,791	\$30,506,052	\$32,113,377	\$32,500,000	\$32,500,000
% of General Fund	3%	3%	3%	3%	3%
Per Capita	27.42	29.62	30.99	31.17	30.91
Santa Clara	\$4,404,007	\$6,036,116	\$5,876,550	\$5,000,000	\$4,500,000
% of General Fund	2%	3%	3%	2%	2%
Per Capita	36.33	49.90	47.49	40.33	34.72
Sunnyvale	\$12,154,616	\$17,240,132	\$13,306,587	\$13,491,112	\$11,447,742
% of General Fund	8%	9%	7%	6%	5%
Per Capita	82.89	116.47	89.68	89.58	74.63

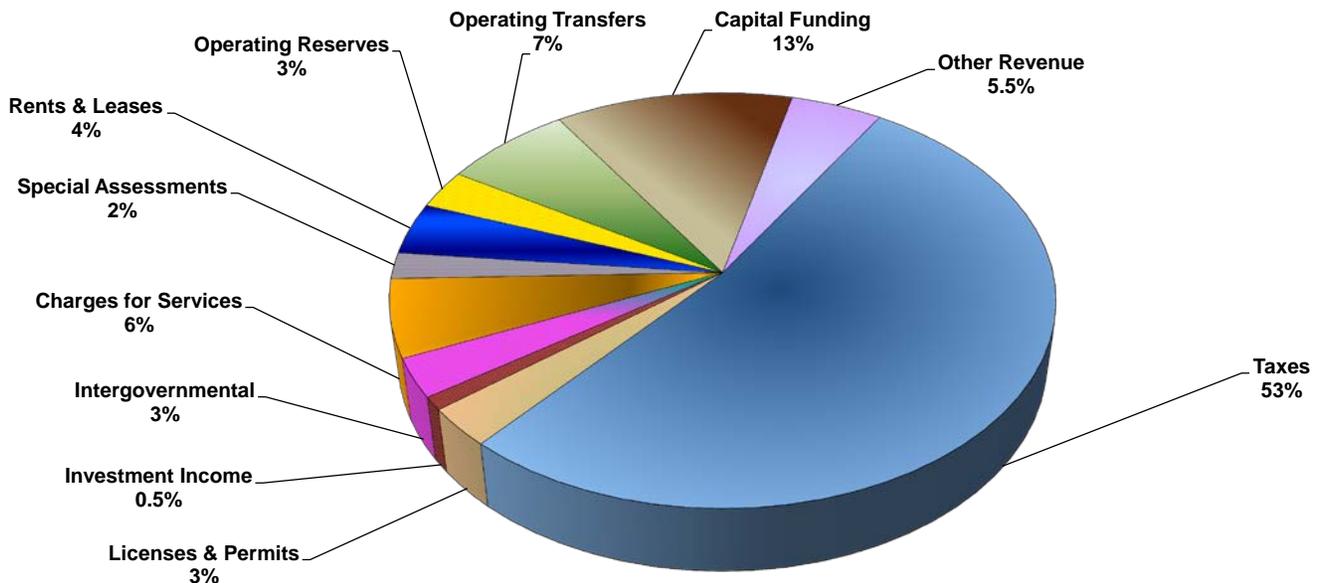


* For the Cities of Mountain View and Sunnyvale, Building permits are not part of the General Fund revenues, but for comparison purposes, we included this revenue as part of the General Fund.

Total City Revenue Summary

Revenue Source	FY 2017 Actual	FY 2018 Adopted	%	FY 2019 Adopted	%
			Change		Change
Taxes:					
Property	\$ 14,168,535	\$ 14,918,000	5.3%	\$ 16,086,000	7.8%
Sales	14,297,751	14,423,000	0.9%	14,656,000	1.6%
Franchise	3,478,916	3,349,413	-3.7%	3,339,000	-0.3%
Transient Occupancy Taxes	4,420,208	4,700,000	6.3%	4,600,000	-2.1%
Other Taxes	1,380,182	1,334,500	-3.3%	1,380,500	3.4%
Total Taxes	<u>37,745,592</u>	<u>38,724,913</u>	2.6%	<u>40,061,500</u>	3.5%
Licenses & Permits	2,699,785	2,015,500	-25.3%	2,089,500	3.7%
Fines & Forfeitures	281,517	300,000	6.6%	321,600	7.2%
Investment Income	228,517	321,000	40.5%	421,000	31.2%
Intergovernmental Revenue:					
In-Lieu Tax	19,077	18,000	-5.6%	20,000	11.1%
Gasoline Tax	748,623	898,100	20.0%	1,043,100	16.1%
Other	763,591	412,843	-45.9%	873,925	111.7%
Total Intergovernmental Revenue	<u>1,531,291</u>	<u>1,328,943</u>	-13.2%	<u>1,937,025</u>	45.8%
Charges for Services	5,897,397	5,320,226	-9.8%	5,597,021	5.2%
Rentals/Leases	2,813,844	2,714,353	-3.5%	2,843,257	4.7%
Other Revenue	997,188	349,656	-64.9%	354,184	1.3%
Special Assessments	1,387,853	1,387,750	0.0%	1,387,750	0.0%
Charges to Operating Departments	3,409,944	3,346,400	-1.9%	3,346,400	0.0%
Operating Fund Reserves (Beg. Fund Balance)	-	2,051,057	-	1,928,592	-6.0%
Interfund Operating Transfers	4,981,856	4,844,937	-	4,897,565	1.1%
Total Operating Revenue	<u>61,974,784</u>	<u>62,704,735</u>	1.2%	<u>65,185,394</u>	4.0%
Capital Project Funding (Beg. Fund Balance)	-	2,349,800	-	3,459,600	47.2%
Capital Project Funding (Revenue/Grants)	2,650,823	2,393,000	-	1,477,000	-38.3%
Proceeds of Bond Refunding	8,085,000	-	-100.0%	-	-
Bond Premium	1,090,835	-	-100.0%	-	-
Interfund Capital Transfers	4,853,998	4,642,800	-	4,936,600	6.3%
Total Revenue	<u>\$ 78,655,440</u>	<u>\$ 72,090,335</u>	-8.3%	<u>\$ 75,058,594</u>	-4.6%

Total City Revenue Summary - \$75,058,594



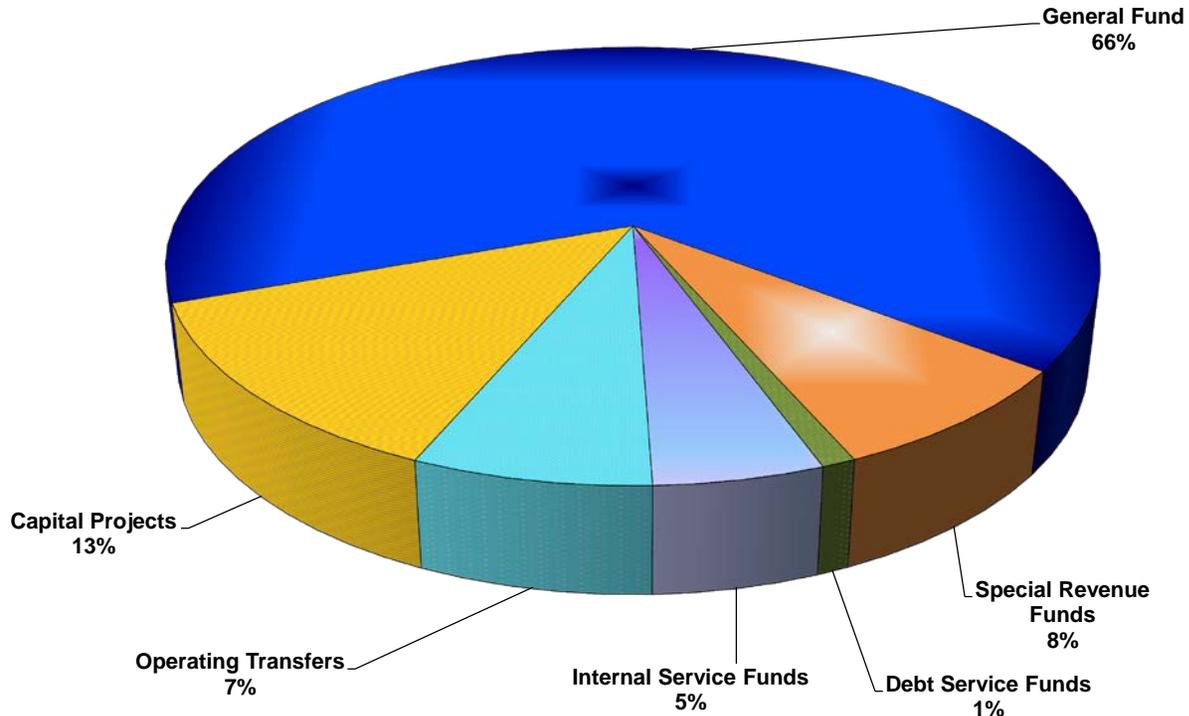
Total City Revenue by Fund
(Includes Capital Project Revenue & Transfers-In)

Fund	Fund Description	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	\$ Change	% Change
101	General Fund	\$ 49,410,775	\$ 51,563,717	\$ 53,783,228	\$ 2,219,511	4.3%
202	Vehicle Impact Fees	742,488	777,000	777,000	-	0.0%
204	Gas Tax	1,243,107	2,037,729	2,615,979	578,250	28.4%
205	Asset Forfeiture (Drug Enforcement)	12,714	8,500	8,500	-	0.0%
207	Lighting District	4,105,534	3,782,787	3,909,343	126,556	3.3%
208	Housing & Community Development	26,063	-	-	-	-
209	Environmental Services	1,393,593	1,493,707	1,522,897	29,190	2.0%
210	Supplemental Law Enforcement	132,656	-	-	-	-
212	State/County Grants	535,945	857,800	1,227,000	369,200	43.0%
216	TDA Grant	112,683	20,000	20,000	-	0.0%
218	Federal Grants	1,688,735	559,000	976,240	417,240	74.6%
233	Housing Assistance	376,485	240,195	242,232	2,037	0.8%
236	Community Facilities District #1	144,652	145,000	145,000	-	0.0%
237	Community Facilities District #2	41,431	35,250	35,250	-	0.0%
295	Parkland Dedication	305,559	1,196,000	330,000	(866,000)	-72.4%
368	Debt Service 1997 COP	(82)	-	-	-	-
370	2016 Refunding Lease Revenue Bond	9,977,334	854,950	849,925	(5,025)	-
435	Capital Projects	4,904,667	4,742,800	4,936,600	193,800	4.1%
641	Motor Vehicle Pool	1,201,344	1,385,900	1,399,400	13,500	1.0%
647	Information Technology Pool	1,254,172	1,785,000	1,675,000	(110,000)	-6.2%
690	Workers' Compensation Insurance	1,038,214	605,000	605,000	-	0.0%
794	Museum Donations	3,277	-	-	-	-
795	Recreation Grants	4,218	-	-	-	-
797	Senior Center Donations	(124)	-	-	-	-
Total Revenue & Transfers-In		\$ 78,655,440	\$ 72,090,335	\$ 75,058,594	\$ 2,968,259	4.1%

Total City Expenditure Summary

Fund	Fund Description	FY 2017 Actual	FY 2018 Adopted	% Change	FY 2019 Adopted	% Change
101	General Fund	\$ 45,961,303	\$ 47,495,930	3.3%	\$ 49,865,528	5.0%
	Special Revenue Funds					
204	Gas Tax	1,560,636	1,714,529	9.9%	1,834,979	7.0%
207	Lighting District	3,945,865	3,671,487	-7.0%	3,798,043	3.4%
208/233	Housing & Community Development	279,520	240,195	-14.1%	242,232	0.8%
Misc.	Grants & Other Special Revenue	120,794	23,000	-81.0%	24,000	4.3%
	Total Special Revenue Funds	5,906,815	5,649,211	-4.4%	5,899,254	4.4%
Misc.	Debt Service Funds	16,178,186	854,950	-94.7%	849,925	-0.6%
	Internal Service Funds					
641	Motor Vehicle Pool	1,227,533	1,245,930	1.5%	1,185,559	-4.8%
647	Information Technology Pool	1,453,890	1,745,528	20.1%	1,685,186	-3.5%
690	Worker's Compensation	864,062	516,973	-40.2%	528,582	2.2%
	Total Internal Service Funds	3,545,485	3,508,431	-1.0%	3,399,327	-3.1%
Misc.	Interfund Operating Transfers	4,981,856	4,844,937	-2.7%	4,897,565	1.1%
	Total Operating Expenditures	76,573,645	62,353,459	-18.6%	64,911,599	4.1%
Misc.	Capital Projects & Capital Transfers	9,364,724	9,385,600	0.2%	9,873,200	5.2%
	Total Expenditures	\$ 85,938,369	\$ 71,739,059	-16.5%	\$ 74,784,799	4.2%

Total City Expenditures Summary - \$74,784,799



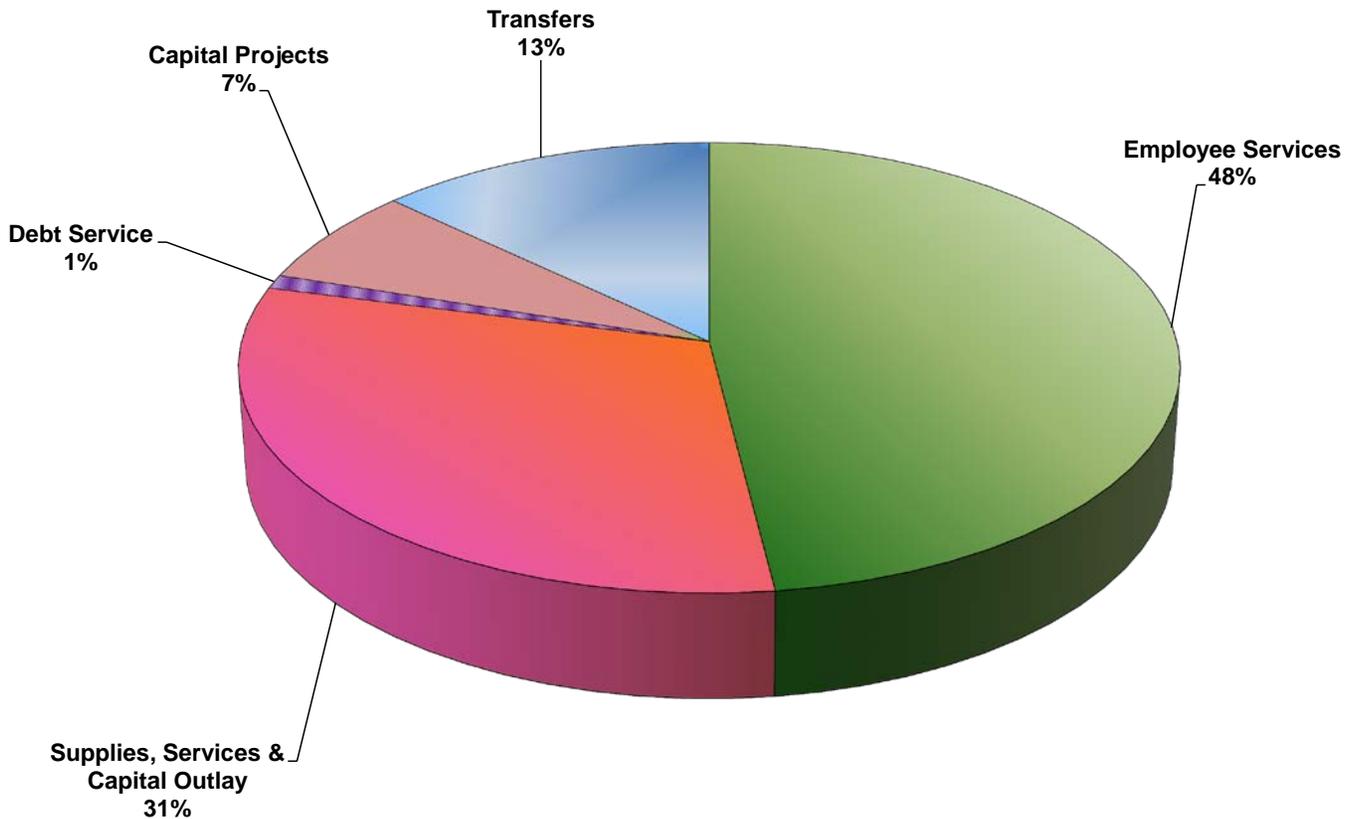
Total City Expenditures by Fund
(Includes Capital Project Expenditures & Transfers-Out)

Fund	Fund Description	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	\$ Change	% Change
101	General Fund	\$ 50,708,876	\$ 51,406,160	\$ 53,692,156	\$ 2,285,996	4.4%
202	Vehicle Impact Fees	464,235	777,000	777,000	-	-
204	Gas Tax	1,636,165	2,037,729	2,615,979	578,250	28.4%
205	Asset Forfeiture (Drug Enforcement)	13,836	8,500	8,500	-	0.0%
207	Lighting District	4,057,165	3,782,787	3,909,343	126,556	3.3%
208	Housing & Community Development	17,084	-	-	-	-
209	Environmental Services	1,471,142	1,493,707	1,522,897	29,190	2.0%
210	Supplemental Law Enforcement	117,668	-	-	-	-
212	State/County Grants	825,954	857,800	1,237,000	379,200	44.2%
216	TDA Grant	163,091	20,000	20,000	-	-
218	Federal Grants	1,006,912	559,000	976,240	417,240	74.6%
233	Housing Assistance	262,436	240,195	242,232	2,037	0.8%
236	Community Facilities District #1	143,126	145,000	145,000	-	-
237	Community Facilities District #2	15,020	22,000	23,000	1,000	4.5%
295	Parkland Dedication	624,960	1,196,000	330,000	(866,000)	-72.4%
366	Debt Service 2002 COP	6,203,951	-	-	-	-
370	2016 Refunding Lease Revenue Bond	9,974,235	854,950	849,925	(5,025)	-0.6%
435	Capital Projects	4,510,726	4,742,800	4,936,600	193,800	4.1%
641	Motor Vehicle Pool	1,272,533	1,290,930	1,235,559	(55,371)	-4.3%
647	Information Technology Pool	1,585,192	1,787,528	1,734,786	(52,742)	-3.0%
690	Workers' Compensation Insurance	864,062	516,973	528,582	11,609	2.2%
	Total Expenditures & Transfers-Out	\$ 85,938,369	\$ 71,739,059	\$ 74,784,799	\$ 3,045,740	4.2%

Total City Expenditures by Type

Description	FY 2017 Actual	FY 2018 Adopted	% Change	FY 2019 Adopted	% Change
Employee Services	\$ 33,081,557	\$ 34,454,906	4.2%	\$ 36,172,316	5.0%
Supplies, Services & Capital Outlay	23,257,567	22,198,666	-4.6%	22,991,793	3.6%
Debt Service	16,179,666	854,950	-94.7%	849,925	-0.6%
Capital Projects	3,583,725	4,742,800	32.3%	4,936,600	4.1%
Transfers Out (Operating & Capital)	9,835,854	9,487,737	-3.5%	9,834,165	3.7%
Total Expenditures	\$ 85,938,369	\$ 71,739,059	-16.5%	\$ 74,784,799	4.2%

Total City Expenditures by Type - \$74,784,799



Schedule of Interfund Transfers (Operating & Capital)

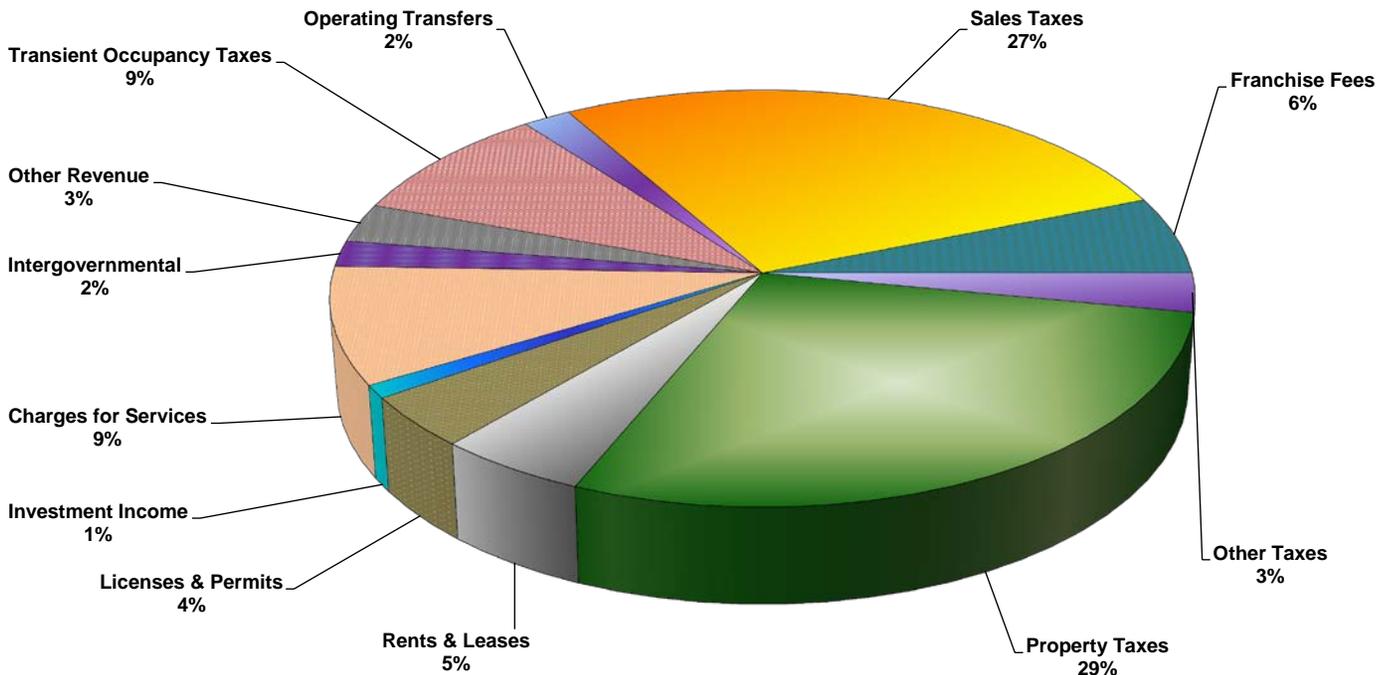
Fiscal Year 2018-2019

Fund	Fund Description	Adopted		Adopted	
		FY 2018 Transfers-In	FY 2018 Transfers-Out	FY 2019 Transfers-In	FY 2019 Transfers-Out
101	General Fund	1,353,207	\$ 3,910,230	\$ 1,291,626	\$ 3,826,628
Special Revenue Funds					
202	Vehicle Impact Fees	-	777,000	-	777,000
204	Gas Tax	504,300	323,200	583,671	781,000
205	Asset Forfeiture (Drug Enforcement)	-	8,500	-	8,500
207	Lighting District	1,364,787	111,300	1,481,343	111,300
209	Environmental Services	513,693	1,493,707	437,000	1,522,897
212	State/County Grants	-	857,800	-	1,237,000
216	TDA Grant	-	20,000	-	20,000
218	Federal Grants	-	559,000	-	976,240
236	Community Facilities District #1	-	140,000	-	140,000
237	Community Facilities District #2	-	4,000	-	4,000
295	Parkland Dedication	-	1,196,000	-	330,000
Debt Service Funds					
370	2016 Refunding Lease Revenue Bond	854,950	-	849,925	-
435	Capital Projects Fund	4,642,800	-	4,936,600	-
Internal Service Funds					
641	Motor Vehicle Pool	38,000	45,000	50,000	50,000
647	Information Technology Pool	216,000	42,000	204,000	49,600
Total Transfers		\$ 9,487,737	\$ 9,487,737	\$ 9,834,165	\$ 9,834,165

General Fund Revenue Summary

Revenue Source	FY 2017 Actual	FY 2018 Adopted	% Change	FY 2019 Adopted	% Change
Taxes:					
Property	\$ 13,032,100	\$ 13,785,000	5.8%	\$ 14,943,000	8.4%
Sales	14,297,751	14,423,000	0.9%	14,656,000	1.6%
Franchise	3,478,916	3,349,413	-3.7%	3,339,000	-0.3%
Transient Occupancy Taxes	4,420,208	4,700,000	6.3%	4,600,000	-2.1%
Other Taxes	1,380,182	1,334,500	-3.3%	1,380,500	3.4%
Total Taxes	<u>36,609,157</u>	<u>37,591,913</u>	2.7%	<u>38,918,500</u>	3.5%
Licenses & Permits	2,699,785	2,015,500	-25.3%	2,089,500	3.7%
Fines & Forfeitures	281,517	300,000	-	321,600	-
Investment Income	171,220	303,000	77.0%	403,000	33.0%
Intergovernmental Revenue:					
In-Lieu Tax	19,077	18,000	-	20,000	-
Other	192,809	344,543	78.7%	812,694	135.9%
Total Intergovernmental Revenue	<u>211,886</u>	<u>362,543</u>	71.1%	<u>832,694</u>	129.7%
Charges for Services	5,054,879	4,429,519	-12.4%	4,585,492	3.5%
Rentals/Leases	2,813,844	2,714,353	-3.5%	2,843,257	4.7%
Other Revenue	168,929	81,800	-51.6%	99,828	22.0%
Operating Fund Reserves (Beg. Fund Bal.)	-	1,432,082	-	1,536,371	7.3%
Interfund Operating Transfers	1,399,558	1,353,207	-	1,291,626	-4.6%
Total Operating Revenue	<u>49,410,775</u>	<u>50,583,917</u>	2.4%	<u>52,921,868</u>	4.6%
Capital Project Funding	-	979,800	-	861,360	-
Total General Fund Revenue	<u><u>\$ 49,410,775</u></u>	<u><u>\$ 51,563,717</u></u>	4.4%	<u><u>\$ 53,783,228</u></u>	4.3%

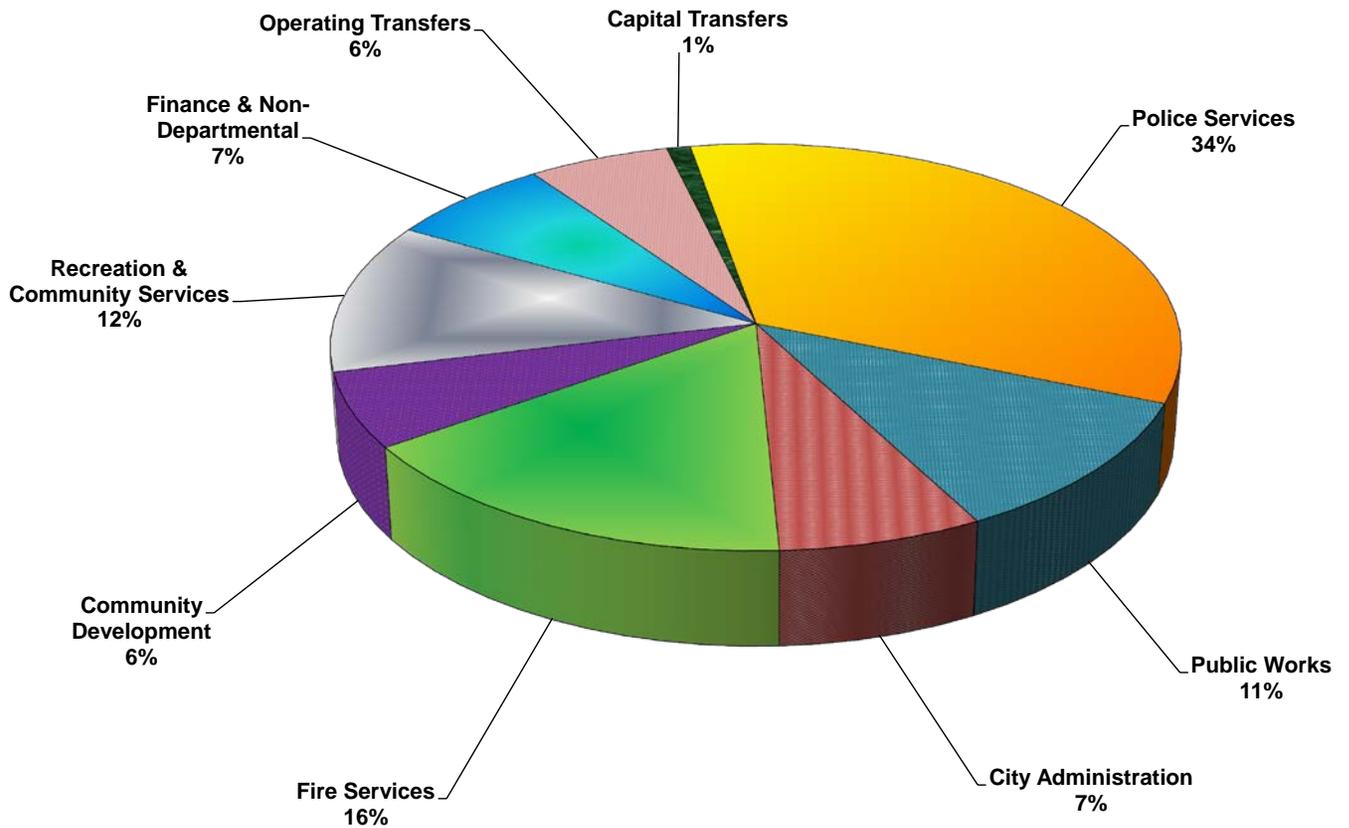
General Fund Revenue Summary - \$53,783,228



General Fund Expenditure Summary

Description	FY 2017 Actual	FY 2018 Adopted	% Change	FY 2019 Adopted	% Change
City Council	\$ 348,616	\$ 334,423	-4.1%	\$ 309,439	-7.5%
City Manager	2,066,386	1,995,021	-3.5%	2,108,441	5.7%
City Clerk	1,104,050	414,425	-62.5%	545,067	31.5%
City Attorney	526,093	439,271	-16.5%	437,095	-0.5%
Recreation & Community Services	6,080,319	6,299,482	3.6%	6,666,444	5.8%
Finance	1,446,948	1,583,874	9.5%	1,642,112	3.7%
Non-Departmental	1,635,174	1,884,600	15.3%	2,170,200	15.2%
Community Development	2,947,510	3,111,225	5.6%	3,325,218	6.9%
Police	16,608,374	17,522,791	5.5%	18,193,167	3.8%
Fire	7,818,036	8,128,418	4.0%	8,591,974	5.7%
Public Works	5,379,797	5,782,399	7.5%	5,876,371	1.6%
Interfund Operating Transfers	2,988,255	2,930,430	-1.9%	2,965,268	1.2%
Total Operating Expenditures	48,949,558	50,426,359	3.0%	52,830,796	4.8%
Interfund Capital Transfers	1,759,318	979,800	-44.3%	861,360	-12.1%
Total Expenditures	\$ 50,708,876	\$ 51,406,159	1.4%	\$ 53,692,156	4.4%

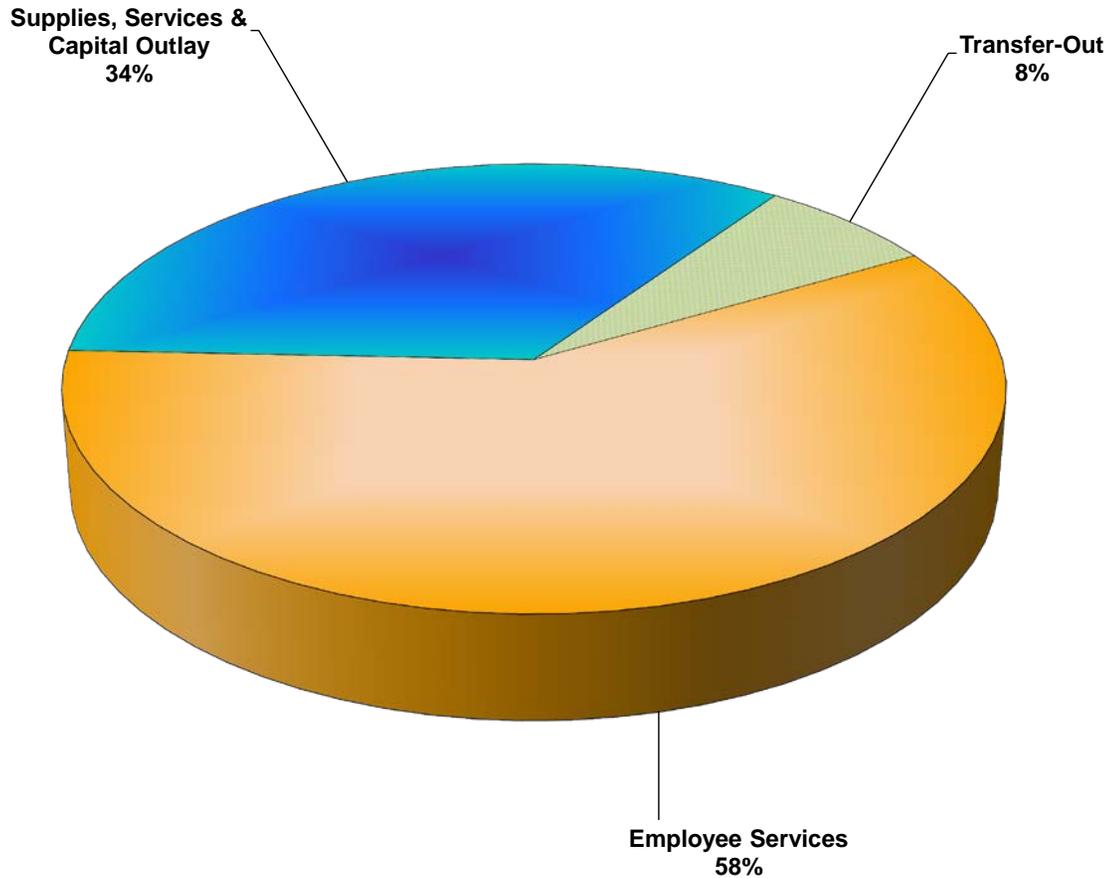
General Fund Expenditures Summary - \$53,692,156



General Fund Expenditures by Type

Description	FY 2017 Actual	FY 2018 Adopted	% Change	FY 2019 Adopted	% Change
Employee Services	\$ 28,172,851	\$ 30,006,445	6.5%	\$ 31,504,191	5.0%
Supplies, Services & Capital Outlay	17,788,452	17,489,485	-1.7%	18,361,337	5.0%
Transfers Out (Operating & Capital)	4,747,573	3,910,230	-17.6%	3,826,628	-2.1%
Total Expenditures	\$ 50,708,876	\$ 51,406,160	1.4%	\$ 53,692,156	4.4%

General Fund Expenditures by Type - \$53,692,156

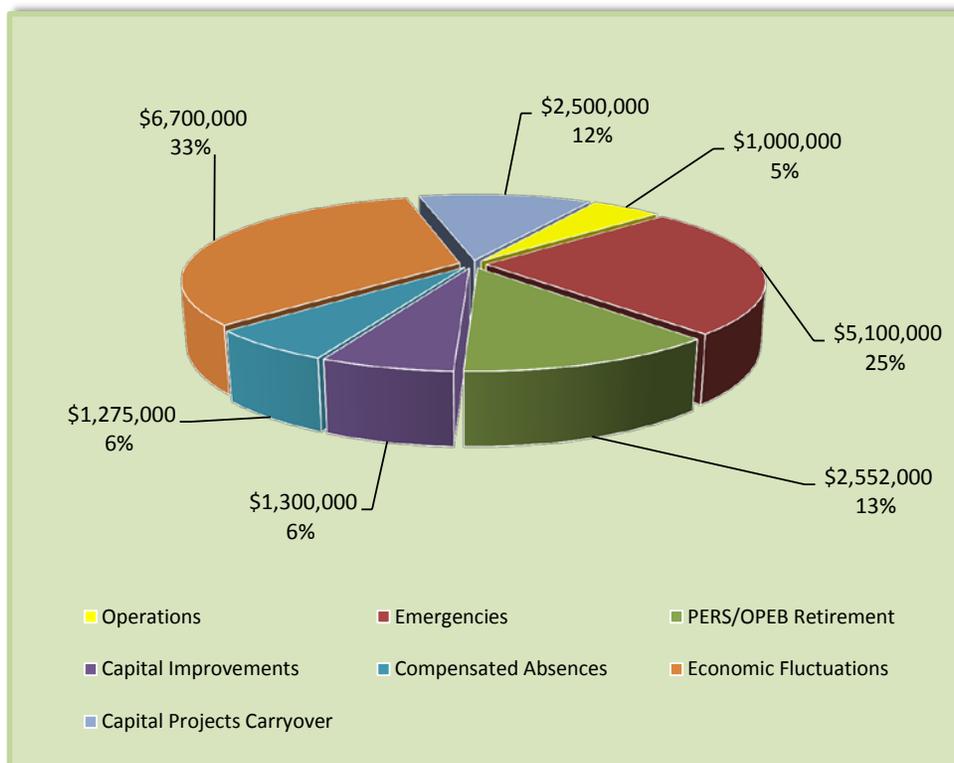


Major General Fund Reserves / Designations - Comparative Statistics (Fiscal Years 14/15 thru 18/19)

<u>Reserves & Designations</u>	<u>Actual 06/30/15</u>	<u>Actual 06/30/16</u>	<u>Actual 06/30/17</u>	<u>Estimated 06/30/18</u>	<u>Estimated 06/30/19</u>
Operations	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Emergencies	4,484,210	4,984,862	4,941,078	5,000,000	5,100,000
PERS/OPEB Retirement	1,852,000	2,352,000	2,552,000	2,552,000	2,552,000
Capital Improvements	7,737,438	7,915,852	5,410,890	3,000,000	1,300,000
Compensated Absences	994,681	1,029,895	1,161,310	1,250,000	1,275,000
Economic Fluctuations	6,000,000	6,000,000	6,000,000	6,500,000	6,700,000
Carryover Capital Projects	2,184,579	2,838,690	3,954,042	2,700,000	2,500,000

The City's Financial Policies mandate the level at which most of the major reserves shall be maintained.

Major General Fund Reserves & Designations - 6/30/19 (Estimated)





City of Campbell - Operating/Capital Budget
Fiscal Year 2018 - 2019
All Funds Estimated Revenues

AC #	Description	Actual FY 2015	Actual FY 2016	Actual FY 2017	Adopted FY 2018	Adopted FY 2019
	Property Taxes:					
4001	Current Year: Secured - General Fund	\$ 10,043,817	\$ 10,801,369	\$ 11,706,985	13,300,000	14,413,000
4001	Secured - Lighting District Fund	792,564	854,801	869,691	1,000,000	1,010,000
4002	Unsecured - General Fund	548,169	538,647	569,666	-	-
4002	Unsecured - Lighting District Fund	106,986	64,527	128,737	-	-
4007	RPTTF Pass Thru - General Fund	39,620	29,039	50,587	50,000	50,000
4007	RPTTF Pass Thru - Lighting District Fund	101,993	127,880	127,118	130,000	130,000
4008	Residual RPTTF Distribute - General Fund	309,832	376,894	483,593	435,000	480,000
4008	Residual RPTTF Distribute - Lighting District Fund	-	-	-	3,000	3,000
4011	Property Tax - ERAF	314,017	345,296	232,158	-	-
5001	Street Lighting Assessments	1,165,911	1,189,466	1,201,770	1,207,500	1,207,500
5002	Special Assessments	-	968	-	-	-
5004	Special Assessments - CFD #1 (Cambrian 36)	146,971	145,661	144,652	145,000	145,000
5005	Special Assessments - CFD #2	16,754	34,570	41,431	35,250	35,250
	Sub-Total	13,586,634	14,509,118	15,556,388	16,305,750	17,473,750
	Taxes Other Than Property Taxes:					
4110	Sales and Use Tax - General Fund	8,658,768	9,900,500	11,524,877	11,673,000	11,800,000
4111	Measure B Street Maintenance - Sales Tax	-	-	-	797,000	-
4112	Transactions & Use Tax - General Fund	2,605,347	2,647,548	2,772,874	2,750,000	2,856,000
4115	Sales Tax Backfill	2,651,176	2,270,445	-	-	-
4120	Franchises: P G & E - Electric	400,359	429,313	441,861	430,000	440,000
4121	P G & E - Gas	86,538	88,571	93,688	90,000	93,000
4122	Cable TV	636,933	603,664	642,012	650,209	642,000
4123	Garbage	1,816,356	1,831,301	1,944,817	1,830,000	1,830,000
4124	San Jose Water	193,225	184,381	213,483	180,000	210,000
4125	AT&T	188,620	182,373	143,055	169,204	124,000
4150	Motel Tax (Transient Lodging)	4,091,923	4,439,668	4,420,208	4,700,000	4,600,000
4151	Construction Tax	50,710	338,718	208,373	-	-
4152	Business Licenses	662,787	683,445	694,569	698,000	718,000
4153	Property Transfer Tax	526,054	551,007	467,990	624,000	650,000
4155	Farmers Market In Lieu (Business License)	15,000	12,000	9,250	12,500	12,500
	Sub-Total	22,583,796	24,162,934	23,577,057	24,603,913	23,975,500
	Licenses and Permits - General Fund					
4210	Construction Permits	1,180,622	2,488,271	1,965,324	1,512,000	1,465,000
4211	Advanced Plan Check Fee	274,086	838,954	469,332	350,000	342,000
4212	Building Dept General Revenue	11,167	18,738	13,780	18,000	18,000
4213	Plan Check Fee - Title 24 Energy	39,150	117,143	89,450	60,000	57,000
4214	Permit Track Software Fee	-	-	-	-	57,000
4241	Fire Permits	114,601	155,912	160,891	75,000	150,000
4271	Truck Permits	1,152	1,472	1,008	500	500
	Sub-Total	1,620,778	3,620,490	2,699,785	2,015,500	2,089,500
	Fines, Forfeitures and Penalties - General Fund					
4310	Vehicle Code Fines-City	71,610	102,724	74,648	100,000	100,000
4320	Vehicle Code Fines-County	163,053	115,653	145,486	100,000	100,000
4330	Vehicle Code Fines-State	39,005	63,881	55,733	100,000	100,000
4371	Code Enforcement Fines	19,482	11,990	5,650	-	-
4390	Misc Fines	141	-	-	-	21,600
	Sub-Total	293,291	294,248	281,517	300,000	321,600

City of Campbell - Operating/Capital Budget
Fiscal Year 2018 - 2019
All Funds Estimated Revenues

AC #	Description	Adopted Fiscal Year 2019 Budget				
		General	Special Revenue	Debt Service	Internal Service	Other
	<u>Property Taxes:</u>					
4001	Current Year: Secured - General Fund	\$ 14,413,000	\$ -	\$ -	\$ -	\$ -
4001	Secured - Lighting District Fund	-	1,010,000	-	-	-
4002	Unsecured - General Fund	-	-	-	-	-
4002	Unsecured - Lighting District Fund	-	-	-	-	-
4007	RPTTF Pass Thru - General Fund	50,000	-	-	-	-
4007	RPTTF Pass Thru - Lighting District Fund	-	130,000	-	-	-
4008	Residual RPTTF Distribute - General Fund	480,000	-	-	-	-
4008	Residual RPTTF Distribute - Lighting District Fund	-	3,000	-	-	-
4011	Property Tax - ERAF	-	-	-	-	-
5001	Street Lighting Assessments	-	1,207,500	-	-	-
5002	Special Assessments	-	-	-	-	-
5004	Special Assessments - CFD #1 (Cambrian 36)	-	145,000	-	-	-
5005	Special Assessments - CFD #2	-	35,250	-	-	-
	Sub-Total	14,943,000	2,530,750	-	-	-
	<u>Taxes Other Than Property Taxes:</u>					
4110	Sales and Use Tax - General Fund	11,800,000	-	-	-	-
4111	Measure B Street Maintenance - Sales Tax	-	-	-	-	-
4112	Transactions & Use Tax - General Fund	2,856,000	-	-	-	-
4115	Sales Tax Backfill	-	-	-	-	-
4120	Franchises: P G & E - Electric	440,000	-	-	-	-
4121	P G & E - Gas	93,000	-	-	-	-
4122	Cable TV	642,000	-	-	-	-
4123	Garbage	1,830,000	-	-	-	-
4124	San Jose Water	210,000	-	-	-	-
4125	AT&T	124,000	-	-	-	-
4150	Motel Tax (Transient Lodging)	4,600,000	-	-	-	-
4151	Construction Tax	-	-	-	-	-
4152	Business Licenses	718,000	-	-	-	-
4153	Property Transfer Tax	650,000	-	-	-	-
4155	Farmers Market In Lieu (Business License)	12,500	-	-	-	-
	Sub-Total	23,975,500	-	-	-	-
	<u>Licenses and Permits - General Fund</u>					
4210	Construction Permits	1,465,000	-	-	-	-
4211	Advanced Plan Check Fee	342,000	-	-	-	-
4212	Building Dept General Revenue	18,000	-	-	-	-
4213	Plan Check Fee - Title 24 Energy	57,000	-	-	-	-
4214	Permit Track Software Fee	57,000	-	-	-	-
4241	Fire Permits	150,000	-	-	-	-
4271	Truck Permits	500	-	-	-	-
	Sub-Total	2,089,500	-	-	-	-
	<u>Fines, Forfeitures and Penalties - General Fund</u>					
4310	Vehicle Code Fines-City	100,000	-	-	-	-
4320	Vehicle Code Fines-County	100,000	-	-	-	-
4330	Vehicle Code Fines-State	100,000	-	-	-	-
4371	Code Enforcement Fines	-	-	-	-	-
4390	Misc Fines	21,600	-	-	-	-
	Sub-Total	321,600	-	-	-	-

City of Campbell - Operating/Capital Budget
Fiscal Year 2018 - 2019
All Funds Estimated Revenues

AC #	Description	Actual FY 2015	Actual FY 2016	Actual FY 2017	Adopted FY 2018	Adopted FY 2019
	<u>Revenue From Use of Money & Property:</u>					
4410	Investment Earnings - General Fund	148,014	147,084	285,734	300,000	400,000
4410	Investment Earnings - Gas Tax Fund	10,480	8,700	12,788	-	-
4410	Investment Earnings - Housing & Comm. Dev. Fund	10	1,586	-	8,000	8,000
4410	Investment Earnings - Environmental Services	1,916	352	2,971	-	-
4410	Investment Earnings - Supplemental Law Enforcement	421	5,283	746	-	-
4410	Investment Earnings - State & Local Grants	-	-	90	-	-
4410	Investment Earnings - Parkland Dedication Fund	17,377	19,112	41,134	-	-
4410	Investment Earnings - Debt Service Funds (COP)	2	-	37	-	-
4410	Investment Earnings - Housing Assistance Fund	6,815	-	9,996	-	-
4410	Investment Earnings - Parks & Museum Fund	781	602	1,145	-	-
4410	Investment Earnings - Adult Center Fund	68	69	124	-	-
4410	Investment Earnings - Recreation Grant Fund	78	19	29	-	-
4431	GASB 31 Market Value Adjustment - General Fund	36,796	14,032	(114,571)	-	-
4431	GASB 31 Market Value Adjustment - Other Funds	5,122	3,319	(22,671)	-	-
4450	Other Interest - General Fund	3,130	47	57	3,000	3,000
4450	Other Interest - All Funds except General Fund	370,996	342,571	10,908	10,000	10,000
5101	User Fees - Motor Pool	957,316	1,006,578	1,156,974	1,329,400	1,329,400
5104	User Fees - IT Pool	1,027,000	1,157,000	1,214,756	1,412,000	1,412,000
	Sub-Total	2,586,322	2,706,354	2,600,247	3,062,400	3,162,400
	<u>Revenues From Other Agencies:</u>					
4510	Gasoline Tax 2105	247,986	235,126	218,771	247,500	246,000
4511	Gasoline Tax 2106	168,470	154,582	141,432	154,300	158,400
4512	Gasoline Tax 2107	318,873	286,689	294,918	319,800	305,200
4513	Gasoline Tax 2107.5	12,000	6,000	-	6,000	6,000
4516	Gasoline Tax 2103 - Gas Excise Tax	-	191,925	93,502	170,500	327,500
4518	Road Maintenance and Rehabilitation Act (SB1)	-	-	-	245,000	700,000
4520	Community Development Block Grant	431,987	-	147,827	-	-
4522	ISTEA Grant	-	974,434	-	-	-
4523	Other Grants	10,000	1,680,309	1,537,853	-	-
4525	TDA Grants	1,544,120	378,149	112,683	20,000	-
4526	Supplemental Law Enforcement	107,062	119,251	132,192	100,000	100,000
4528	VTA Funded Grant	-	-	127,476	-	-
4529	HES Grant	(526)	(251)	-	-	-
4531	DOJ Grant	3,449	7,663	9,186	5,000	5,000
4533	Beverage Container Grant	-	11,306	-	-	10,000
4542	Signal Maint Cost Sharing	8,805	4,949	1,096	2,500	2,500
4543	Other State Grants	73,920	336	72,275	60,800	-
4544	Transit Shelter Advertising	5,071	6,287	5,815	6,000	6,000
4550	ABAG Grant	119	16,882	24,063	-	-
4551	Prop 84 IRWM-ABAG	-	-	30	-	-
4552	Vehicle Emissions Reduction by Schools (VERBS)	-	-	-	554,000	-
4554	One Bay Area Grant (OBAG)	5,429	-	-	-	-
4556	AB 109 Public Safety Realignment	70,000	70,000	50,000	-	-
4558	Arson Contract Training	-	-	-	-	4,000
4559	Arson County Fire Dept	-	-	-	-	410,000
4560	RATTF Reimbursement	-	-	-	-	100,000
4561	Senior Nutrition Program	63,069	76,201	82,334	83,543	70,194
4563	Water District Grant	71,521	-	4,212	-	33,731
4565	Bay Area Air Quality Management District - Veh Registration	1,212	-	-	-	-
4571	VTA Meas B Vehicle Registration	252,055	253,912	257,799	-	-
4580	Motor Vehicle In Lieu Fees - General Fund	26,321	69,109	19,077	18,000	20,000
4581	Homeowners' Property Tax Relief - General Fund	36,275	22,388	20,221	30,000	25,000
4581	Homeowners' Property Tax Relief - Except Gen. Fund	4,347	743	2,425	-	-
4582	Abandoned Vehicle Fees - General Fund	102,942	52,414	70,115	75,000	75,000
4584	Mandated Costs - General Fund	101,821	30,663	3	30,000	20,000
4588	Post Reimbursements - General Fund	18,629	12,939	14,321	20,000	12,500
	Sub-Total	3,684,957	4,662,006	3,439,626	2,147,943	2,637,025

**City of Campbell - Operating/Capital Budget
Fiscal Year 2018 - 2019
All Funds Estimated Revenues**

AC #	Description	Adopted Fiscal Year 2019 Budget				
		General	Special Revenue	Debt Service	Internal Service	Other
	<u>Revenue From Use of Money & Property:</u>					
4410	Investment Earnings - General Fund	400,000	-	-	-	-
4410	Investment Earnings - Gas Tax Fund	-	-	-	-	-
4410	Investment Earnings - Housing & Comm. Dev. Fund	-	8,000	-	-	-
4410	Investment Earnings - Environmental Services	-	-	-	-	-
4410	Investment Earnings - Supplemental Law Enforcement	-	-	-	-	-
4410	Investment Earnings - State & Local Grants	-	-	-	-	-
4410	Investment Earnings - Parkland Dedication Fund	-	-	-	-	-
4410	Investment Earnings - Debt Service Funds (COP)	-	-	-	-	-
4410	Investment Earnings - Housing Assistance Fund	-	-	-	-	-
4410	Investment Earnings - Parks & Museum Fund	-	-	-	-	-
4410	Investment Earnings - Adult Center Fund	-	-	-	-	-
4410	Investment Earnings - Recreation Grant Fund	-	-	-	-	-
4431	GASB 31 Market Value Adjustment - General Fund	-	-	-	-	-
4431	GASB 31 Market Value Adjustment - Other Funds	-	-	-	-	-
4450	Other Interest - General Fund	3,000	-	-	-	-
4450	Other Interest - All Funds except General Fund	-	10,000	-	-	-
5101	User Fees - Motor Pool	-	-	-	1,329,400	-
5104	User Fees - IT Pool	-	-	-	1,412,000	-
	Sub-Total	403,000	18,000	-	2,741,400	-
	<u>Revenues From Other Agencies:</u>					
4510	Gasoline Tax 2105	-	246,000	-	-	-
4511	Gasoline Tax 2106	-	158,400	-	-	-
4512	Gasoline Tax 2107	-	305,200	-	-	-
4513	Gasoline Tax 2107.5	-	6,000	-	-	-
4516	Gasoline Tax 2103 - Gas Excise Tax	-	327,500	-	-	-
4518	Road Maintenance and Rehabilitation Act (SB1)	-	700,000	-	-	-
4520	Community Development Block Grant	-	-	-	-	-
4522	ISTEA Grant	-	-	-	-	-
4523	Other Grants	-	-	-	-	-
4525	TDA Grants	-	-	-	-	-
4526	Supplemental Law Enforcement	100,000	-	-	-	-
4528	VTA Funded Grant	-	-	-	-	-
4529	HES Grant	-	-	-	-	-
4531	DOJ Grant	-	5,000	-	-	-
4533	Beverage Container Grant	-	10,000	-	-	-
4542	Signal Maint Cost Sharing	-	2,500	-	-	-
4543	Other State Grants	-	-	-	-	-
4544	Transit Shelter Advertising	6,000	-	-	-	-
4550	ABAG Grant	-	-	-	-	-
4551	Prop 84 IRWM-ABAG	-	-	-	-	-
4552	Vehicle Emissions Reduction by Schools (VERBS)	-	-	-	-	-
4554	One Bay Area Grant (OBAG)	-	-	-	-	-
4556	AB 109 Public Safety Realignment	-	-	-	-	-
4558	Arson Contract Training	4,000	-	-	-	-
4559	Arson County Fire Dept	400,000	-	-	10,000	-
4560	RATTF Reimbursement	100,000	-	-	-	-
4561	Senior Nutrition Program	70,194	-	-	-	-
4563	Water District Grant	-	33,731	-	-	-
4565	Bay Area Air Quality Management District - Veh Registration	-	-	-	-	-
4571	VTA Meas B Vehicle Registration	-	-	-	-	-
4580	Motor Vehicle In Lieu Fees - General Fund	20,000	-	-	-	-
4581	Homeowners' Property Tax Relief - General Fund	25,000	-	-	-	-
4581	Homeowners' Property Tax Relief - Except Gen. Fund	-	-	-	-	-
4582	Abandoned Vehicle Fees - General Fund	75,000	-	-	-	-
4584	Mandated Costs - General Fund	20,000	-	-	-	-
4588	Post Reimbursements - General Fund	12,500	-	-	-	-
	Sub-Total	832,694	1,794,331	-	10,000	-

**City of Campbell - Operating/Capital Budget
Fiscal Year 2018 - 2019
All Funds Estimated Revenues**

AC #	Description	Actual FY 2015	Actual FY 2016	Actual FY 2017	Adopted FY 2018	Adopted FY 2019
	Charges for Current Services:					
4609	Program Fees - Museum - General Fund	28,763	31,354	29,767	27,036	30,050
4610	Comm. Services - Ainsley House Rental - General Fund	33,192	29,864	15,640	28,630	27,080
4611	Comm Services - Museum Admission Fee - General Fund	7,362	8,416	7,434	7,000	7,000
4612	Comm Services - Sr Citizen Program - General Fund	179,855	172,201	192,147	218,672	224,675
4613	Program Fees: Sports - General Fund	358,044	386,541	411,183	429,287	469,654
4614	Program Fees: Aquatics - General Fund	238,626	224,507	212,149	220,936	208,168
4616	Program Fees: Picnic Fees - General Fund	25,115	26,493	27,867	25,930	25,950
4617	Program Fees: Day Camps - General Fund	385,879	385,647	405,472	376,235	405,070
4619	Program Fees: Classes - General Fund	353,632	346,588	436,955	379,945	417,130
4620	Program Fees: Preschool - General Fund	361,963	359,753	372,070	362,465	363,455
4621	Program Fees: Special Events - General Fund	1,050	1,075	1,050	-	-
4622	Program Fees: Fitness - General Fund	204,090	199,150	184,179	171,900	158,697
4625	Fund Raising - General Fund	1,280	1,394	1,248	-	-
4626	Program Fees: Classes - Adult Services - General Fund	137,456	121,887	109,629	125,125	125,125
4627	Vending Machine Sales - General Fund	2,447	2,250	3,223	2,400	2,400
4628	Comm Services - Skate Park Income	26,895	27,622	34,490	28,951	30,581
4629	Comm Services - Drop In Classes	135,666	147,545	147,905	159,190	159,190
4630	Comm Group - Special Events - General Fund	46,151	48,902	47,724	54,910	54,910
4631	Comm Group - Theatre Revenue	1,081	3,827	27,440	2,000	2,000
4632	Comm Group - Theatre Preservation Charge	66,121	53,071	70,437	-	-
4633	Comm Serves - Facility Fee	11,703	14,987	19,788	16,922	20,422
4643	Comm. Services - Concession & Merchandise	3,543	2,909	3,920	3,125	3,125
4644	Comm. Services - Theater Ticket Sales	222,313	237,833	262,470	224,760	224,760
4645	Sponsor/Program Advertising	41,645	52,865	48,425	47,400	52,400
4646	Theatre Program Ads	4,075	6,617	6,100	6,500	6,050
4660	Zoning Application Fees Planning - General Fund	337,525	582,785	511,122	325,000	321,000
4661	Microfilming Fee - General Fund	22,494	35,681	38,584	18,000	18,000
4663	Rental Dispute Resolution Fees - General Fund	-	-	-	-	55,000
4663	Rental Dispute Resolution Fees - General Fund	57,370	62,355	58,697	55,000	-
4664	Dumpster Enclosure	-	-	505	-	-
4670	General Plan Maintenance Fee	64,305	157,262	119,491	-	-
4690	Other Filing Fees - General Fund	5,385	5,857	7,557	6,000	6,000
4691	Special Police Department Services - General Fund	37,501	41,832	49,370	40,000	45,000
4692	Hazardous Materials Response Charges	-	85,382	127,501	130,000	135,000
4693	False Alarm Fees-PD - General Fund	45,198	29,170	33,085	30,000	35,000
4698	Cost Recovery - DUI - General Fund	15,956	720	542	5,000	5,000
4700	Cost Recovery - Booking Fees - General Fund	-	-	781	-	-
4701	Cost Recovery-Public Works	-	4,177	-	-	-
4704	Cost Recovery - Police Department	15,406	16,627	4,268	14,000	14,000
4705	Contract Revenue	-	7,605	8,331	5,000	10,000
4706	SCCSET Data Queries - Police Department	2,000	2,000	-	-	-
4707	CAL NENA Reimbursement - Police Department	4,622	5,642	-	3,000	3,000
4708	Phone System Maint Reimbursement - 911	3,467	-	-	-	-
4709	Vehicle Charging Stations	16,687	19,108	20,190	20,000	20,000
4710	Successor Agency Reimbursement	-	-	-	2,000	2,000
4720	Storm Water Fee	382,383	382,147	384,925	394,100	394,100
4721	Storm Drain Fees	11,245	51,055	25,526	15,000	15,000
4722	Eng & Subdivision Filing Fees - General Fund	438,418	686,621	517,897	350,000	400,000
4724	Solid Waste Rate Fees	387,863	418,050	403,041	404,607	515,429
4725	Project Salaries Revenue - General Fund	619,899	438,937	359,500	530,000	530,000
4725	Project Salaries Revenue - All Funds Except General Fund	-	-	-	50,000	50,000
4728	Traffic Engineering Fees - General Fund	-	294	145,172	-	-
4730	Metricom Encroachment Agreement - General Fund	-	18	-	-	-
4731	Vehicle Impact Fees (Construction)	136,919	354,221	264,888	300,000	300,000
4732	Vehicle Impact Fees (Garbage)	235,931	335,931	477,600	477,000	477,000
4735	Community Garden Fees	-	-	287	3,200	3,600
4760	Sale of Maps & Publications - General Fund	1,546	2,820	2,313	1,000	2,000
	Sub-Total	5,720,067	6,619,595	6,639,885	6,097,226	6,374,021

**City of Campbell - Operating/Capital Budget
Fiscal Year 2018 - 2019
All Funds Estimated Revenues**

AC #	Description	Adopted Fiscal Year 2019 Budget				
		General	Special Revenue	Debt Service	Internal Service	Other
	Charges for Current Services:					
4609	Program Fees - Museum - General Fund	30,050	-	-	-	-
4610	Comm. Services - Ainsley House Rental - General Fund	27,080	-	-	-	-
4611	Comm Services - Museum Admission Fee - General Fund	7,000	-	-	-	-
4612	Comm Services - Sr Citizen Program - General Fund	224,675	-	-	-	-
4613	Program Fees: Sports - General Fund	469,654	-	-	-	-
4614	Program Fees: Aquatics - General Fund	208,168	-	-	-	-
4616	Program Fees: Picnic Fees - General Fund	25,950	-	-	-	-
4617	Program Fees: Day Camps - General Fund	405,070	-	-	-	-
4619	Program Fees: Classes - General Fund	417,130	-	-	-	-
4620	Program Fees: Preschool - General Fund	363,455	-	-	-	-
4621	Program Fees: Special Events - General Fund	-	-	-	-	-
4622	Program Fees: Fitness - General Fund	158,697	-	-	-	-
4625	Fund Raising - General Fund	-	-	-	-	-
4626	Program Fees: Classes - Adult Services - General Fund	125,125	-	-	-	-
4627	Vending Machine Sales - General Fund	2,400	-	-	-	-
4628	Comm Services - Skate Park Income	30,581	-	-	-	-
4629	Comm Services - Drop In Classes	159,190	-	-	-	-
4630	Comm Group - Special Events - General Fund	54,910	-	-	-	-
4631	Comm Group - Theatre Revenue	2,000	-	-	-	-
4632	Comm Group - Theatre Preservation Charge	-	-	-	-	-
4633	Comm Serves - Facility Fee	20,422	-	-	-	-
4643	Comm. Services - Concession & Merchandise	3,125	-	-	-	-
4644	Comm. Services - Theater Ticket Sales	224,760	-	-	-	-
4645	Sponsor/Program Advertising	52,400	-	-	-	-
4646	Theatre Program Ads	6,050	-	-	-	-
4660	Zoning Application Fees Planning - General Fund	321,000	-	-	-	-
4661	Microfilming Fee - General Fund	18,000	-	-	-	-
4663	Rental Dispute Resolution Fees - General Fund	55,000	-	-	-	-
4663	Rental Dispute Resolution Fees - General Fund	-	-	-	-	-
4664	Dumpster Enclosure	-	-	-	-	-
4670	General Plan Maintenance Fee	-	-	-	-	-
4690	Other Filing Fees - General Fund	6,000	-	-	-	-
4691	Special Police Department Services - General Fund	45,000	-	-	-	-
4692	Hazardous Materials Response Charges	130,000	5,000	-	-	-
4693	False Alarm Fees-PD - General Fund	35,000	-	-	-	-
4698	Cost Recovery - DUI - General Fund	5,000	-	-	-	-
4700	Cost Recovery - Booking Fees - General Fund	-	-	-	-	-
4701	Cost Recovery-Public Works	-	-	-	-	-
4704	Cost Recovery - Police Department	14,000	-	-	-	-
4705	Contract Revenue	-	-	-	10,000	-
4706	SCCSET Data Queries - Police Department	-	-	-	-	-
4707	CAL NENA Reimbursement - Police Department	3,000	-	-	-	-
4708	Phone System Maint Reimbursement - 911	-	-	-	-	-
4709	Vehicle Charging Stations	-	20,000	-	-	-
4710	Successor Agency Reimbursement	-	-	-	2,000	-
4720	Storm Water Fee	-	394,100	-	-	-
4721	Storm Drain Fees	-	15,000	-	-	-
4722	Eng & Subdivision Filing Fees - General Fund	400,000	-	-	-	-
4724	Solid Waste Rate Fees	-	515,429	-	-	-
4725	Project Salaries Revenue - General Fund	530,000	-	-	-	-
4725	Project Salaries Revenue - All Funds Except General Fund	-	50,000	-	-	-
4728	Traffic Engineering Fees - General Fund	-	-	-	-	-
4730	Metricom Encroachment Agreement - General Fund	-	-	-	-	-
4731	Vehicle Impact Fees (Construction)	-	300,000	-	-	-
4732	Vehicle Impact Fees (Garbage)	-	477,000	-	-	-
4735	Community Garden Fees	3,600	-	-	-	-
4760	Sale of Maps & Publications - General Fund	2,000	-	-	-	-
	Sub-Total	4,585,492	1,776,529	-	12,000	-

City of Campbell - Operating/Capital Budget
Fiscal Year 2018 - 2019
All Funds Estimated Revenues

AC #	Description	Actual FY 2015	Actual FY 2016	Actual FY 2017	Adopted FY 2018	Adopted FY 2019
	Other Revenues:			-		
4810	Rents & Leases - General Fund	1,587,848	1,730,852	1,706,906	1,710,000	1,732,544
4812	Donations - Historical Museum	2,186	1,949	2,420	-	-
4813	Donations - Senior Citizens Center	8,134	(258)	(199)	-	-
4815	Donations - Ainsley Capital	-	140	157	-	-
4816	Donations - Meal	19,365	17,997	17,455	20,000	17,328
4817	Donations - Misc. - General Fund	6,587	2,559	6,909	4,000	1,000
4818	Donations - Parks	400	-	-	-	-
4819	Other Rental Income	983,561	985,656	1,106,938	1,004,353	1,110,713
4821	Donations - Youth Scholar - General Fund	(1,151)	(1,519)	8,578	-	-
4825	Donations - Recreation	1,010	1,499	4,201	-	-
4828	CMBL Police Foundation	5,983	-	-	-	-
4890	Successor Agency ROPS Admin Reimb	18,464	(18,720)	22,000	11,000	19,000
4892	Asset Seizures	19,351	12,250	12,714	8,500	8,500
4920	Park Dedication Fees	443,149	2,009,861	269,803	-	-
4921	Project Revenue - Capital Project. Fund	249,493	227,205	50,669	-	-
4922	AB 939 Recycling - SCC	66,537	39,725	66,790	49,356	49,356
4924	Notice/Improvement/Obligation	5,325	4,614	18,462	4,000	4,000
4960	Sale of Real or Personal Property - General Fund	69	45	-	2,000	2,000
4960	Sale of Real or Personal Property. - All Funds except Gen. Fund	22,741	1,246,446	337	8,500	10,000
4961	Gain on Sale	-	-	23,969	-	-
4962	Insurance Recovery - General Fund	4,782	850	548	5,000	2,500
4962	Insurance Recovery - Lighting District Fund	12,851	3,446	4,650	5,000	-
4962	Insurance Recovery - Motor Vehicle Pool Fund	244	-	20,401	10,000	-
4962	Insurance Recovery - Workers' Compensation Fund	8	-	-	-	-
4965	Other Revenue - General Fund	61,544	65,634	90,398	35,800	54,000
4965	Other Revenue - All Funds except General Fund	7,701	25,573	368,323	136,500	136,500
4966	Principal Repayment	-	-	-	50,000	50,000
4971	Tree In Lieu Fee - General Fund	-	700	8,600	-	-
5142	Premiums - Workers' Compensation Insurance	608,898	726,141	1,038,214	605,000	605,000
6021	Proceeds of Refunding Debt	-	-	8,085,000	-	-
6023	Bond Premium	-	-	1,090,835	-	-
6070	Cash Over/Short - General Fund	3	-	3	-	-
	Sub-Total	4,135,119	7,082,609	14,025,081	3,669,009	3,802,441
	Total Revenues - All Funds (Exhibit A)	54,210,964	63,657,354	68,819,586	58,201,741	59,836,237
6899	Transfers-In - General Fund	1,302,493	1,429,913	1,399,558	1,353,207	1,291,626
	Transfers-In - All Funds except General Fund	10,399,711	9,071,235	8,436,296	8,134,530	8,542,539
6090	Beginning Fund Balance- Operating - General Fund	-	-	-	1,432,082	1,536,371
6090	Beg. Fund Balance - Operating - All Funds except Gen. Fund	-	-	-	618,975	392,221
6091	Beginning Fund Balance - Capital - General Fund	-	-	-	979,800	861,360
6091	Beg. Fund Balance - Capital - All Funds except Gen. Fund	-	-	-	1,370,000	2,598,240
	Total Sources of Revenues	\$ 65,913,168	\$ 74,158,502	\$ 78,655,440	\$ 72,090,335	\$ 75,058,594

**City of Campbell - Operating/Capital Budget
Fiscal Year 2018 - 2019
All Funds Estimated Revenues**

AC #	Description	Adopted Fiscal Year 2019 Budget				
		General	Special Revenue	Debt Service	Internal Service	Other
	Other Revenues:					
4810	Rents & Leases - General Fund	1,732,544	-	-	-	-
4812	Donations - Historical Museum	-	-	-	-	-
4813	Donations - Senior Citizens Center	-	-	-	-	-
4815	Donations - Ainsley Capital	-	-	-	-	-
4816	Donations - Meal	17,328	-	-	-	-
4817	Donations - Misc. - General Fund	1,000	-	-	-	-
4818	Donations - Parks	-	-	-	-	-
4819	Other Rental Income	1,110,713	-	-	-	-
4821	Donations - Youth Scholar - General Fund	-	-	-	-	-
4825	Donations - Recreation	-	-	-	-	-
4828	CMBL Police Foundation	-	-	-	-	-
4890	Successor Agency ROPS Admin Reimb	19,000	-	-	-	-
4892	Asset Seizures	-	8,500	-	-	-
4920	Park Dedication Fees	-	-	-	-	-
4921	Project Revenue - Capital Project. Fund	-	-	-	-	-
4922	AB 939 Recycling - SCC	-	49,356	-	-	-
4924	Notice/Improvement/Obligation	4,000	-	-	-	-
4960	Sale of Real or Personal Property - General Fund	2,000	-	-	-	-
4960	Sale of Real or Personal Property. - All Funds except Gen. Fund	-	-	-	10,000	-
4961	Gain on Sale	-	-	-	-	-
4962	Insurance Recovery - General Fund	2,500	-	-	-	-
4962	Insurance Recovery - Lighting District Fund	-	-	-	-	-
4962	Insurance Recovery - Motor Vehicle Pool Fund	-	-	-	-	-
4962	Insurance Recovery - Workers' Compensation Fund	-	-	-	-	-
4965	Other Revenue - General Fund	54,000	-	-	-	-
4965	Other Revenue - All Funds except General Fund	-	136,500	-	-	-
4966	Principal Repayment	-	50,000	-	-	-
4971	Tree In Lieu Fee - General Fund	-	-	-	-	-
5142	Premiums - Workers' Compensation Insurance	-	-	-	605,000	-
6021	Proceeds of Refunding Debt	-	-	-	-	-
6023	Bond Premium	-	-	-	-	-
6070	Cash Over/Short - General Fund	-	-	-	-	-
	Sub-Total	2,943,085	244,356	-	615,000	-
	Total Revenues - All Funds (Exhibit A)	50,093,871	6,363,966	-	3,378,400	-
6899	Transfers-In - General Fund	1,291,626	-	-	-	-
	Transfers-In - All Funds except General Fund	-	2,502,014	849,925	254,000	4,936,600
6090	Beginning Fund Balance- Operating - General Fund	1,536,371	-	-	-	-
6090	Beg. Fund Balance - Operating - All Funds except Gen. Fund	-	345,221	-	47,000	-
6091	Beginning Fund Balance - Capital - General Fund	861,360	-	-	-	-
6091	Beg. Fund Balance - Capital - All Funds except Gen. Fund	-	2,598,240	-	-	-
	Total Sources of Revenues	\$ 53,783,228	\$ 11,809,441	\$ 849,925	\$ 3,679,400	\$ 4,936,600

City of Campbell - Operating/Capital Budget
Fiscal Year 2018 - 2019
Summary of Expenditures by Governmental Function Fund Type

	Employee Services	Supplies & Services	Capital Improvements	Debt Service	Transfers Out	Adopted FY 2019
General Government Administration:						
501 City Council	\$ 121,037	\$ 188,402	-	-	-	\$ 309,439
510 CM - Administration	877,033	166,502	-	-	-	1,043,535
511 CM - City Clerk	321,265	223,802	-	-	-	545,067
515 CM - Human Resources	480,506	584,401	-	-	-	1,064,907
516 CM - Workers Compensation	47,032	481,550	-	-	-	528,582
535 Finance - Accounting	1,378,526	263,586	-	-	-	1,642,112
540 Finance - Non-Departmental	350,000	1,820,200	-	-	-	2,170,200
548 Finance - 2016 Refunding Lease Revenue Bond	-	-	-	849,925	-	849,925
547 CM - IT Services	927,551	757,635	-	-	-	1,685,186
549 Finance - CFD #1	-	5,000	-	-	-	5,000
560 City Attorney	326,528	110,567	-	-	-	437,095
Sub-total	4,829,478	4,601,645	-	849,925	-	10,281,048
Recreation & Community Services:						
524 Administration	578,276	112,132	-	-	-	690,408
525 Senior Nutrition	84,417	102,295	-	-	-	186,712
526 Adult Services	533,171	169,087	-	-	-	702,258
527 Community Center	845,197	485,357	-	-	-	1,330,554
528 Museum	285,848	124,978	-	-	-	410,826
529 Theater	-	998,091	-	-	-	998,091
531 Sports & Aquatics	877,897	325,113	-	-	-	1,203,010
532 Pre-School, Day Camp & Enrich Classes	724,783	419,802	-	-	-	1,144,585
Sub-total	3,929,589	2,736,855	-	-	-	6,666,444
Public Safety:						
601 PD - Administration	733,151	440,161	-	-	-	1,173,312
602 PD - Communications	1,991,615	290,648	-	-	-	2,282,263
603 PD - Records	1,217,138	154,607	-	-	-	1,371,745
604 PD - Special Enforcement Svcs.	4,197,530	237,768	-	-	-	4,435,298
605 PD - Field Services	7,892,011	1,038,537	-	-	-	8,930,548
610 Fire Administration	-	8,591,974	-	-	-	8,591,974
Sub-total	16,031,445	10,753,695	-	-	-	26,785,140
Community Development:						
550 CD - Planning	389,243	127,203	-	-	-	516,446
551 CD - Current Planning	827,044	97,002	-	-	-	924,046
552 CD - Policy Development	149,914	10,000	-	-	-	159,914
553 CD - CDBG Housing	-	-	-	-	-	-
554 CD - Building	1,080,310	408,265	-	-	-	1,488,575
556 CD - Economic Development	176,436	59,801	-	-	-	236,237
557 CD - Housing Assistance	39,432	202,800	-	-	-	242,232
Sub-total	2,662,379	905,071	-	-	-	3,567,450
Public Works:						
701 PW - Administration	640,818	104,054	-	-	-	744,872
715 PW - Environmental Services	-	-	-	-	-	-
720 PW - Transportation Eng.	317,532	52,052	-	-	-	369,584
730 PW - Engineering	1,294,824	113,592	-	-	-	1,408,416
740 PW - Land Development	739,848	530,854	-	-	-	1,270,702
745 PW - Maint. Administration	474,512	65,298	-	-	-	539,810
750 PW - Vehicle & Equip. Maint..	437,746	747,813	-	-	-	1,185,559
760 PW - Street Maintenance	991,889	843,090	-	-	-	1,834,979
770 PW - Signals & Lighting Maint.	447,233	476,430	-	-	-	923,663
775 PW - Park Maintenance	1,777,242	1,097,138	-	-	-	2,874,380
780 PW - Building Maintenance	659,781	883,206	-	-	-	1,542,987
741 PW - CFD #2	-	19,000	-	-	-	19,000
Sub-total	7,781,425	4,932,527	-	-	-	12,713,952
980 Operating Transfers Out (GF)	-	-	-	-	2,965,268	2,965,268
980 Transfers Out (Misc. Funds)	-	-	-	-	1,932,297	1,932,297
950 Capital Projects	-	-	4,936,600	-	-	4,936,600
990 Capital Transfers Out	-	-	-	-	4,936,600	4,936,600
Sub-total	-	-	4,936,600	-	9,834,165	14,770,765
Total - City	\$ 35,234,316	\$ 23,929,793	\$ 4,936,600	\$ 849,925	\$ 9,834,165	\$ 74,784,799

City of Campbell - Operating/Capital Budget
Fiscal Year 2018 - 2019
Summary of Expenditures by Governmental Function Fund Type

	General Fund	Special Revenue	Debt Service	Capital Projects	Internal Service	Trust & Agency
General Government Administration:						
501 City Council	\$ 309,439	-	-	-	-	-
510 CM - Administration	1,043,535	-	-	-	-	-
511 CM - City Clerk	545,067	-	-	-	-	-
515 CM - Human Resources	1,064,907	-	-	-	-	-
516 CM - Workers Compensation	-	-	-	-	528,582	-
535 Finance - Accounting	1,642,112	-	-	-	-	-
540 Finance - Non-Departmental	2,170,200	-	-	-	-	-
548 Finance - 2016 Refunding Lease Revenue Bond	-	-	849,925	-	-	-
547 CM - IT Services	-	-	-	-	1,685,186	-
549 Finance - CFD #1	-	5,000	-	-	-	-
560 City Attorney	437,095	-	-	-	-	-
Sub-total	7,212,355	5,000	849,925	-	2,213,768	-
Recreation & Community Services:						
524 Administration	690,408	-	-	-	-	-
525 Senior Nutrition	186,712	-	-	-	-	-
526 Adult Services	702,258	-	-	-	-	-
527 Community Center	1,330,554	-	-	-	-	-
528 Museum	410,826	-	-	-	-	-
529 Theater	998,091	-	-	-	-	-
531 Sports & Aquatics	1,203,010	-	-	-	-	-
532 Pre-School, Day Camp & Enrich Classes	1,144,585	-	-	-	-	-
Sub-total	6,666,444	-	-	-	-	-
Public Safety:						
601 PD - Administration	1,173,312	-	-	-	-	-
602 PD - Communications	2,282,263	-	-	-	-	-
603 PD - Records	1,371,745	-	-	-	-	-
604 PD - Special Enforcement Svcs.	4,435,298	-	-	-	-	-
605 PD - Field Services	8,930,548	-	-	-	-	-
610 Fire Administration	8,591,974	-	-	-	-	-
Sub-total	26,785,140	-	-	-	-	-
Community Development:						
550 CD - Planning	516,446	-	-	-	-	-
551 CD - Current Planning	924,046	-	-	-	-	-
552 CD - Policy Development	159,914	-	-	-	-	-
553 CD - CDBG Housing	-	-	-	-	-	-
554 CD - Building	1,488,575	-	-	-	-	-
556 CD - Economic Development	236,237	-	-	-	-	-
557 CD - Housing Assistance	-	242,232	-	-	-	-
Sub-total	3,325,218	242,232	-	-	-	-
Public Works:						
701 PW - Administration	744,872	-	-	-	-	-
715 PW - Environmental Services	-	-	-	-	-	-
720 PW - Transportation Eng.	369,584	-	-	-	-	-
730 PW - Engineering	1,408,416	-	-	-	-	-
740 PW - Land Development	1,270,702	-	-	-	-	-
745 PW - Maint. Administration	539,810	-	-	-	-	-
750 PW - Vehicle & Equip. Maint..	-	-	-	-	1,185,559	-
760 PW - Street Maintenance	-	1,834,979	-	-	-	-
770 PW - Signals & Lighting Maint.	-	923,663	-	-	-	-
775 PW - Park Maintenance	-	2,874,380	-	-	-	-
780 PW - Building Maintenance	1,542,987	-	-	-	-	-
741 PW - CFD #2	-	19,000	-	-	-	-
Sub-total	5,876,371	5,652,022	-	-	1,185,559	-
980 Operating Transfers Out (GF)	2,965,268	-	-	-	-	-
980 Transfers Out (Misc. Funds)	-	1,832,697	-	-	99,600	-
950 Capital Projects	-	-	-	4,936,600	-	-
990 Capital Transfers Out	861,360	4,075,240	-	-	-	-
Sub-total	3,826,628	5,907,937	-	4,936,600	99,600	-
Total - City	\$ 53,692,156	\$ 11,807,191	\$ 849,925	\$ 4,936,600	\$ 3,498,927	\$ -

DEBT MANAGEMENT

The City has adopted policies to ensure its debt is appropriately managed. Long-term borrowing is restricted to the funding of capital improvements and equipment. Additionally, the term of a respective debt financing is limited to the expected useful life of the capital improvement. The City is in compliance with all of the significant covenants and restrictions related to its debt obligations.

Legal Debt Limit and General Obligation Debt: The City's most recently calculated debt limit was \$332.2 million with \$0 of debt subject to the limit. The City also has no general obligation debt.

2016 Refunding Lease Revenue Bonds

In August, 2016, the City, through the Campbell Joint Public Finance Authority, issued \$8,085,000 in refunding bonds to prepay the remaining portion of the 1997 Certificates of Participation (Civic Center Project) and to prepay a portion of the 2002 Certificates of Participation (Civic Center Project) in addition to bond issuance costs. The bonds, which were issued at a premium, have coupon interest rates ranging from 2% to 4% with an effective interest rate of 1.95% and maturing October 1, 2028. These bonds replace debt that was used for various civic center and community center improvements as well as for deferred street maintenance, improvements to the police station and construction of an animal control facility.

The refunding issue received ratings of "AA+" from Standard and Poor's Global Ratings (S&P). The rating agency noted the City's impressive program of financial risk management and maintenance of prudent reserve levels as partial reasons for their rating. Moreover, they reaffirmed the City's issuer credit rating (ICR) at "AAA" which it has maintained since 2009.

2002 Certificates of Participation

The City has outstanding capital appreciation bonds in the principal amount of \$1,245,844, interest bearing 5.8% and maturing between 2029 and 2032. Because both principal and interest are not due until maturity, no debt service is budgeted until beginning in 2029. The total outstanding amounts that will be due upon maturity are \$6,460,000.

Future annual debt service for the 2016 Refunding Lease Revenue Bonds and 2002 Certificates of Participation is summarized as follows:

Summary of City Debt Service

Description	Final Maturity Date	Amount of Original Issue	Outstanding Principal	Outstanding Interest	Total
2016 Refunding Lease Revenue Bonds	2028	\$ 8,085,000	\$ 6,865,000	\$ 1,544,750	\$ 8,409,750
2002 Certificates of Participation	2032	\$ 11,930,843	\$ 1,245,844	\$ 5,214,156	\$ 6,460,000
Total		<u>\$ 20,015,843</u>	<u>\$ 8,110,844</u>	<u>\$ 6,758,906</u>	<u>\$ 14,869,750</u>

Future annual debt service by debt issue is summarized as follows:

Annual Debt Service to Maturity—2016 Refunding Lease Revenue Bonds

Fiscal Year	Principal	Interest	Total
2019	\$ 605,000	242,925	\$ 847,925
2020	535,000	225,825	760,825
2021	550,000	209,550	759,550
2022	570,000	192,750	762,750
2023	585,000	172,500	757,500
Thereafter	4,020,000	501,200	4,521,200
Total	\$ 6,865,000	\$ 1,544,750	\$ 8,409,750

Annual Debt Service to Maturity—2002 Certificates of Participation

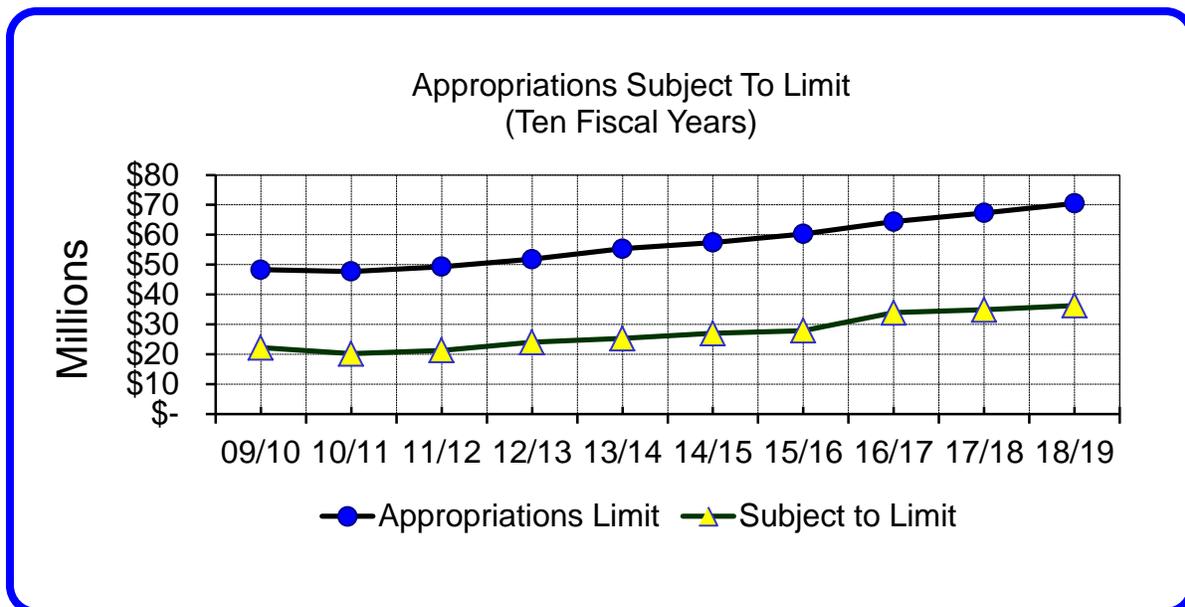
Fiscal Year	Principal	Interest	Total
2019	\$ -	-	\$ -
2020	-	-	-
2021	-	-	-
2022	-	-	-
2023	-	-	-
Thereafter	1,245,844	5,214,156	6,460,000
Total	\$ 1,245,844	\$ 5,214,156	\$ 6,460,000

GANN APPROPRIATIONS LIMIT

Article XIII B of the California State Constitution as enacted by Proposition 4, the Gann initiative of 1979, mandates a limit on the amount of proceeds of taxes that state and local governments can receive and appropriate (authorize to spend) each year. The purpose of this law is to limit government spending by putting a cap on the total proceeds of taxes that may be appropriated each year. The original Article XIII B was further modified by Proposition 111 and SB 88 approved by California voters in June of 1990. Proposition 111 allows cities more flexibility in choosing certain inflation and population factors to calculate the limit.

The limit is different for each agency and the limit changes each year. Each year's limit is based on the amount of tax proceeds that were authorized to be spent in fiscal year 1978-79 in each agency, modified for changes in inflation and population in each subsequent year. Proposition 111 has modified those factors to allow cities to choose either the growth in California Per Capita Income or the growth in non-residential assessed valuation due to new construction in the City. Alternatively, the City could select a population growth factor represented by the population growth in Santa Clara County. Each year the City establishes its appropriations limit for the following fiscal year. The City of Campbell's appropriation limit for fiscal 2018-19 of \$70.5 million was adopted by Council via Resolution #12328, on June 19, 2018.

When a city's proceeds of taxes (less statutory exclusions) exceed the legal limit, excess tax revenue must be returned to the State or citizens through a process of refunds, rebates, or other means that may be determined at that time. The fiscal year 2018-19 calculations indicate the City of Campbell will again be significantly below the appropriations or spending limit. The City's appropriations limit of \$70.5 million for fiscal year 2018-19 is approximately \$3.2 million higher than the fiscal 2017-18 limit of \$67.3 million. For fiscal 2018-19, the City's proceeds of taxes subject to the appropriations limit are projected to be \$36.3 million. This is 51.4% of the legal appropriations limit. Any future amendments to the adopted appropriations from "proceeds of taxes" will be subject to the limit and will be calculated accordingly. As a result of the City's Gann calculations being so far under the legal limit, restraints on current or future budget deliberations are not contemplated.



Fund Balance Analysis Fiscal Year 2018 - 2019

Fund Description	Fund #	Beginning Fund Balance Estimated	Total Revenues & Transfers Adopted*	Total Expenditures & Transfers Adopted	Ending Fund Balance Estimated
General Fund	101	\$ 24,993,864	\$ 51,630,497	\$ 53,692,156	\$ 22,932,205
Gas Tax	202, 203, 204	415,074	3,240,271	3,392,979	262,366
Drug Enforcement	205	34,029	8,500	8,500	34,029
Lighting and Landscaping District	207	-	3,909,343	3,909,343	-
Environmental Services	209	498,822	1,454,616	1,522,897	430,541
Supplemental Law Enforcement	210	130,443	-	-	130,443
State/Other Grants	212	-	1,237,000	1,237,000	-
T.D.A.	216	-	20,000	20,000	-
Other Federal Grants	218	-	976,240	976,240	-
Housing Assistance Fund	233	9,558,497	68,000	242,232	9,384,265
Community Facilities District #1	236	2,575	145,000	145,000	2,575
Community Facilities District #2	237	77,349	35,250	23,000	89,599
Parkland Dedication Trust	295	3,664,516	-	330,000	3,334,516
L.I.D. Debt Service	367	31,275	-	-	31,275
2016 Refunding Lease Revenue Bonds	370	3,098	849,925	849,925	3,098
Capital Projects	435	1,742,762	4,936,600	4,936,600	1,742,762
Motor Vehicle Pool	641	475,726	1,399,400	1,235,559	639,567
Information Technologies Pool	647	848,662	1,628,000	1,734,786	741,876
Worker's Compensation Pool	690	1,227,836	605,000	528,582	1,304,254
Parks and Museum Trust	794	142,952	-	-	142,952
Recreation Grants-Private	795	5,633	-	-	5,633
Senior Citizen Trust	797	15,340	-	-	15,340
Total		\$ 43,869,812	\$ 72,143,642	\$ 74,784,799	\$ 41,228,655

* Total revenues exclude beginning fund balance amounts.

** Fund Balance represents total equity for the Internal Service Funds.

Fund Balance Analysis Fiscal Year 2017 - 2018

Fund Description	Fund #	Beginning Fund Balance Actual	Total Revenues & Transfers Estimated*	Total Expenditures & Transfers Estimated	Ending Fund Balance Estimated
General Fund	101	\$ 28,924,105	\$ 50,676,659	\$ 54,606,900	\$ 24,993,864
Gas Tax	202, 203, 204	1,513,968	2,585,773	3,684,667	415,074
Drug Enforcement	205	34,029	8,500	8,500	34,029
Lighting and Landscaping District	207	59,223	3,964,549	4,023,772	-
Environmental Services	209	745,375	1,428,320	1,674,873	498,822
Supplemental Law Enforcement	210	117,619	139,416	126,592	130,443
State/Other Grants	212	(1,876,763)	2,734,563	857,800	-
T.D.A.	216	(50,556)	70,556	20,000	-
Other Federal Grants	218	(138,395)	803,726	665,331	-
Housing Assistance Fund	233	9,459,432	339,260	240,195	9,558,497
Community Facilities District #1	236	2,086	143,800	143,311	2,575
Community Facilities District #2	237	49,918	34,922	7,491	77,349
Parkland Dedication Trust	295	4,860,516	-	1,196,000	3,664,516
L.I.D. Debt Service	367	31,275	-	-	31,275
2016 Refunding Lease Revenue Bonds	370	3,098	854,950	854,950	3,098
Capital Projects	435	1,742,762	5,804,874	5,804,874	1,742,762
Motor Vehicle Pool	641	622,205	1,408,604	1,555,083	475,726
Information Technologies Pool	647	995,928	1,635,000	1,782,266	848,662
Worker's Compensation Pool	690	1,209,812	728,041	710,017	1,227,836
Parks and Museum Trust	794	141,589	1,363	-	142,952
Recreation Grants-Private	795	5,625	8	-	5,633
Senior Citizen Trust	797	15,340	-	-	15,340
Total		\$ 48,469,551	\$ 73,362,884	\$ 77,962,622	\$ 43,869,812

* Total revenues exclude beginning fund balance amounts.

** Fund Balance represents total equity for the Internal Service Funds.

**CITY OF CAMPBELL
GENERAL FUND (101)
REVENUES - EXPENDITURES - FUND BALANCES**

Description	15/16 Actual	16/17 Actual	17/18 Estimated	18/19 Adopted
Fund balance, July 1	<u>\$ 26,068,215</u>	<u>\$ 30,222,212</u>	<u>\$ 28,924,105</u>	<u>\$24,993,864</u>
REVENUES:				
Property Taxes	12,097,447	13,052,321	14,000,353	14,968,000
Sales and Use Taxes	14,818,495	14,297,751	14,859,014	14,656,000
Franchise and other taxes	9,344,440	9,279,306	9,423,913	9,564,500
Licenses and permits	4,890,190	3,873,976	2,690,500	2,810,500
Fines and forfeitures	324,137	320,193	349,000	375,600
Investment income	161,163	171,220	525,000	403,000
Intergovernmental revenues	253,576	191,665	250,000	810,694
Charges for services	3,600,024	3,743,089	4,429,519	3,674,612
Other revenues	2,928,230	3,081,693	2,796,153	3,075,965
Operating transfers-in	1,429,914	1,399,558	1,353,207	1,291,626
Total operating revenues	<u>49,847,616</u>	<u>49,410,772</u>	<u>50,676,659</u>	<u>51,630,497</u>
EXPENDITURES:				
General Government	14,011,973	16,157,074	15,179,995	17,204,016
Public Safety	22,897,488	24,426,410	25,480,917	26,785,141
Public Works	5,133,110	5,377,822	6,030,982	5,876,371
Operating transfers-out	3,082,810	2,988,255	4,930,430	2,965,268
Total operating expenditures	<u>45,125,381</u>	<u>48,949,561</u>	<u>51,622,324</u>	<u>52,830,796</u>
Capital transfers-out	568,238	1,759,318	2,984,576	861,360
Total expenditures	<u>45,693,619</u>	<u>50,708,879</u>	<u>54,606,900</u>	<u>53,692,156</u>
FUND BALANCES:				
Committed	25,392,112	23,896,221	20,193,864	18,432,205
Assigned	3,830,100	4,027,890	3,800,000	3,500,000
Unassigned	1,000,000	999,994	1,000,000	1,000,000
Total reserves or designations	<u>30,222,212</u>	<u>28,924,105</u>	<u>24,993,864</u>	<u>22,932,205</u>
Fund balance - June 30	<u><u>\$ 30,222,212</u></u>	<u><u>\$ 28,924,105</u></u>	<u><u>\$ 24,993,864</u></u>	<u><u>\$22,932,205</u></u>

**CITY OF CAMPBELL
GAS TAX FUNDS (202, 203, 204)
REVENUES - EXPENDITURES - FUND BALANCES**

Description	15/16 Actual	16/17 Actual	17/18 Estimated	18/19 Adopted
Fund balance, July 1	<u>\$ 1,372,698</u>	<u>\$ 1,628,773</u>	<u>\$ 1,513,968</u>	<u>\$ 415,074</u>
REVENUES:				
Special Gas Tax 2105	235,126	218,771	231,860	246,000
Special Gas Tax 2106	154,582	141,432	154,050	158,400
Special Gas Tax 2107	286,689	294,918	301,751	305,200
Special Gas Tax 2107.5	6,000	-	6,000	6,000
Vehicle Impact Fees	690,152	742,489	777,000	777,000
Gas Tax 7360	191,925	93,502	166,385	327,500
SB1 Road Maintenance	-	-	250,355	700,000
SB1 TCRF Loan Repayment	-	-	48,572	-
Investment earnings	9,567	7,443	9,000	-
Other revenues	2,167	2,741	136,500	136,500
Operating transfers-in	504,300	484,300	504,300	583,671
Total revenues	<u>2,080,508</u>	<u>1,985,596</u>	<u>2,585,773</u>	<u>3,240,271</u>
EXPENDITURES:				
PW-Street Maintenance	1,532,242	1,560,636	1,758,109	1,834,979
Operating transfers-out	77,300	75,529	78,200	81,000
Total operating expenditures	<u>1,609,542</u>	<u>1,636,165</u>	<u>1,836,309</u>	<u>1,915,979</u>
Capital transfers-out	214,891	464,236	1,848,358	1,477,000
Total expenditures	<u>1,824,433</u>	<u>2,100,401</u>	<u>3,684,667</u>	<u>3,392,979</u>
FUND BALANCES:				
Nonspendable	1,628,773	1,513,968	415,074	262,366
Total reserves or designations	<u>1,628,773</u>	<u>1,513,968</u>	<u>415,074</u>	<u>262,366</u>
Fund balance - June 30	<u><u>\$ 1,628,773</u></u>	<u><u>\$ 1,513,968</u></u>	<u><u>\$ 415,074</u></u>	<u><u>\$ 262,366</u></u>

**CITY OF CAMPBELL
LIGHTING DISTRICT FUND (207)
REVENUES - EXPENDITURES - FUND BALANCES**

<u>Description</u>	<u>15/16 Actual</u>	<u>16/17 Actual</u>	<u>17/18 Estimated</u>	<u>18/19 Adopted</u>
Fund balance, July 1	\$ -	\$ 10,854	\$ 59,223	\$ -
REVENUES:				
Lighting & Landscaping Assessments	1,189,466	1,201,770	1,198,903	1,207,500
Property tax	1,064,140	1,138,860	1,209,633	1,140,000
Insurance claims refund	3,446	4,650	5,000	5,000
Residual RPTTF Distribution	-	-	3,000	3,000
Project Revenue Overhead Offset	-	-	50,000	50,000
Other revenues	28,239	21,286	22,500	22,500
Operating transfers-in	1,307,887	1,738,968	1,475,513	1,481,343
Total revenues	<u>3,593,178</u>	<u>4,105,534</u>	<u>3,964,549</u>	<u>3,909,343</u>
EXPENDITURES:				
PW-signals & lighting maintenance	857,137	1,124,423	960,859	923,663
PW-Park Maintenance	2,613,887	2,821,442	2,951,613	2,874,380
Operating transfers-out	111,300	111,300	111,300	111,300
Total expenditures	<u>3,582,324</u>	<u>4,057,165</u>	<u>4,023,772</u>	<u>3,909,343</u>
FUND BALANCES:				
Restricted	10,854	59,222	10,854	-
Total reserves or designations	<u>10,854</u>	<u>59,223</u>	<u>-</u>	<u>-</u>
Fund balance - June 30	<u>\$ 10,854</u>	<u>\$ 59,223</u>	<u>\$ -</u>	<u>\$ -</u>

**CITY OF CAMPBELL
ENVIRONMENTAL SERVICES FUND (209)
REVENUES - EXPENDITURES - FUND BALANCES**

Description	15/16 Actual	16/17 Actual	17/18 Estimated	18/19 Adopted
Fund balance, July 1	\$ 795,812	\$ 822,925	\$ 745,375	\$ 498,822
REVENUES:				
Solid waste fees	418,050	403,041	415,677	515,429
AB939 recycling	39,725	66,790	75,932	49,356
Storm water fees	382,148	384,925	385,390	394,100
Storm drain fees	51,055	25,526	37,628	15,000
Water District Grant	-	-	-	33,731
Beverage container grant	11,306	-	-	10,000
Investment income	1,744	1,811	-	-
Other revenue	23,363	-	-	-
Operating transfers-in	511,500	511,500	513,693	437,000
Total revenues	<u>1,438,891</u>	<u>1,393,593</u>	<u>1,428,320</u>	<u>1,454,616</u>
EXPENDITURES:				
Operating transfers-out	1,411,778	1,398,678	1,419,707	1,472,897
Total operating expenditures	<u>1,411,778</u>	<u>1,398,678</u>	<u>1,419,707</u>	<u>1,472,897</u>
Capital transfers-out	-	72,465	255,166	50,000
Total expenditures	<u>1,411,778</u>	<u>1,471,143</u>	<u>1,674,873</u>	<u>1,522,897</u>
FUND BALANCES:				
Nonspendable	822,925	745,375	617,160	430,541
Total reserves or designations	<u>822,925</u>	<u>745,375</u>	<u>617,160</u>	<u>430,541</u>
Fund balance - June 30	<u><u>\$ 822,925</u></u>	<u><u>\$ 745,375</u></u>	<u><u>\$ 498,822</u></u>	<u><u>\$ 430,541</u></u>

**CITY OF CAMPBELL
HOUSING ASSISTANCE FUND (233)
REVENUES - EXPENDITURES - FUND BALANCES**

<u>Description</u>	<u>15/16 Actual</u>	<u>16/17 Actual</u>	<u>17/18 Estimated</u>	<u>18/19 Adopted</u>
Fund balance, July 1	<u>\$ 9,522,259</u>	<u>\$ 9,345,383</u>	<u>\$ 9,459,432</u>	<u>\$ 9,558,497</u>
REVENUES:				
B E G I N Housing Program	-	-	94,000	-
Investment income	20,984	20,902	44,986	18,000
Other revenues	-	355,582	200,274	50,000
Total revenues	<u>20,984</u>	<u>376,484</u>	<u>339,260</u>	<u>68,000</u>
EXPENDITURES:				
Housing assistance	113,283	262,435	240,195	242,232
Housing grant & loans	84,577	-	-	-
Total operating expenditures	<u>197,860</u>	<u>262,435</u>	<u>240,195</u>	<u>242,232</u>
Capital transfers-out	-	-	-	-
Total expenditures	<u>197,860</u>	<u>262,435</u>	<u>240,195</u>	<u>242,232</u>
FUND BALANCES:				
Nonspendable	8,764,548	8,764,548	8,764,548	8,764,548
Restricted	580,835	694,883	217,166	619,717
Total reserves or designations	<u>9,345,383</u>	<u>9,459,431</u>	<u>8,981,714</u>	<u>9,384,265</u>
Fund balance - June 30	<u><u>\$ 9,345,383</u></u>	<u><u>\$ 9,459,432</u></u>	<u><u>\$ 9,558,497</u></u>	<u><u>\$ 9,384,265</u></u>

CITY OF CAMPBELL
SPECIAL ASSESSMENT COMMUNITY FACILITY DISTRICT #2 FUND (237)
REVENUES - EXPENDITURES - FUND BALANCES

<u>Description</u>	<u>15/16 Actual</u>	<u>16/17 Actual</u>	<u>17/18 Estimated</u>	<u>18/19 Adopted</u>
Fund balance, July 1	\$ 4,303	\$ 23,507	\$ 49,918	\$ 77,349
REVENUES:				
Special assessment	34,570	41,431	34,898	35,250
Other revenues	-	-	24	-
Total revenues	<u>34,570</u>	<u>41,431</u>	<u>34,922</u>	<u>35,250</u>
EXPENDITURES:				
Community facility district	346	-	3,491	19,000
Operating transfers-out	15,020	15,020	4,000	4,000
Total operating expenditures	<u>15,366</u>	<u>15,020</u>	<u>7,491</u>	<u>23,000</u>
Capital transfer-out	-	-	-	-
Total expenditures	<u>15,366</u>	<u>15,020</u>	<u>7,491</u>	<u>23,000</u>
FUND BALANCES:				
Nonspendable	23,507	49,918	77,349	89,599
Total reserves or designations	<u>23,507</u>	<u>49,918</u>	<u>77,349</u>	<u>89,599</u>
Fund balance - June 30	<u>\$ 23,507</u>	<u>\$ 49,918</u>	<u>\$ 77,349</u>	<u>\$ 89,599</u>

CITY OF CAMPBELL
2016 REFUNDING LEASE REVENUE BONDS (370)
REVENUES - EXPENDITURES - FUND BALANCES

<u>Description</u>	<u>15/16 Actual</u>	<u>16/17 Actual</u>	<u>17/18 Estimated</u>	<u>18/19 Adopted</u>
Fund balance, July 1	\$ -	\$ -	\$ 3,098	\$ 3,098
REVENUES:				
Investment income	-	37	-	-
Proceeds of refunding debt	-	8,085,000	-	-
Bond premium	-	1,090,835	-	-
Operating transfers-in	-	801,462	854,950	849,925
Total revenues	<u>-</u>	<u>9,977,334</u>	<u>854,950</u>	<u>849,925</u>
EXPENDITURES:				
Bond issuance costs	-	179,842	-	-
Discount expense	-	29,920	-	-
Paying agent fees	-	-	2,000	2,000
Payment to refunded debt escrow	-	8,962,993	-	-
Principal retirement	-	625,000	595,000	605,000
Interest and fiscal charges	-	176,481	257,950	242,925
Total expenditures	<u>-</u>	<u>9,974,236</u>	<u>854,950</u>	<u>849,925</u>
FUND BALANCES:				
Restricted	-	3,098	3,098	3,098
Total reserves or designations	<u>-</u>	<u>3,098</u>	<u>3,098</u>	<u>3,098</u>
Fund balance - June 30	<u>\$ -</u>	<u>\$ 3,098</u>	<u>\$ 3,098</u>	<u>\$ 3,098</u>

**CITY OF CAMPBELL
CAPITAL PROJECTS FUND (435)
REVENUES - EXPENDITURES - FUND BALANCES**

Description	15/16 Actual	16/17 Actual	17/18 Estimated	18/19 Adopted
Fund balance, July 1	\$ (166,226)	\$ 1,348,823	\$ 1,742,762	\$ 1,742,762
REVENUES:				
Project revenues	227,205	50,669	210,200	-
Other revenues	1,230,030	-	-	-
Capital transfers-in	5,405,348	4,853,998	5,594,674	4,936,600
Total revenues	<u>6,862,583</u>	<u>4,904,667</u>	<u>5,804,874</u>	<u>4,936,600</u>
EXPENDITURES:				
Capital outlay	5,347,534	4,510,728	5,804,874	4,936,600
Total expenditures	<u>5,347,534</u>	<u>4,510,728</u>	<u>5,804,874</u>	<u>4,936,600</u>
FUND BALANCES:				
Assigned	1,348,823	-	1,742,762	1,742,762
Unassigned	-	-	-	-
Total reserves or designations	<u>1,348,823</u>	<u>-</u>	<u>1,742,762</u>	<u>1,742,762</u>
Fund balance - June 30	<u>\$ 1,348,823</u>	<u>\$ 1,742,762</u>	<u>\$ 1,742,762</u>	<u>\$ 1,742,762</u>

**CITY OF CAMPBELL
MOTOR VEHICLE POOL FUND (641)
REVENUE - EXPENSES - NET POSITION**

Description	15/16 Actual	16/17 Actual	17/18 Estimated	18/19 Adopted
Net position at beginning of year	\$ 882,520	\$ 693,394	\$ 622,205	\$ 475,726
REVENUES:				
Users fees and charges	1,006,578	1,156,974	1,329,400	1,329,400
Other revenue	-	20,400	10,000	10,000
Gain (loss) from sale of assets	16,140	23,969	31,204	10,000
Operating transfers - in	35,000	-	38,000	50,000
Total revenues	<u>1,057,718</u>	<u>1,201,343</u>	<u>1,408,604</u>	<u>1,399,400</u>
EXPENSES:				
Personnel services	376,446	425,418	421,417	437,746
Services and supplies	581,916	631,640	1,088,666	747,813
Depreciation	243,482	170,474	-	-
Operating transfers-out	45,000	45,000	45,000	50,000
Total operating expenses	<u>1,246,844</u>	<u>1,272,532</u>	<u>1,555,083</u>	<u>1,235,559</u>
Total expenses	<u>1,246,844</u>	<u>1,272,532</u>	<u>1,555,083</u>	<u>1,235,559</u>
Net income (loss)	<u>(189,126)</u>	<u>(71,189)</u>	<u>(146,479)</u>	<u>163,841</u>
NET POSITION:				
Invested in capital assets	587,490	587,490	587,490	587,490
Unrestricted	<u>105,904</u>	<u>34,715</u>	<u>(111,764)</u>	<u>52,077</u>
Total net position	<u>\$ 693,394</u>	<u>\$ 622,205</u>	<u>\$ 475,726</u>	<u>\$ 639,567</u>

**CITY OF CAMPBELL
INFORMATION TECHNOLOGIES FUND (647)
REVENUES - EXPENSES - NET POSITION**

Description	15/16 Actual	16/17 Actual	17/18 Estimated	18/19 Adopted
Net position at beginning of year	\$ 1,340,920	\$ 1,326,949	\$ 995,928	\$ 848,662
REVENUES:				
Users fees and charges	1,157,000	1,215,092	1,412,000	1,412,000
Successor agency reimbursement	2,583	4,024	2,000	2,000
Other income	7,881	8,331	5,000	10,000
Operating transfers-in	365,867	26,724	216,000	204,000
Total revenues	<u>1,533,331</u>	<u>1,254,171</u>	<u>1,635,000</u>	<u>1,628,000</u>
EXPENSES:				
Personnel Services	671,239	666,863	714,788	927,551
Services and supplies	770,079	698,482	914,780	757,635
Depreciation	63,984	88,545	-	-
Operating transfers-out	42,000	42,000	42,000	49,600
Total operating expenditures	<u>1,547,302</u>	<u>1,495,890</u>	<u>1,671,568</u>	<u>1,734,786</u>
Capital transfers-out	-	89,302	110,698	-
Total expenditures	<u>1,547,302</u>	<u>1,585,192</u>	<u>1,782,266</u>	<u>1,734,786</u>
Net income (loss)	<u>(13,971)</u>	<u>(331,021)</u>	<u>(147,266)</u>	<u>(106,786)</u>
NET POSITION:				
Invested in capital assets	113,033	113,033	113,033	113,033
Unrestricted	1,213,916	882,895	735,628.62	628,843
Total net position	<u><u>\$ 1,326,949</u></u>	<u><u>\$ 995,928</u></u>	<u><u>\$ 848,662</u></u>	<u><u>\$ 741,876</u></u>

**CITY OF CAMPBELL
WORKERS' COMPENSATION FUND (690)
REVENUES - EXPENSES - NET POSITION**

Description	15/16 Actual	16/17 Actual	17/18 Estimated	18/19 Adopted
Net position at beginning of year	\$ 808,651	\$ 1,035,660	\$ 1,209,812	\$ 1,227,836
REVENUES:				
Charges to operating departments	726,141	1,038,214	605,000	605,000
Insurance claims reimbursements	-	-	123,041	-
Total revenues	<u>726,141</u>	<u>1,038,214</u>	<u>728,041</u>	<u>605,000</u>
EXPENSES:				
Personnel services	44,742	46,050	45,623	47,032
Services and supplies	403,812	391,988	664,394	481,550
Change in accrued liability	50,578	426,024	-	-
Total expenses	<u>499,132</u>	<u>864,062</u>	<u>710,017</u>	<u>528,582</u>
Net income (loss)	<u>227,009</u>	<u>174,152</u>	<u>18,024</u>	<u>76,418</u>
NET POSITION:				
Unrestricted	<u>\$ 1,035,660</u>	<u>\$ 1,209,812</u>	<u>\$ 1,227,836</u>	<u>\$ 1,304,254</u>

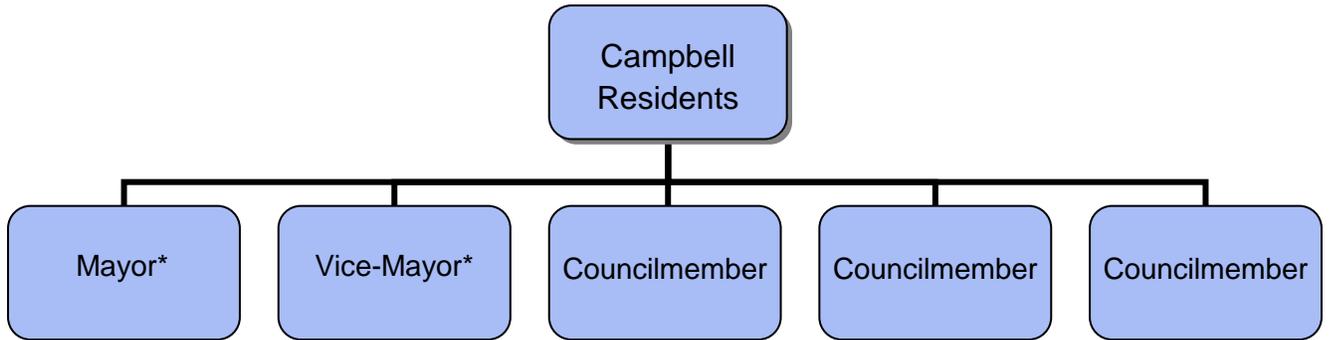


City Council



Campbell City Council

2018 - 2019



* Residents elect 5 Councilmembers. The Mayor & Vice Mayor offices are selected annually among the Council.

CITY COUNCIL SUMMARY

Expenditure Summary

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 104,540	\$ 112,709	\$ 124,621	\$ 121,037
Supplies, Services & Capital Outlay (Exhibit C)	132,405	235,907	209,802	188,402
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	236,944	348,616	334,423	309,439
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 236,944	\$ 348,616	\$ 334,423	\$ 309,439

Revenue Summary

Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	52,300	50,529	53,200	56,000
Use of Reserves	-	12,301	30,000	15,000
Additional Fund Revenue	184,644	285,786	251,223	238,439
Funding Source Total	\$ 236,944	\$ 348,616	\$ 334,423	\$ 309,439

Staffing (Full-Time Equivalents)

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Permanent Positions				
Council Member	5.00	5.00	5.00	5.00
Permanent	5.00	5.00	5.00	5.00
Temporary Positions				
Temporary	-	-	-	-
Total Full Time Equivalents	5.00	5.00	5.00	5.00

**GENERAL FUND - (101)
City Council Program - (501)**

MISSION STATEMENT

Provide overall policy direction for the City of Campbell.

ONGOING RESPONSIBILITIES

- Implement Campbell's Strategic Plan and General Plan
- Adopt City operating budget and Capital Improvement Program
- Assure prompt and responsive follow-up to citizen questions and complaints
- Undertake annual performance review of the City Manager and City Attorney
- Provide for citizen input on City policy issues
- Appoint and recognize advisory commission members
- Collaborate with League of California Cities and other government agencies and associations to strengthen local government

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : CITY COUNCIL**

**EXHIBIT A
101.501**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 104,540	\$ 112,709	\$ 124,621	\$ 121,037
Supplies, Services & Capital Outlay (Exhibit C)	132,405	235,907	209,802	188,402
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	236,944	348,616	334,423	309,439
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 236,944	\$ 348,616	\$ 334,423	\$ 309,439

FUNDING SOURCE(s)				
Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	52,300	50,529	53,200	56,000
Use of Reserves	-	12,301	30,000	15,000
Additional Fund Revenue	184,644	285,786	251,223	238,439
Funding Source Total	\$ 236,944	\$ 348,616	\$ 334,423	\$ 309,439

REVENUE DETAIL				
Description	Fund / Acct.			
Program Revenue		\$ -	\$ -	\$ -
Gas Tax Fund (Congestion Management Dues)		\$ 52,300	\$ 50,529	\$ 53,200
Transfers from Other Funds		\$ 52,300	\$ 50,529	\$ 53,200
Council Priority Reserve	3699	-	12,301	30,000
Use of Fund Reserves		\$ -	\$ 12,301	\$ 30,000
Additional Fund Subsidy		\$ 184,644	\$ 285,786	\$ 251,223
TOTAL FUNDING SOURCES		\$ 236,944	\$ 348,616	\$ 334,423

**CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : CITY COUNCIL**

**EXHIBIT B
101.501**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 39,269	\$ 40,343	\$ 40,980	\$ 43,025
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	-	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 39,269	\$ 40,343	\$ 40,980	\$ 43,025
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	7,457	7,851	8,020	9,621
7107 Dental Insurance	10,152	10,804	10,430	10,750
7108 Group Health Insurance	35,516	41,122	53,826	46,336
7109 Group Life Insurance	930	930	930	930
7110 Workers' Compensation Insurance	863	1,349	240	150
7112 Group Disability Insurance	-	-	-	-
7113 Medicare	700	617	595	625
7114 Auto Allowance	9,653	9,694	9,600	9,600
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	-	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	-	-	-	-
7126 PARS 457 Retirement	-	-	-	-
Total Benefits	\$ 65,271	\$ 72,366	\$ 83,641	\$ 78,012
Total Salary & Benefits	\$ 104,540	\$ 112,709	\$ 124,621	\$ 121,037

**CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : CITY COUNCIL**

**EXHIBIT B-1
101.501**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Council Member *	5.00	5.00	5.00	5.00	\$ 43,025
* Council positions are not full-time					
TOTAL	5.00	5.00	5.00	5.00	\$ 43,025

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
TOTAL	-	-	-	-	\$ -

**CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : CITY COUNCIL**

**EXHIBIT C
101.501**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	793	909	800	800
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	14,344	19,067	45,000	29,800
7428 Maint. of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	16,287	112,904	19,000	19,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	85,142	81,258	85,000	81,300
7435 Professional Development & Meetings	15,839	21,769	25,000	22,500
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	-	-	35,002	35,002
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 132,405	\$ 235,907	\$ 209,802	\$ 188,402

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM : CITY COUNCIL

EXHIBIT C-1
101.501
Page 1

Description	FY 2019 Adopted
<u>7424 Office Expense</u> Office Supplies	\$ 800
<u>7427 Special Departmental Expense</u> Advisory Commission Recognition Dinner *	13,500
Cablecasting Program Supplies and Internet Service	2,350
Miscellaneous Supplies	600
Neighborhood Association Assistance Grants	2,500
Pilot Beautification Grants **	10,000
Photography	500
Plaques, Awards & Promotional Items	350
	29,800
<u>7430 Professional & Specialized Services</u> Cablecasting Services Contract (Includes Study Sessions)	19,000
<u>7434 Memberships, Dues, Books</u> Dues:	
Association of Bay Area Governments (ABAG)	7,900
League of California Cities	14,300
Peninsula Division of League of California Cities	100
Santa Clara County Cities Association	5,000
Santa Clara County Valley Transportation Authority (Congestion Management) ***	53,200
West Valley Mayors & Managers	700
Subscriptions: Business Journal	100
	81,300
<u>7435 Professional Development & Meetings</u> Conferences & Meetings; Council Retreat	22,500
<u>7551 User Charges - IT Pool</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	35,002
TOTAL	\$ 188,402

* Council Priority Reserve (\$5,000)

** Council Priority Reserve

*** Funded from Gas Tax

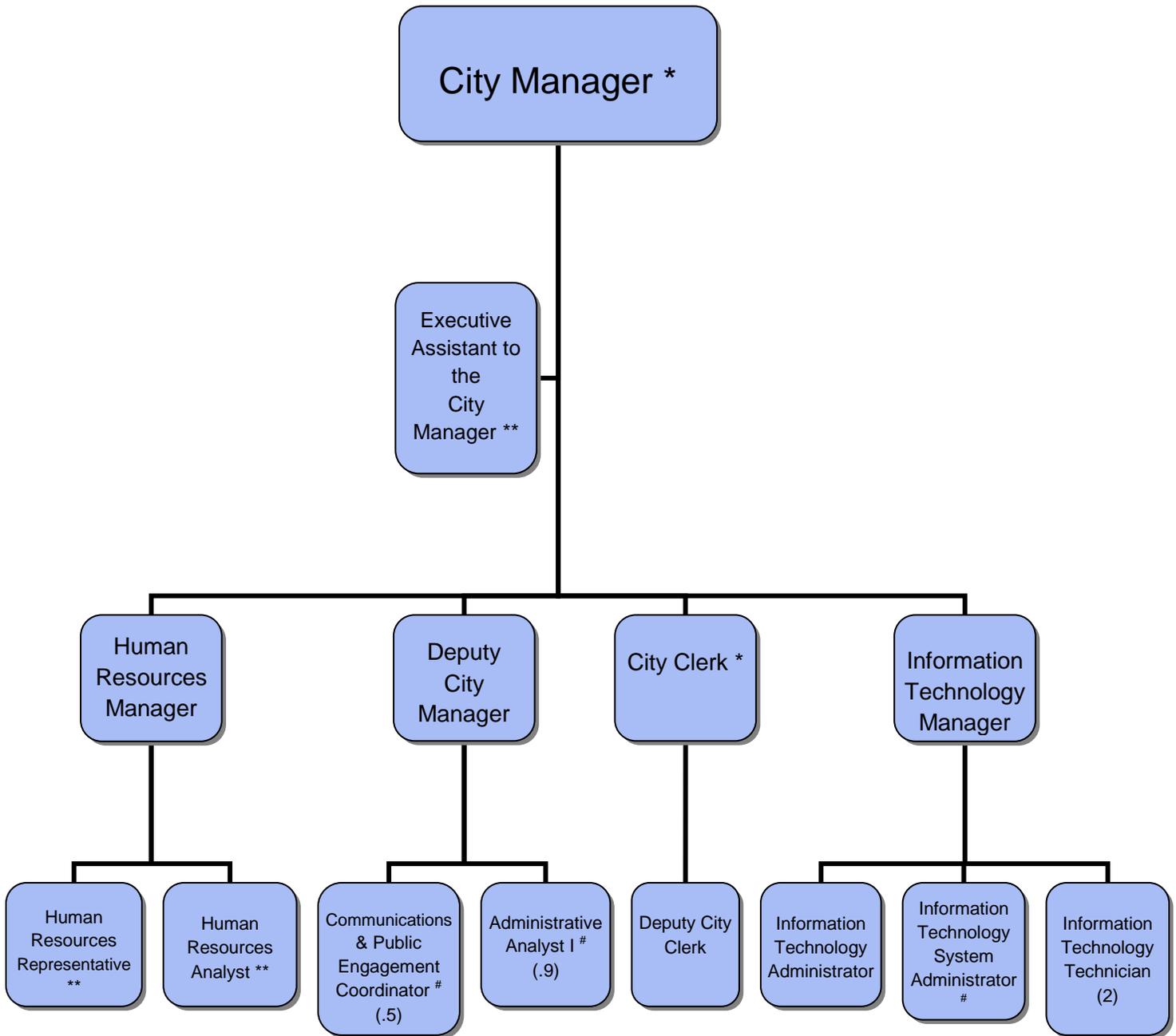


City Manager



City Manager's Office

2018 - 2019



* Appointed by City Council

** Confidential

Limited Term

CITY MANAGER PROGRAM SUMMARY

Expenditure Summary

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 2,148,568	\$ 2,372,474	\$ 2,463,682	\$ 2,653,385
Supplies, Services & Capital Outlay (Exhibit C)	2,229,363	3,115,914	2,208,265	2,213,890
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	4,377,931	5,488,388	4,671,947	4,867,275
Transfers Out (Exhibit E)	12,500	42,000	42,000	49,600
Appropriation Total	\$ 4,390,431	\$ 5,530,388	\$ 4,713,947	\$ 4,916,875

Revenue Summary

Program Revenue	\$ 4,305,109	\$ 4,678,550	\$ 4,439,413	\$ 2,795,000
Transfers from Other Funds	395,867	56,724	246,000	236,500
Use of Reserves	(242,539)	196,497	263,973	201,081
Additional Fund Revenue	1,274,234	2,023,492	1,399,411	1,664,760
Funding Source Total	\$ 5,732,671	\$ 6,955,263	\$ 6,348,797	\$ 4,897,341

Staffing (Full-Time Equivalents)

	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Permanent Positions				
City Clerk	1.00	1.00	1.00	1.00
City Manager	1.00	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00
Executive Assistant to the City Manager	1.00	1.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Representative	0.75	0.75	1.00	1.00
Information Technology Administrator	1.00	1.00	1.00	1.00
Information Technology Manager	1.00	1.00	1.00	1.00
Information Technology Technician	2.00	2.00	2.00	2.00
Permanent	11.75	11.75	12.00	12.00
Limited-Term Positions				
Administrative Analyst I	0.20	0.50	0.90	0.90
Communications and Public Engagement Coordinator	-	-	0.50	0.50
Information Technology Administrator	1.00	1.00	-	-
Social Media Specialist	0.50	0.50	-	-
Information Technology System Administrator	-	-	1.00	1.00
Limited-Term Position	1.70	2.00	2.40	2.40
Temporary Positions				
Human Resources Intern	-	0.06	-	-
Information Technology Intern	0.35	0.35	0.35	-
Information Technology Technician	-	-	-	-
Office Assistant	-	1.00	0.50	0.25
Public Administration Intern	0.75	0.75	-	-
SVRIP Summer Intern	0.25	0.25	-	-
Temporary	1.35	2.41	0.85	0.25
Total Full Time Equivalents	14.80	16.16	15.25	14.65

GENERAL FUND - (101)
City Manager - Administration Program (510)
Program Manager - City Manager

MISSION STATEMENT

Support the City Council in carrying out the community's vision by identifying policy issues, analyzing and recommending solutions to those issues, implementing the Council's direction and managing the operation of the organization.

ONGOING RESPONSIBILITIES

- Provide effective management and leadership to the City staff organization
- Oversee implementation of the Strategic Plan and General Plan
- Develop and recommend an annual budget and 5-year Capital Improvement Plan
- Provide public information to the community through the Campbell Profile newsletter, City website, news releases, Government Channel 26, Facebook, Twitter & Nextdoor
- Provide staff support to the City Council and Civic Improvement Commission
- Supervise City-wide purchasing and procurement approval process
- Assist with review of Social Service Sub-grant and neighborhood grant applications

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2018 - 2019

- Provide overall coordination of potential revenue ballot measure for Civic Center Master Plan
- Coordinate, plan and staff the 2018 State of the City event
- Implement 2018 Beautification Grant awards
- Coordinate tracking of State legislation (that may impact the City) with Legislative Subcommittee
- Implement new Youth Photo Contest

GENERAL FUND - (101)
City Manager - Administration Program (510)
Program Manager - City Manager

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	Quarterly Council Agenda items presented as scheduled 90% of time	100%	100%	100%
2	City Manager's Office will respond to citizen concerns within 2 business days 85% of time	100%	100%	100%
3	Review and process Purchase Orders within two business days 90% of time	100%	100%	100%
4	Civic Improvement Commission agenda packets will be completed and transmitted four business days prior to meeting 95% of time	100%	100%	100%
5	Civic Improvement Commission annual work plan Items will meet timelines 90% of time	100%	100%	100%
6	Public Information Workplan Items will meet timelines 90% of time	N/A	N/A	N/A

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : CITY MANAGER - ADMINISTRATION

EXHIBIT A
101.510

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 723,691	\$ 968,279	\$ 847,511	\$ 877,033
Supplies, Services & Capital Outlay (Exhibit C)	375,573	162,395	160,052	166,502
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,099,264	1,130,675	1,007,563	1,043,535
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 1,099,264	\$ 1,130,675	\$ 1,007,563	\$ 1,043,535

FUNDING SOURCE(s)				
Program Revenue	\$ 2,411,504	\$ 2,396,620	\$ 2,415,413	\$ 766,000
Transfers from Other Funds	30,000	30,000	30,000	32,500
Use of Reserves	-	128,930	197,000	225,500
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ 2,441,504	\$ 2,555,550	\$ 2,642,413	\$ 1,024,000

REVENUE DETAIL					
Description	Fund / Acct.				
Cable TV Franchise Fee	4122	\$ 603,664	\$ 642,012	\$ 650,209	\$ 642,000
AT&T Franchise Fee	4125	182,373	143,055	169,204	124,000
Tenant Lease Income *	4810	1,624,617	1,601,444	1,593,000	-
Donations-Misc. - CIC / Art Box	4817	850	6,909	3,000	-
Other Revenue	4965	-	3,200	-	-
* Moved to Program 527					
Program Revenue		\$ 2,411,504	\$ 2,396,620	\$ 2,415,413	\$ 766,000
Environmental Services Fund	209	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500
Information Technology	647	12,500	12,500	12,500	15,000
Transfers from Other Funds		\$ 30,000	\$ 30,000	\$ 30,000	\$ 32,500
CIPR - Limited Term Positions		\$ -	\$ 128,930	\$ 197,000	\$ 220,500
Council Priority Reserve		-	-	-	5,000
Use of Fund Reserves		\$ -	\$ 128,930	\$ 197,000	\$ 225,500
Additional Fund Subsidy		\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ 2,441,504	\$ 2,555,550	\$ 2,642,413	\$ 1,024,000

CITY OF CAMPBELL
 OPERATING BUDGET - Employee Services
 PROGRAM : CITY MANAGER - ADMINISTRATION

EXHIBIT B
 101.510

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 458,767	\$ 646,963	\$ 603,839	\$ 631,884
7002 Personnel - Temporary	38,894	29,753	7,500	-
7003 Personnel - Overtime	4,656	2,098	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 502,316	\$ 678,814	\$ 611,339	\$ 631,884
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	89,333	108,382	118,094	139,231
7107 Dental Insurance	7,631	9,587	9,387	9,460
7108 Group Health Insurance	56,566	71,328	81,498	68,124
7109 Group Life Insurance	699	837	837	818
7110 Workers' Compensation Insurance	2,938	4,723	2,887	2,191
7112 Group Disability Insurance	3,058	3,520	3,767	3,693
7113 Medicare	8,053	11,002	8,874	9,162
7114 Auto Allowance	4,645	4,864	4,560	4,560
7115 Cell Phone Allowance	845	897	840	840
7118 Other Benefits Pay	11,845	12,170	-	-
7120 Sick Leave Payout	17,819	-	-	-
7121 Leave Balance Payout	8,329	51,403	-	-
7122 Deferred Compensation Contribution	8,022	9,246	3,250	3,250
7124 VEBA Health Deferred Compensation	1,046	1,094	2,080	3,820
7126 PARS 457 Retirement	547	412	98	-
Total Benefits	\$ 221,374	\$ 289,465	\$ 236,172	\$ 245,149
Total Salary & Benefits	\$ 723,691	\$ 968,279	\$ 847,511	\$ 877,033

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : CITY MANAGER - ADMINISTRATION

EXHIBIT B-1
101.510

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
City Manager	1.00	1.00	1.00	1.00	\$ 218,353
Assistant to the City Manager *	1.00	-	-	-	-
Executive Assistant to the City Manager	1.00	1.00	1.00	1.00	103,126
Deputy City Manager *	-	1.00	1.00	1.00	152,755
Administrative Analyst I **	0.20	0.50	0.90	0.90	104,776
Social Media Specialist ***	0.50	0.50	-	-	-
Communications and Public Engagement Coordinator ****	-	-	0.50	0.50	52,874
* Position Retitled FY 16					
** 2-Year Limited Term - Extended					
*** 2-Year Limited Term					
**** 2-Year Limited Term. Balance of position in Program 601					
TOTAL	3.70	4.00	4.40	4.40	\$ 631,884

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Public Administration Intern	0.75	0.75	-	-	-
SVRIP Summer Intern	0.25	0.25	-	-	-
Office Assistant**	-	-	0.25	-	-
** Balance of Position in Program 547					
TOTAL	1.00	1.00	0.25	-	\$ -

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : CITY MANAGER - ADMINISTRATION

EXHIBIT C
101.510

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	853	592	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	3,489	2,535	3,500	3,500
7425 Minor Tools & Equipment	-	6,298	-	5,000
7427 Special Departmental Expense	130,081	10,999	8,550	9,000
7428 Maint. of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	83,153	-	-	6,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	59,917	66,211	72,000	67,000
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	15,890	8,936	11,000	11,000
7435 Professional Development & Meetings	27,249	14,522	30,000	30,000
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7443 Miscellaneous Expense	5,000	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	49,941	52,303	35,002	35,002
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 375,573	\$ 162,395	\$ 160,052	\$ 166,502

Description	FY 2019 Adopted
7424 Office Expense	
Office Supplies - Printed Forms	\$ 3,500
7425 Minor Tools & Equipment	
Water Tower Lighting Remote Control and Hardware (one-time)*	5,000
7427 Special Departmental Expense	
Citywide Employee Recognition	750
Civic Improvement Commission - Special Projects	500
Departmental Employee Recognition	200
Employees' Holiday Event	3,950
Special Supplies, Film Processing & Awards	600
State of the City - Video and Refreshments	3,000
	9,000
7430 Professional Services	
ADA (e.g., ASL translation service)	1,000
Water Tower Lighting Annual Maintenance	5,000
	6,000
7432 Other Contractual Services	
Countywide 2-1-1 Initiative (United Way Silicon Valley)	2,000
Chamber of Commerce Information & Referral Contract	10,000
Social Service Subgrants	55,000
	67,000
7434 Memberships, Dues, Books	
Dues:	11,000
Alliance for Innovation	
CalBar	
California Association of Public Information Officers (CAPIO)	
Campbell Chamber of Commerce	
Capitol Inquiry	
International City Management Association (ICMA)	
Joint Venture Silicon Valley	
Municipal Management Association of Northern California (MMANC)	
Santa Clara County City Manager's Association	
States of California & Nevada Chapter of the National Association of Telecommunications Officers & Advisors (SCAN NATOA)	
	\$ 11,000
* Funded with CIPR	
SUBTOTAL page 1	\$ 101,500

Description	FY 2019 Adopted
7435 Professional Development & Meetings	
Conferences & Meetings (includes National League of Cities, League of California Cities, and Alliance for Innovation)	\$ 30,000
7551 User Charges - IT Pool	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	35,002
SUBTOTAL page 2	\$ 65,002
TOTAL - Exhibit C-1	\$ 166,502

**GENERAL FUND – (101)
City Manager - City Clerk Program (511)
Program Manager - City Clerk**

MISSION STATEMENT

To provide municipal election services, maintain official records of all City Council proceedings, and fulfill statutory duties as mandated by State and local law in order that elected officials, City staff and the public may be guaranteed fair and impartial elections and open access to information and the legislative process.

ONGOING RESPONSIBILITIES

- Maintain official City records in an identifiable and accessible manner
- Conduct municipal elections
- Serve as filing officer for Conflict of Interest Statements filed by City elected and appointed officials, designated employees and candidate and officeholder campaign filers
- Prepare and disseminate the City Council Agenda
- Process, maintain, preserve and disseminate all official City Council actions, documents and records
- Maintain the City Seal and certify documents as true and correct
- Administer Oaths of Office
- Process applications for voluntary service on City advisory boards and commissions and maintain appointive list of Commissioners and Board Members
- Provide for public access to Campbell's historical records
- Provide public information at the City Clerk's counter and via the telephone and e-mail
- Provide centralized mail distribution
- Maintain the Campbell Municipal Code
- Prepare/publish public notices consistent with statutory requirements
- Manage City Clerk public records utilizing document imaging system

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2018 - 2019

- Conduct November 6, 2018 General Municipal Election
- Coordinate revenue ballot measure
- Evaluate options for electronic filing system
- Evaluate option for automated public records request system
- Review options for records retention in coordination with potential software update to Laserfiche

GENERAL FUND - (101)
City Manager - City Clerk Program (511)
Program Manager - City Clerk

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	100% of legal notification requirements for Council Meetings are met	100%	100%	100%
2	90% of the Minutes, Resolutions and Ordinances will be scanned into document imaging within two weeks of City Council approval	100%	100%	100%
3	90% of the Minutes of City Council Meetings will be accurately prepared for approval at the next regular Council Meeting	100%	100%	100%
4	90% of the City Council meeting follow-up (correspondence, confirming documents, signatures, copy distribution, document filing) will be completed within two weeks of Council meeting date	100%	100%	100%

CITY OF CAMPBELL
 OPERATING BUDGET - Summary of Exhibits
 PROGRAM : CITY MANAGER - CITY CLERK

EXHIBIT A
 101.511

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 294,133	\$ 277,719	\$ 285,623	\$ 321,265
Supplies, Services & Capital Outlay (Exhibit C)	101,260	826,331	128,802	223,802
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	395,393	1,104,050	414,425	545,067
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 395,393	\$ 1,104,050	\$ 414,425	\$ 545,067

FUNDING SOURCE(s)				
Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	395,393	1,104,050	414,425	545,067
Funding Source Total	\$ 395,393	\$ 1,104,050	\$ 414,425	\$ 545,067

REVENUE DETAIL				
Description	Fund / Acct.			
Program Revenue		\$ -	\$ -	\$ -
Transfers from Other Funds		\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 395,393	\$ 1,104,050	\$ 414,425
TOTAL FUNDING SOURCES		\$ 395,393	\$ 1,104,050	\$ 414,425

**CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : CITY MANAGER - CITY CLERK**

**EXHIBIT B
101.511**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 178,292	\$ 185,771	\$ 201,094	\$ 225,056
7002 Personnel - Temporary	2,840	1,825	-	-
7003 Personnel - Overtime	1,934	5,480	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 183,066	\$ 193,076	\$ 201,094	\$ 225,056
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	34,398	36,841	39,329	50,366
7107 Dental Insurance	4,224	4,187	4,172	4,300
7108 Group Health Insurance	29,874	28,744	30,452	29,880
7109 Group Life Insurance	388	372	372	372
7110 Workers' Compensation Insurance	1,199	1,508	967	807
7112 Group Disability Insurance	1,701	1,701	1,701	1,701
7113 Medicare	3,195	2,953	2,916	3,263
7114 Auto Allowance	1,927	1,936	1,920	1,920
7115 Cell Phone Allowance	362	363	360	360
7118 Other Benefits Pay	1,729	3,620	-	-
7119 Social Security	-	-	-	-
7120 Sick Leave Payout	20,960	-	-	-
7121 Leave Balance Payout	8,768	-	-	-
7122 Deferred Compensation Contribution	1,257	1,311	1,300	1,300
7124 VEBA Health Deferred Compensation	1,086	1,083	1,040	1,940
7126 PARS 457 Retirement	-	24	-	-
Total Benefits	\$ 111,067	\$ 84,643	\$ 84,529	\$ 96,209
Total Salary & Benefits	\$ 294,133	\$ 277,719	\$ 285,623	\$ 321,265

**CITY OF CAMPBELL
 OPERATING BUDGET - Personnel Allocation
 PROGRAM : CITY MANAGER - CITY CLERK**

**EXHIBIT B-1
 101.511**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
City Clerk	1.00	1.00	1.00	1.00	\$ 138,694
Deputy City Clerk	1.00	1.00	1.00	1.00	86,362
TOTAL	2.00	2.00	2.00	2.00	\$ 225,056

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
	-	-	-	-	\$ -
TOTAL	-	-	-	-	\$ -

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : CITY MANAGER - CITY CLERK

EXHIBIT C
101.511

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7422 Advertising	21,251	36,575	35,000	35,000
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	34,930	38,937	40,500	40,500
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	1,231	816	700	700
7428 Maint. of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	6,183	4,690	6,000	6,000
7430 Professional & Specialized Services	4,501	6,879	10,000	10,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	1,008	1,263	1,100	1,100
7435 Professional Development & Meetings	5,979	5,147	7,500	7,500
7436 Election Expense	-	705,002	-	95,000
7437 Staff Development	365	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	200	200	-	-
7551 User Charges - IT Pool	25,611	26,822	28,002	28,002
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 101,260	\$ 826,331	\$ 128,802	\$ 223,802

Description	FY 2019 Adopted
<u>7422 Advertising</u> Legal Notices, Ordinances, Resolutions, Notice to Bidders, Display Ads, Etc.	\$ 35,000
<u>7424 Office Expense</u> Office Supplies Postage for All Departments	2,500 38,000 40,500
<u>7427 Special Departmental Expense</u> Frames for City Council Proclamations/Resolutions Office Equipment	400 300 700
<u>7429 Maintenance & Operation of Equipment</u> Mailing Machine (Year Four of Five-Year Lease) Supplies for Postage Machine U.S. Audio (Sony Recorder Maintenance & Supplies)	4,000 1,500 500 6,000
<u>7430 Professional & Specialized Services</u> Codification of Ordinances Amending Campbell Municipal Code	10,000
<u>7434 Memberships, Dues, Books</u> CCAC, Notary, Newspaper	1,100
<u>7435 Professional Development & Meetings</u> NCCCA, CCAC	7,500
<u>7436 Election Expense</u> November 6, 2018 General Election	95,000
<u>7551 User Charges - IT Pool</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	28,002
TOTAL	\$ 223,802

GENERAL FUND - (101)
City Manager - Human Resources Program (515)
Program Manager - Human Resources Manager

MISSION STATEMENT

Provide human resources services to all City departments including recruitment and testing, employee benefits, classification and compensation, workers' compensation administration, employee relations and labor negotiations.

ONGOING RESPONSIBILITIES

- Conduct all aspects of the City's employer-employee relations program
- Conduct all aspects of all City recruitments
- Plan management training sessions as appropriate
- Perform classification analyses and salary and benefit surveys
- Administer all employee benefit programs
- Administer the Volunteer Services Program
- Manage City-wide Safety/IIPP contract
- Administer Employee Service Awards Program
- Provide City-wide training programs to employees
- Serve as member of Workplace Violence Team
- Provide analysis and recommendations to departments regarding human resources issues

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2018 - 2019

- Meet and confer with CMEA, CPCEA, and CARP
- Establish new Resolutions for mid-managers and confidential employee groups
- Conduct classification audits/analysis for requested positions
- Conduct total compensation surveys in accordance with established MOU's
- Work with Liebert Cassidy Whitmore on the CalPERS hourly exclusion determination as needed
- Develop plan to fill key leadership positions as they become open

GENERAL FUND - (101)
City Manager - Human Resources Program (515)
Program Manager - Human Resources Manager

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	Complete 90% of recruitments in 2.5 months or less (time measured from date filing opens to date Eligibility List is established)	100%	100%	100%
2	90% of recruitments begin within two (2) weeks of approval to fill the position	100%	100%	100%
3	Provide 22,000 volunteer hours to City programs annually	23,999	24,540	17,790
4	Employee inquiries regarding benefits and compensation are addressed within 3 working days 90% of the time	100%	100%	100%

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : CITY MANAGER - HUMAN RESOURCES

EXHIBIT A
101.515

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 414,764	\$ 413,562	\$ 439,857	\$ 480,506
Supplies, Services & Capital Outlay (Exhibit C)	464,077	522,149	547,601	584,401
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	878,841	935,711	987,458	1,064,907
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 878,841	\$ 935,711	\$ 987,458	\$ 1,064,907

FUNDING SOURCE(s)				
Program Revenue	\$ -	\$ 16,269	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	5,000	5,000
Additional Fund Revenue	878,841	919,442	982,458	1,059,907
Funding Source Total	\$ 878,841	\$ 935,711	\$ 987,458	\$ 1,064,907

REVENUE DETAIL					
Description	Fund / Acct.				
Other Revenue	4965	\$ -	\$ 16,269	\$ -	\$ -
Program Revenue		\$ -	\$ 16,269	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
Council Priority Reserve - (Volunteer Recognition)	3699	\$ -	\$ -	\$ 5,000	\$ 5,000
Use of Fund Reserves		\$ -	\$ -	\$ 5,000	\$ 5,000
Additional Fund Subsidy		\$ 878,841	\$ 919,442	\$ 982,458	\$ 1,059,907
TOTAL FUNDING SOURCES		\$ 878,841	\$ 935,711	\$ 987,458	\$ 1,064,907

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : CITY MANAGER - HUMAN RESOURCES

EXHIBIT B
101.515

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 286,143	\$ 269,122	\$ 316,141	\$ 338,408
7002 Personnel - Temporary	1,931	21,010	-	-
7003 Personnel - Overtime	120	678	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 288,194	\$ 290,810	\$ 316,141	\$ 338,408
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	56,160	53,147	61,665	75,765
7107 Dental Insurance	5,795	5,918	5,841	6,020
7108 Group Health Insurance	40,465	39,725	41,553	45,096
7109 Group Life Insurance	533	513	521	521
7110 Workers' Compensation Insurance	1,740	2,565	1,584	1,196
7112 Group Disability Insurance	2,275	2,193	2,236	2,236
7113 Medicare	4,766	4,772	4,800	4,907
7114 Auto Allowance	1,544	1,549	1,536	1,536
7115 Cell Phone Allowance	290	290	288	288
7118 Other Benefits Pay	9,574	4,181	-	-
7120 Sick Leave Payout	-	1,365	-	-
7121 Leave Balance Payout	-	2,996	-	-
7122 Deferred Compensation Contribution	2,548	2,421	2,860	2,860
7124 VEBA Health Deferred Compensation	855	910	832	1,672
7126 PARS 457 Retirement	25	208	-	-
Total Benefits	\$ 126,570	\$ 122,753	\$ 123,716	\$ 142,098
Total Salary & Benefits	\$ 414,764	\$ 413,562	\$ 439,857	\$ 480,506

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : CITY MANAGER - HUMAN RESOURCES

EXHIBIT B-1
101.515

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Human Resources Manager *	0.80	0.80	0.80	0.80	\$ 143,886
Human Resources Representative	0.75	0.75	1.00	1.00	86,549
Human Resources Analyst	1.00	1.00	1.00	1.00	107,973
* Balance of Position in Program 516					
TOTAL	2.55	2.55	2.80	2.80	\$ 338,408

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Human Resources Intern	-	0.06		-	\$ -
Office Assistant	-	0.30	-	-	-
TOTAL	-	0.36	-	-	\$ -

**CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : CITY MANAGER - HUMAN RESOURCES**

**EXHIBIT C
101.515**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7422 Advertising	442	13,339	5,000	5,000
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	2,032	1,199	1,200	1,200
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	12,307	8,933	13,700	12,600
7428 Maint. of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	128,301	164,821	141,700	120,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	557	-	800	800
7435 Professional Development & Meetings	5,898	5,084	8,000	10,000
7437 Staff Development	22,850	21,652	62,200	60,800
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7441 Special Community Services	12,025	12,029	14,000	15,000
7442 Insurance Claims Expense	18,632	5,959	30,000	30,000
7550 User Charges - Motor Pool	100	100	-	-
7551 User Charges - IT Pool	19,207	20,117	21,001	21,001
7625 Retiree Health Rebate	241,727	263,490	250,000	308,000
7626 Retiree Health Prefunding	-	5,427	-	-
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 464,077	\$ 522,149	\$ 547,601	\$ 584,401

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM : CITY MANAGER - HUMAN RESOURCES

EXHIBIT C-1
101.515
Page 1

Description	FY 2019 Adopted
<u>7422 Advertising</u>	
Job Announcement Posting	\$ 5,000
<u>7424 Office Expense</u>	
Office Supplies & Forms	1,200
<u>7427 Special Departmental Expense</u>	
City-wide Safety Supplies / Respirator Program	1,300
Fingerprinting - All New Permanent Employees and Temporary Recreation Employees as Required by Law	8,000
Health Fair	1,000
Negotiations Lunches	500
Oral Board Expenses	1,500
Travel Reimbursement - Out of Area Job Candidates	300
	12,600
<u>7430 Professional & Specialized Services</u>	
Attorney Fees - Labor Relations, CalPERS Appeal	50,000
Bilingual Testing	400
Cal Opps	3,500
CalPERS Health Administration Fee - CalPERS	4,500
CalPERS Retired Members Health	1,500
City-Wide Safety Program / Injury & Illness Prevention Program (IIPP) Contract	27,000
COBRA Administration	2,500
Employee Relations Service (Includes Dues & Special Projects)	9,000
Hearing Conservation Program	900
Hepatitis B Vaccinations	1,100
Pre-employment Physicals (Not Clerical/Administrative)	3,000
Psychological Services (Critical Incident Debriefing/Fitness for Duty Evaluation)	1,500
Section 125 Administration Fee - EBS	11,100
Test Rental and Administration Fees	4,000
	120,000
<u>7434 Memberships, Dues, Books</u>	
Books, Dues & Subscriptions	800
<u>7435 Professional Development & Meetings</u>	
CALPELRA, CALPERS, LCW, PARMA, SHRM Certification	10,000
SUBTOTAL page 1	\$ 149,600

Description	FY 2019 Adopted
<u>7437 Staff Development</u>	
Annual Management Group/Department Head Training	\$ 5,000
Central Tuition Reimbursement	10,000
Employee Recognition	600
Employee Relations Consortium	4,500
Healthy Lifestyle (CPCEA based on No. of Employees)	3,000
Human Resources Training (Sexual Harassment - AB-1825) All Employees	14,000
Management Talent Exchange Program (MTEP) - Leadership Academy	4,400
Service & Retirement Awards Program / Values Program	8,000
Wellness Program	6,000
City-Wide Employee Training	5,000
All Employee Meetings	300
	60,800
<u>7441 Special Community Services</u>	
Volunteer Recognition (plus gifts) *	15,000
<u>7442 Insurance Claims Expense</u>	
Payment of Unemployment Claims (Extended Payment of Claims)	30,000
<u>7551 User Charges - IT Pool</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	21,001
<u>7625 Retiree Health Rebate</u>	
Upon retirement from the City of Campbell, employees who have completed at least seventeen years of service are eligible for health insurance reimbursement for self only up to \$325 per month (79 Participants).	308,000
SUBTOTAL page 2	434,801
* Partially funded with Council Priorities Reserve	
TOTAL EXHIBIT C-1	\$ 584,401

WORKERS' COMPENSATION TRUST FUND - (690)
City Manager - Workers' Compensation Self-Insurance Program (516)
Program Manager - Human Resources Manager

MISSION STATEMENT

Effectively provide required Workers' Compensation coverage to City employees through a financially sound self-insured program.

ONGOING RESPONSIBILITIES

- Act as liaison with the City's Workers' Compensation contract administrative firm
- Serve as chairperson of the City's Safety/Risk Management Committee and manage City-wide Safety Contract
- Promote safe work practices and employee wellness
- Work with line departments to assure the effective and timely processing of employee injury reports
- Assure the prompt and effective delivery of services to injured or ill City employees
- Minimize the City's exposure to losses as a result of employee accidents or illnesses
- Provide employees information regarding Workers' Compensation reporting and give employees an opportunity to pre-designate a physician for work related injuries or illnesses
- Communicate Workers' Compensation Procedures to all employees

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	90% of claims are responded to within 5 working days	100%	100%	100%
2	Number of recordable industrial injures	24	19	34
3	Percent of annual increase (decrease) in the number of recordable work related injuries	(1%)	(26%)	44%

CITY OF CAMPBELL
 OPERATING BUDGET - Summary of Exhibits
 PROGRAM : CITY MANAGER - WORKERS COMPENSATION

EXHIBIT A
 690.516

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 44,742	\$ 46,050	\$ 45,623	\$ 47,031
Supplies, Services & Capital Outlay (Exhibit C)	454,390	818,012	471,350	481,550
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	499,131	864,062	516,973	528,581
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 499,131	\$ 864,062	\$ 516,973	\$ 528,581

FUNDING SOURCE(s)				
Program Revenue	\$ 726,141	\$ 1,038,214	\$ 605,000	\$ 605,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	(227,010)	(174,152)	(88,027)	(76,419)
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ 499,131	\$ 864,062	\$ 516,973	\$ 528,581

REVENUE DETAIL					
Description	Fund / Acct.				
Charges to Operating Departments	5142	\$ 726,141	\$ 1,038,214	\$ 605,000	\$ 605,000
Insurance Claims Reimbursements	4962	-	-	-	-
Program Revenue		\$ 726,141	\$ 1,038,214	\$ 605,000	\$ 605,000
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
Workers Comp Insurance Beginning Fund Balance		\$ (227,010)	\$ (174,152)	\$ (88,027)	\$ (76,419)
Use of Fund Reserves		\$ (227,010)	\$ (174,152)	\$ (88,027)	\$ (76,419)
Additional Fund Subsidy		\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ 499,131	\$ 864,062	\$ 516,973	\$ 528,581

CITY OF CAMPBELL
 OPERATING BUDGET - Employee Services
 PROGRAM : CITY MANAGER - WORKERS COMPENSATION

EXHIBIT B
 690.516

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 31,332	\$ 33,177	\$ 33,904	\$ 33,904
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	-	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 31,332	\$ 33,177	\$ 33,904	\$ 33,904
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	6,351	6,659	6,797	8,044
7107 Dental Insurance	406	418	417	430
7108 Group Health Insurance	2,956	3,084	3,225	3,144
7109 Group Life Insurance	37	37	37	37
7110 Workers' Compensation Insurance	182	251	97	97
7112 Group Disability Insurance	194	194	194	130
7113 Medicare	506	512	288	522
7114 Auto Allowance	386	387	384	384
7115 Cell Phone Allowance	72	73	72	72
7118 Other Benefits Pay	2,109	1,045	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	-	-	-	-
7124 VEBA Health Deferred Compensation	209	212	208	268
7126 PARS 457 Retirement	-	-	-	-
Total Benefits	\$ 13,410	\$ 12,873	\$ 11,719	\$ 13,127
Total Salary & Benefits	\$ 44,742	\$ 46,050	\$ 45,623	\$ 47,031

CITY OF CAMPBELL
 OPERATING BUDGET - Personnel Allocation
 PROGRAM : CITY MANAGER - WORKERS COMPENSATION

EXHIBIT B-1
 690.516

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Human Resources Manager *	0.20	0.20	0.20	0.20	\$ 35,972
* Balance of Position in Program 515					
TOTAL	0.20	0.20	0.20	0.20	\$ 35,972

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
					\$ -
TOTAL	-	-	-	-	\$ -

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : CITY MANAGER - WORKERS COMPENSATION

EXHIBIT C
690.516

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	50	50
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	-	-	-	-
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	48,418	41,781	51,300	51,500
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	55,445	65,000	70,000	80,000
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	299,949	285,207	350,000	350,000
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	-	-	-	-
7668 Change in Accrual W/C Losses	50,578	426,024	-	-
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 454,390	\$ 818,012	\$ 471,350	\$ 481,550

Description	FY 2019 Adopted
7424 Office Expense	
Supplies, Forms, Etc.	\$ 50
7430 Professional & Specialized Services	
Actuarial Review	3,500
Department of Industrial Relations (DOIR) Self-Insurance Fee	12,000
Third-Party Administrator Fees (Tri-Star)	36,000
	51,500
7433 Insurance & Surety Bonds	
Excess Workers' Compensation Insurance over \$1,000,000 Self-Insured Retention (SIR)	80,000
7442 Insurance Claims Expense	
Disability Payments to Employees, Medical Fees, Legal Fees, Etc.	350,000
7668 Change in Accrual W/C Losses	
Workers' Compensation Losses *	-
TOTAL	\$ 481,550

* Funded with One-Time Revenue (Beginning Fund Balance)

INFORMATION TECHNOLOGY POOL FUND - (647)
City Manager - Information Technology Program (547)
Program Manager - Information Technology (IT) Manager

MISSION STATEMENT

To provide the highest level of service and value to facilitate the City mission as it applies to the use of technology.

ONGOING RESPONSIBILITIES

- Implement all budget and workplan items and perform related administrative tasks
- Provide 24-hour Police Department support, 365 days a year
- Provide reports to City management as requested
- Maintain and support the systems and users of the City's critical systems:
 - Financial System
 - Permitting System
 - Recreation Management System
 - Automotive Maintenance System
 - Computer Aided Dispatch (CAD) & Records Management Systems (RMS)
- Participate in all Emergency Operation Center (EOC) events
- Manage the City's Information Technology Systems, standardized software applications and workstation configurations
- Provide hardware and software support for City computer systems
- Perform periodic audits of City-owned workstations, laptops, and notebook computers to ensure only City-owned and authorized software applications are being utilized
- Maintain current computer hardware and software inventories
- Maintain current cable drawings
- Conduct a majority of computer hardware and software maintenance in-house
- Conduct a majority of phone system Moves, Adds & Changes (MAC) in-house
- Administer computer hardware, software and telecommunications maintenance contracts
- Maintain current systems documentation, policies and procedures
- Maintain flexibility in responding to unanticipated or unexpected IT work Requests
- Assist in on-going development and integration of County Basemap data into the City's Geosmart Graphical Information Systems (GIS) database layer
- Assist Departments with City website changes and on-going enhancements

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2018 - 2019

- Replace City phone system
- Implement development permit system
- Upgrade desktop systems to enhance stability and reduce costs
- Consolidate and outsource City GIS maintenance to reduce costs
- Consolidate and outsource City printing services to reduce costs
- Replace the 25% of desktop computers
- Implement Employee Central and electronic timecards
- Install permanent computer systems on City Council dais

INFORMATION TECHNOLOGY POOL FUND - (647)
City Manager - Information Technology Program (547)
Program Manager - Information Technology (IT) Manager

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	Core Business Applications will be available 98% of scheduled up-time	99%	99%	99%
2	Manage operational budget growth, excluding payroll and Capital budgets, not to exceed the core rate of inflation (CPI)**	N/A*	N/A*	-17.5%
3	Execute 90-100% of Major Work Plan items for Fiscal Year	N/A*	N/A*	100%
4	Network servers will be maintained to provide for reliability consistent with the Core Business Applications availability goal	100%	100%	N/A*
5	An accurate and current inventory of City assets (workstations, servers & mobile) will be maintained	100%	100%	N/A*
6	98% of all Network back-ups are completed as scheduled	100%	100%	N/A*
7	The City's total per copy cost for black and white photocopies does not exceed \$.05	≤.01¢	≤.01¢	N/A*
8	The City's total per copy cost for color photocopies does not exceed \$.30	≤.09¢	≤.09¢	N/A*
9	Photocopying equipment will be available 95% of normal business hours	95%	95%	N/A*
10	Information Technology Requests for Service will be acknowledged within four hours during normal business hours, and completed within the timeframe agreed by the requestor and Information Technology for 95% of all requests	95%	95%	N/A*
11	90% of time Emergency Requests for Service will be acknowledged within one hour during normal business hours, and within two hours during nights and weekends	100%	100%	N/A*

*Performance Measure Outcomes Revised

** Calculated using YTD budget utilization of operating budget + CPI (CPI 2.3% for FY 17-18)

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : CITY MANAGER - INFORMATION TECHNOLOGY

EXHIBIT A
647.547

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 671,239	\$ 666,863	\$ 845,068	\$ 927,551
Supplies, Services & Capital Outlay (Exhibit C)	834,063	787,027	900,460	757,635
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,505,302	1,453,890	1,745,528	1,685,186
Transfers Out (Exhibit E)	12,500	42,000	42,000	49,600
Appropriation Total	\$ 1,517,802	\$ 1,495,890	\$ 1,787,528	\$ 1,734,786

FUNDING SOURCE(s)				
Program Revenue	\$ 1,167,464	\$ 1,227,447	\$ 1,419,000	\$ 1,424,000
Transfers from Other Funds	365,867	26,724	216,000	204,000
Use of Reserves	(15,529)	241,718	150,000	47,000
Additional Fund Revenue	-	-	2,528	59,786
Funding Source Total	\$ 1,517,802	\$ 1,495,890	\$ 1,787,528	\$ 1,734,786

REVENUE DETAIL					
Description	Fund / Acct.				
IT Pool User Charges	5104	\$ 1,157,000	\$ 1,214,756	\$ 1,412,000	\$ 1,412,000
Contract Revenue	4705	7,605	8,331	5,000	10,000
Successor Agency Support	4710	2,859	4,360	2,000	2,000
Program Revenue		\$ 1,167,464	\$ 1,227,447	\$ 1,419,000	\$ 1,424,000
General Fund CIPR (New Equipment)	101	\$ 209,867	\$ 15,260	\$ 48,000	\$ 20,000
General Fund (Administrative Support)	101	156,000	2,464	159,000	175,000
General Plan Maintenance Reserve	101	-	9,000	9,000	9,000
Transfers from Other Funds		\$ 365,867	\$ 26,724	\$ 216,000	\$ 204,000
IT Pool Fund Reserves (Replacement Equipment)		\$ (15,529)	\$ 241,718	\$ 150,000	\$ 47,000
Use of Fund Reserves		\$ (15,529)	\$ 241,718	\$ 150,000	\$ 47,000
Additional Fund Subsidy		\$ -	\$ -	\$ 2,528	\$ 59,786
TOTAL FUNDING SOURCES		\$ 1,517,802	\$ 1,495,890	\$ 1,787,528	\$ 1,734,786

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : CITY MANAGER - INFORMATION TECHNOLOGY

EXHIBIT B
647.547

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 454,061	\$ 422,253	\$ 591,833	\$ 650,602
7002 Personnel - Temporary	17,165	2,063	16,140	7,500
7003 Personnel - Overtime	11,733	2,376	3,000	3,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 482,958	\$ 426,691	\$ 610,973	\$ 661,102
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	86,707	86,147	115,748	145,486
7107 Dental Insurance	7,784	8,017	10,430	10,750
7108 Group Health Insurance	55,022	55,450	73,430	72,360
7109 Group Life Insurance	713	698	930	930
7110 Workers' Compensation Insurance	8,052	13,927	10,685	10,978
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	3,038	2,916	3,888	3,645
7113 Medicare	7,286	6,707	8,814	9,542
7114 Auto Allowance	1,931	1,473	1,920	1,920
7115 Cell Phone Allowance	1,005	1,174	1,800	1,800
7118 Other Benefits Pay	1,207	3,225	-	-
7120 Sick Leave Payout	-	9,089	-	-
7121 Leave Balance Payout	10,611	46,502	-	-
7122 Deferred Compensation Contribution	3,654	3,932	5,200	5,200
7124 VEBA Health Deferred Compensation	1,046	889	1,040	3,740
7126 PARS 457 Retirement	227	27	210	98
Total Benefits	\$ 188,281	\$ 240,172	\$ 234,095	\$ 266,449
Total Salary & Benefits	\$ 671,239	\$ 666,863	\$ 845,068	\$ 927,551

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : CITY MANAGER - INFORMATION TECHNOLOGY

EXHIBIT B-1
647.547

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Information Technology Manager	1.00	1.00	1.00	1.00	\$ 156,998
Information Technology Administrator	1.00	1.00	1.00	1.00	138,528
Information Technology Administrator *	1.00	1.00	-	-	-
Information Technology System Administrator *	-	-	1.00	1.00	121,950
Information Technology Technician	2.00	2.00	2.00	2.00	233,126
* 2-Year Limited Term - Extended					
TOTAL	5.00	5.00	5.00	5.00	\$ 650,602

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Information Technology Intern	0.35	0.35	0.35	-	\$ -
Office Assistant	-	-	0.25	0.25	7,500
TOTAL	0.35	0.35	0.60	0.25	\$ 7,500

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : CITY MANAGER - INFORMATION TECHNOLOGY

EXHIBIT C
647.547

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	22,854	25,377	36,500	21,000
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	20,335	33,342	23,000	23,000
7425 Minor Tools & Equipment	2,321	16,181	24,250	19,368
7427 Special Departmental Expense	-	1,160	-	-
7428 Maint. of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	535,441	446,759	470,210	450,267
7430 Professional & Specialized Services	48,850	64,882	66,000	132,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	420	-	-	-
7435 Professional Development & Meetings	2,627	4,651	7,000	5,000
7437 Staff Development	7,319	8,324	10,000	13,000
7438 Other Charges	26,984	22,565	27,000	27,000
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7444 Depreciation	63,984	88,545	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	-	-	-	-
7884 Machinery & Equipment	102,927	75,241	236,500	67,000
Total Supplies, Services & Capital Outlay	\$ 834,063	\$ 787,027	\$ 900,460	\$ 757,635

Description	FY 2019 Adopted
7421 <u>Communications - Phones</u>	
Internet Connection	\$ 19,500
Cellular Wi-Fi Access Points	1,500
	21,000
7424 <u>Office Expense</u>	
Laser Printer Toner Cartridges (Includes Plotter & Color Laser Printers)	19,000
Magnetic Media, IT Consumables	4,000
	23,000
7425 <u>Minor Tools & Equipment</u>	
Bluebeam Revu Software for (Public Works)	2,000
Computer (Public Works)	1,000
Dual Monitors (Rec & Community Services)	400
Laptop Computer (Public Works)	1,500
iPads (Community Development)	4,000
Network Cables and Wireless Access Points	5,000
Uninterruptable Power Supplies (Batteries)	5,000
Verizon Mifi jetpackts (Public Works) \$39/mo	468
	19,368
7429 <u>Maintenance & Operation of Equipment</u>	
Hardware:	
Cisco Router Support for CLETS	750
HP SAN Maintenance	10,000
IVR/ACD Maintenance	9,300
Meridian Phone Switch Maintenance	15,000
Misc. IT Supplies	10,000
Network Support Services (HP / Aruba)	4,800
Past Perfect Museum Management System	432
Hardware Total	50,282
SUBTOTAL page 1	\$ 113,650

Description	FY 2019 Adopted
7429 Maintenance & Operation of Equipment (Continued)	
Software:	
4 PlanGrid Software (Community Development) \$3,500/yr	\$ 3,500
Accela (MinuteTraq) Agenda Management Maintenance	11,016
Adobe Creative Cloud Subscription	5,200
Autodesk AutoCAD Maintenance	6,240
ArcGIS & ArcView Support (ESRI)	2,808
Barracuda Archiver Maintenance	13,605
Choice Ticketing Annual Support Maintenance	5,304
Cloud backup Services (IaaS)	15,000
Content Management System (CMS)	14,560
COPLINK Allocation	1,600
CopLogic On-Line Crime Reporting Maintenance	5,000
Critical Reach Support	400
Dell Server Annual Maintenance	15,600
Emergency Notification System	5,000
ESET Anti-Virus Subscription	7,425
FTK Software Maintenance	900
Go Daddy SSL Certificates	500
Graffiti Tracking Software Maintenance	600
Granicus Webcasting	5,000
Granicus Social Media	6,000
IWorQ - (Work Orders, Code Enforcement, Tree Inventory)	5,700
IWorQ - Playground Maintenance and Conditions	4,500
IWorQ - Citizen Requests	2,500
IWorQ - Facilities Management	2,500
iWorQ - Vehicle Maintenance System	4,500
Software Subtotal	141,458
SUBTOTAL page 2	\$ 141,458

Description	FY 2019 Adopted
<u>7429 Maintenance & Operation of Equipment (Continued)</u>	
Software (Continued):	
LaserFiche - Document Management Maintenance	\$ 12,500
LaserFiche - Upgrade	24,000
Liquidware Labs ProfileUnity	1,400
Miscellaneous Software Upgrades	25,000
MS Windows 10 Update	25,000
Munimetrix	700
Netmotion Maintenance	2,000
Office 365 Migration	43,000
Online Municipal Code - Book Publishing Corp.	825
Peak Democracy **	9,000
Permits System (SaaS) Annual Maintenance	25,000
ServLet Exec Annual Maintenance	1,000
Sophos UTM Maintenance (A/V & Spam Filter)	8,000
StreetSaver / Asset Management Maintenance	1,250
Sungard Public Sector (Pentamation) Software Maintenance	38,242
T model - Traffic Counts	750
TMS Maintenance / Upgrade - ADD	3,150
TrackIT Help Desk Software Maintenance	1,000
VeriPic Maintenance - Police Department	8,190
Veritas Back-up Executive	5,000
Verizon Network Fleet	6,195
Visual Statement FX3 Software Maintenance	1,325
VMware ESX Maintenance & Support	16,000
Software Sub-Total - Page 3	258,527
Software Total - Pages 2 & 3	399,985
Account 7429 Total	450,267
** Funded from General Plan Update Reserve	
SUBTOTAL page 3	\$ 258,527

Description	FY 2019 Adopted
7430 Professional & Specialized Services	
Information Technology Contract Support	\$ 100,000
LinxGIS Service & GIS System Maintenance	32,000
	132,000
7435 Professional Development & Meetings	
Conferences & Meetings, Mileage Reimbursement	5,000
7437 Staff Development	
City-Wide Specialized Technical Training	13,000
7438 Other Charges	
Maintenance - Photocopiers / Fax Machines	12,000
Paper, Toner, Miscellaneous Supplies - Photocopier / Fax Machines	15,000
	27,000
7884 Machinery & Equipment	
Computer Desktop Replacement (50 units)	47,000
Rainmaster Irrigation System *	20,000
	67,000
* Funded by CIPR	
SUBTOTAL page 4	244,000
TOTAL EXHIBIT C-1	\$ 757,635

**CITY OF CAMPBELL
 OPERATING BUDGET - OPERATING TRANSFERS OUT
 PROGRAM : CITY MANAGER - INFORMATION TECHNOLOGY**

**EXHIBIT E
 647.547**

Description	FY 2018 Adopted	FY 2019 Adopted
9899 Transfers Out		
Finance - 535		
Accounting Clerk II - 15%	\$ 16,000	\$ 18,900
Accountant - 10%	13,500	15,700
City Manager - 510		
Executive Assistant to City Manager - 10%	12,500	15,000
TOTAL EXHIBIT E	\$ 42,000	\$ 49,600

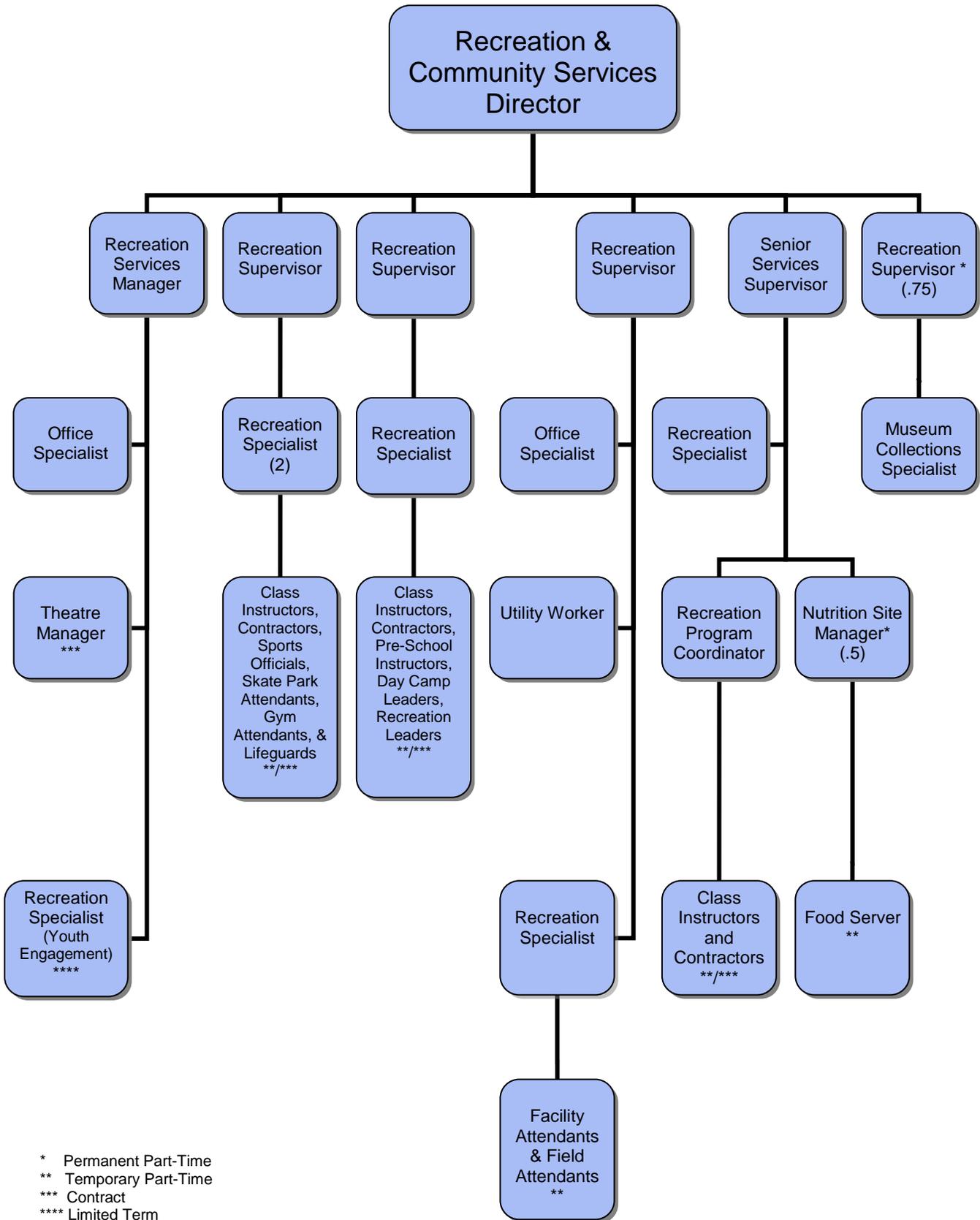


Recreation & Community Services



Recreation & Community Services

2018 - 2019



RECREATION & COMMUNITY SERVICES SUMMARY

Expenditure Summary

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 3,401,593	\$ 3,563,376	\$ 3,797,426	\$ 3,929,587
Supplies, Services & Capital Outlay (Exhibit C)	2,209,947	2,517,025	2,502,056	2,736,855
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	5,611,540	6,080,401	6,299,482	6,666,442
Transfers Out (Exhibit E)	\$ -	-	-	-
Appropriation Total	\$ 5,611,540	\$ 6,080,401	\$ 6,299,482	\$ 6,666,442

Revenue Summary

Program Revenue	\$ 3,880,215	\$ 4,182,954	\$ 3,981,015	\$ 5,788,671
Transfers from Other Funds	7,000	-	-	-
Use of Reserves	4,510	134,980	131,538	158,371
Additional Fund Revenue	1,722,382	1,762,466	2,186,929	719,400
Funding Source Total	\$ 5,614,107	\$ 6,080,400	\$ 6,299,482	\$ 6,666,442

Staffing (Full-Time Equivalents)

Permanent Positions	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Museum Collections Specialist	1.00	1.00	1.00	1.00
Nutrition Site Manager	0.50	0.50	0.50	0.50
Office Assistant	1.00	1.00	-	-
Office Specialist	1.00	1.00	2.00	2.00
Recreation & Community Services Director	1.00	1.00	1.00	1.00
Recreation Program Coordinator	1.00	1.00	1.00	1.00
Recreation Services Manager	1.00	1.00	1.00	1.00
Recreation Specialist	4.00	4.00	5.00	5.00
Recreation Supervisor	3.00	3.00	3.75	3.75
Senior Museum Specialist	0.75	0.75	-	-
Senior Office Assistant	1.00	1.00	-	-
Senior Services Supervisor	1.00	1.00	1.00	1.00
Utility Worker	1.00	1.00	1.00	1.00
Permanent	17.25	17.25	17.25	17.25
Limited-Term Positions				
Administrative Analyst I	0.20	0.20	-	-
Recreation Specialist	0.50	0.50	1.00	1.00
Limited-Term	0.70	0.70	1.00	1.00

RECREATION & COMMUNITY SERVICES SUMMARY

Staffing (Full-Time Equivalents) continued

Temporary Positions	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Adult Sports League Officials	0.64	0.48	0.89	0.78
Aquatic Instructor/Lifeguard	1.95	2.46	2.57	2.43
Building Attendants	3.48	3.55	3.68	3.71
Case Management Support	-	0.29	0.29	0.29
Class Instructors	2.72	2.79	2.56	2.72
Clerical Relief	0.49	0.49	0.41	0.34
Customer Service Clerks	1.14	2.04	3.04	2.96
Day Camp Recreation Leader I, II, III	7.11	7.11	7.14	6.66
Day Camp Recreation Specialist	0.17	0.17	0.24	0.64
Day Camp Senior Recreation Specialist	0.25	0.25	0.24	0.24
Event Coordinator	0.57	0.47	0.47	0.63
Facility Attendant Staff	0.20	0.20	0.16	0.09
Field Attendant	1.06	0.74	0.74	0.74
Fitness Program Class Instructors	0.92	0.74	0.74	0.74
Fitness Program Staff (Drop-in)	3.80	4.11	4.18	3.91
Food Server	0.50	0.50	0.50	0.50
Guest Services Associate	0.49	0.47	0.45	0.45
Lifeguard/Instructor	0.11	0.13	0.23	0.11
MTEP Coverage	0.23	-	-	-
Preschool Aides	2.14	2.14	2.14	2.14
Preschool Teacher	1.99	1.99	1.99	2.06
Program Assistant	0.87	0.88	1.10	0.80
Recreation Leader	0.10	0.10	0.10	0.10
Recreation Specialist	1.22	1.44	0.69	0.69
Relief Site Manager	0.03	0.03	0.04	0.04
Reservation Support	-	0.38	0.38	0.38
Skate Park Attendant	0.70	1.03	1.03	1.03
Skate Park Instructor	0.31	0.31	0.34	0.38
Sports Class Instructors	0.74	0.98	0.95	0.96
Support Staff	0.20	0.21	0.22	0.22
Swim Team Coaches	2.24	2.17	1.87	1.87
Work Experience Leader	0.48	0.48	0.48	0.48
Youth League/Camp Leaders	1.37	0.41	0.39	0.37
Temporary	38.22	39.54	40.25	39.48
Total Full Time Equivalents	56.17	57.49	58.50	57.73

GENERAL FUND - (101)
Recreation & Community Services - Administrative Services Program (524)
Program Manager - Recreation & Community Services Director

MISSION STATEMENT

Provide long-range direction for managing Recreation and Community Service programs in coordination with other local agencies and organizations.

ONGOING RESPONSIBILITIES

- Provide direction to staff to produce high quality, cost effective recreation, senior citizen and cultural services for the citizens of Campbell
- Maintain cooperative relationships with the Campbell Union School District and the Campbell Union High School District to coordinate programs and issues concerning Campbell residents
- Set revenue and expenditure targets with staff
- Monitor departmental performance relating to customer service, financial and productivity measures
- Assist in the development of program work plans and monitor progress
- Serve as staff to the Parks and Recreation Commission
- Complete the departmental budget preparation process for fiscal year 2019-2020
- Complete an annual review of fees for departmental services and facilities
- Foster partnerships with other agencies and community groups to address the community's diverse recreational needs
- Ensure timely completion of permanent employees' annual performance reviews
- Conduct an annual departmental meeting to discuss community needs, future trends and departmental direction
- Assist the Parks & Recreation Commission in formulating their goals for 2019
- Facilitate ongoing emergency preparedness training for staff

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	Percent actual to budgeted revenue for overall department	102%	105%	105%
2	Percent actual to budgeted expenditures for overall department	93%	94%	93%

CITY OF CAMPBELL
 OPERATING BUDGET - Summary of Exhibits
 PROGRAM : RECREATION & COMMUNITY SERVICES - ADMINISTRATION

EXHIBIT A
 101.524

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 600,910	\$ 633,853	\$ 662,789	\$ 578,276
Supplies, Services & Capital Outlay (Exhibit C)	101,980	111,513	110,942	112,132
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	702,891	745,366	773,731	690,408
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 702,891	\$ 745,366	\$ 773,731	\$ 690,408

FUNDING SOURCE(s)				
Program Revenue	\$ (1,519)	\$ 8,578	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	85,016	86,000	89,000
Additional Fund Revenue	704,410	651,772	687,731	601,408
Funding Source Total	\$ 702,891	\$ 745,366	\$ 773,731	\$ 690,408

REVENUE DETAIL					
Description	Fund / Acct.				
Donations - Youth Scholarships	4821	\$ (1,519)	\$ 8,578	-	\$ -
Donations - School District & Library	4825	-	-	-	-
Program Revenue		\$ (1,519)	\$ 8,578	\$ -	\$ -
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
CIPR - Limited Term Positions		\$ -	\$ 85,016	\$ 86,000	\$ 89,000
Use of Fund Reserves		\$ -	\$ 85,016	\$ 86,000	\$ 89,000
Additional Fund Subsidy		\$ 704,410	\$ 651,772	\$ 687,731	\$ 601,408
TOTAL FUNDING SOURCES		\$ 702,891	\$ 745,366	\$ 773,731	\$ 690,408

CITY OF CAMPBELL
 OPERATING BUDGET - Employee Services
 PROGRAM : RECREATION & COMMUNITY SERVICES - ADMINISTRATION

EXHIBIT B
 101.524

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 342,529	\$ 373,571	\$ 401,846	\$ 339,091
7002 Personnel - Temporary	97,599	98,624	101,600	98,600
7003 Personnel - Overtime	556	113	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 440,685	\$ 472,307	\$ 503,446	\$ 437,691
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	74,586	79,175	78,603	68,158
7107 Dental Insurance	6,042	6,449	6,676	6,450
7108 Group Health Insurance	39,845	41,564	49,504	44,640
7109 Group Life Insurance	554	574	596	558
7110 Workers' Compensation Insurance	2,780	4,615	3,727	2,751
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	2,414	2,407	2,820	2,430
7113 Medicare	6,868	7,216	7,241	6,056
7114 Auto Allowance	4,585	4,598	4,560	2,640
7115 Cell Phone Allowance	724	726	720	480
7118 Other Benefits Pay	16,964	10,063	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	1,205	-	-	-
7122 Deferred Compensation Contribution	822	896	1,495	2,600
7124 VEBA Health Deferred Compensation	2,101	2,128	2,080	2,540
7126 PARS 457 Retirement	736	1,136	1,321	1,282
Total Benefits	\$ 160,226	\$ 161,546	\$ 159,343	\$ 140,585
Total Salary & Benefits	\$ 600,910	\$ 633,853	\$ 662,789	\$ 578,276

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : RECREATION & COMMUNITY SERVICES - ADMINISTRATION

EXHIBIT B-1
101.524

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Recreation & Community Svcs. Director	1.00	1.00	1.00	1.00	\$ 200,293
Executive Assistant *	0.20	-	-	-	-
Office Specialist **	0.20	0.20	0.20	1.00	77,542
Recreation Services Manager ****	1.00	1.00	1.00	-	-
Recreation Specialist (Youth Engagement) ***	-	0.50	1.00	1.00	61,256
Administrative Analyst I	-	0.20	-	-	-
*Balance in Programs 531 & 532 **Moved from Programs 531 & 532 *** 2-Year Limited Term Increased from 0.50 FTE to 1.00 FTE in FY18 **** Moved to 527 in FY 19					
TOTAL	2.40	2.90	3.20	3.00	\$ 339,091

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Clerical Relief (Vacation/Holiday)	0.17	0.41	0.41	0.34	\$ 14,500
Customer Service Clerks	-	2.04	2.04	2.04	72,100
Recreation Leader *	-	0.10	0.10	0.10	2,000
Work Experience Leader *	-	0.48	0.48	0.48	10,000
*Youth Engagement Program					
TOTAL	0.17	3.03	3.03	2.96	\$ 98,600

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : RECREATION & COMMUNITY SERVICES - ADMINISTRATION

EXHIBIT C
101.524

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	2,184	3,111	1,700	2,210
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	11,271	18,745	9,640	9,640
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	39,398	40,325	41,100	43,300
7428 Maint. of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	177	60	700	1,180
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	576	587	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	1,265	1,165	800	800
7435 Professional Development & Meetings	9,270	10,128	12,000	12,000
7437 Staff Development	28	69	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7441 Special Community Services	5,798	3,794	10,000	8,000
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	32,013	33,528	35,002	35,002
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 101,980	\$ 111,513	\$ 110,942	\$ 112,132

Description	FY 2019 Adopted
<u>7421</u> Communications - Phones	
E-Mail Newsletter Fees	\$ 1,250
FAX Line	960
	2,210
<u>7424</u> Office Expense	
Office Water	2,640
Office Supplies & Printing Expenses	7,000
	9,640
<u>7427</u> Special Departmental Expense	
American Society of Composers, Authors & Performers (ASCAP) BMI Licensing Fee, SESAC	2,100
Department Meetings	500
Departmental Employee Recognition	450
Lettering Machine Supplies	300
Motion Picture License	500
Other Department Wide Supplies	2,000
Recreation Activities Brochure (3 Per Year)	35,750
Tablets for remote registration	1,700
	43,300
<u>7430</u> Professional & Specialized Services	
Hepatitis B Vaccines (Lifeguards/Building Attendants)	200
TB Testing - Lifeguards, Day Camp Leaders, Instructors, Etc.	500
When to Work Annual Fee	480
	1,180
<u>7434</u> Memberships, Dues, Books	
Books	100
Dues (Includes Parks & Recreation Commission)	500
Subscriptions	200
	800
<u>7435</u> Professional Development & Meetings	
Conferences, Workshops & Meetings	12,000
<u>7441</u> Special Community Services	
Youth Engagement (Contract events, program supplies, YAC Attack)	8,000
<u>7551</u> User Charges - IT Pool	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	35,002
* Funded by CIPR	
TOTAL	\$ 112,132

GENERAL FUND - (101)
Recreation & Community Services - Senior Nutrition Program (525)
Program Manager - Senior Services Supervisor

MISSION STATEMENT

Provide nutritionally balanced meals five days a week and offer programs and services that will maintain the independence and dignity of older persons, enhance the quality of their lives and encourage their involvement within the community.

ONGOING RESPONSIBILITIES

- Operate the Campbell Lunch Program for older adults
- Share funding of program costs with Santa Clara County
- Provide administration for the program with Santa Clara County
- Coordinate services provided by the caterer, vendors and social service agencies
- Provide information and referrals
- Coordinate VTA ParaTransit services for individuals who cannot access the Nutrition Program by using public or private transportation
- Coordinate monthly volunteer opportunities
- Provide on-going training to staff and volunteers on health and safety standards for food handling and operations
- Provide on-going training for staff and volunteers in Universal Precautions and emergency procedures
- Seek donations from individuals and service groups
- Maintain attendance levels consistent with the City and County budget support

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	Total number of meals served as a percent of meals budgeted	101.2%	90.2%	75%
2	Average number of meals served per day as percent of meals budgeted	71 101%	67 90%	56 75%

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : RECREATION & COMMUNITY SERVICES - NUTRITION PROGRAM

EXHIBIT A
101.525

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 91,399	\$ 106,756	\$ 109,130	\$ 84,416
Supplies, Services & Capital Outlay (Exhibit C)	113,306	110,860	126,512	102,295
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	204,706	217,617	235,642	186,711
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 204,706	\$ 217,617	\$ 235,642	\$ 186,711

FUNDING SOURCE(s)				
Program Revenue	\$ 94,198	\$ 99,789	\$ 103,543	\$ 87,522
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	110,508	117,828	132,099	99,189
Funding Source Total	\$ 204,706	\$ 217,617	\$ 235,642	\$ 186,711

REVENUE DETAIL					
Description	Fund / Acct.				
County's Share of Nutrition Program	4561	\$ 76,201	\$ 82,334	\$ 51,171	\$ 40,654
County's Share of Room Usage	4561	-	-	8,437	7,018
County's Share of Personnel Costs	4561	-	-	23,935	22,522
Meal Donations	4816	17,997	17,455	20,000	17,328
Program Revenue		\$ 94,198	\$ 99,789	\$ 103,543	\$ 87,522
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 110,508	\$ 117,828	\$ 132,099	\$ 99,189
TOTAL FUNDING SOURCES		\$ 204,706	\$ 217,617	\$ 235,642	\$ 186,711

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : RECREATION & COMMUNITY SERVICES - NUTRITION PROGRAM

EXHIBIT B
101.525

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 39,821	\$ 61,168	\$ 55,755	\$ 45,910
7002 Personnel - Temporary	27,482	11,702	15,420	15,420
7003 Personnel - Overtime	-	96	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 67,303	\$ 72,967	\$ 71,175	\$ 61,330
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	90	90	90	90
7106 Retirement	7,585	11,947	10,923	7,687
7107 Dental Insurance	1,391	2,823	2,816	1,505
7108 Group Health Insurance	7,182	12,385	19,340	9,912
7109 Group Life Insurance	112	251	251	130
7110 Workers' Compensation Insurance	1,421	3,168	1,373	498
7112 Group Disability Insurance	316	530	984	511
7113 Medicare	1,030	1,131	873	1,224
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	-	-	-	-
7120 Sick Leave Payout	933	-	-	-
7121 Leave Balance Payout	3,018	184	-	-
7122 Deferred Compensation Contribution	661	1,111	1,105	910
7124 VEBA Health Deferred Compensation	-	18	-	420
7126 PARS 457 Retirement	357	152	200	200
Total Benefits	\$ 24,096	\$ 33,789	\$ 37,955	\$ 23,087
Total Salary & Benefits	\$ 91,399	\$ 106,756	\$ 109,130	\$ 84,416

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : RECREATION & COMMUNITY SERVICES - NUTRITION PROGRAM

EXHIBIT B-1
101.525

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Nutrition Site Manager	0.50	0.50	0.50	0.50	\$ 23,067
Senior Services Supervisor *	0.20	0.20	0.20	0.20	22,843
Utility Worker **	0.15	0.15	0.15	-	-
* Balance in Program 526 ** Moved to Program 527					
TOTAL	0.85	0.85	0.85	0.70	\$ 45,910

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Relief Site Manager	0.03	0.03	0.04	0.04	\$ 1,900
Relief Food Server	0.03	-	-	-	-
Food Server	0.50	0.50	0.50	0.50	13,520
TOTAL	0.55	0.53	0.54	0.54	\$ 15,420

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : RECREATION & COMMUNITY SERVICES - NUTRITION PROGRAM

EXHIBIT C
101.525

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	15,809	14,531	19,903	18,543
7428 Maintenance of Buildings, Structures & Ground	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	-	-	-	-
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	97,483	96,319	106,609	83,752
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	15	11	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	-	-	-	-
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 113,306	\$ 110,860	\$ 126,512	\$ 102,295

GENERAL FUND - (101)
Recreation & Community Services - Adult Services Program (526)
Program Manager - Senior Services Supervisor

MISSION STATEMENT

Provide programs and services that will maintain the wellness, independence and dignity of adults 50+, to enhance the quality of their lives and encourage their involvement within the community.

ONGOING RESPONSIBILITIES

- Operate the Campbell Adult Center
- Maintain a diverse program to target the needs of the “younger” senior adult
- Develop and provide leisure, cultural, wellness and educational programs
- Publish a quarterly newsletter to advertise Adult Center programs and services
- Serve as the primary community resource for information and referral for Senior Adult Services
- Serve as Adult Services Division representative to the Civic Improvement Commission
- Monitor senior oriented programs/services provided by Social Service sub-grant recipients
- Maintain existing and develop new partnerships with community-based organizations to enhance programs and services to senior adults
- Facilitate monthly volunteer opportunities.
- Provide supervision for delivery of Case Management Services
- Continue marketing efforts to sustain participation levels
- Facilitate training for staff in CPR, Universal Precautions and Emergency Procedures
- Provide consistent, exceptional customer service in all program offerings

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2018 - 2019

- Continue with second year of the 3-Year Action Plan to support the Age-Friendly City initiative

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	Attain 90% or better of desired membership base of 1,200	92% (1101)	89% (1073)	89% (1051)
2	Attain 80% enrollment in all classes	87%	80%	82%
3	45% of class participants are residents	40%	40%	41%
4	75% of surveyed participants rate activities as satisfactory or better	90%	80%	100%
5	Ratio of gross revenues to division direct expenses is 40% or greater	47%	47%	48%

CITY OF CAMPBELL
 OPERATING BUDGET - Summary of Exhibits
 PROGRAM : RECREATION & COMMUNITY SERVICES - ADULT SERVICES

EXHIBIT A
 101.526

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 482,912	\$ 506,487	\$ 533,666	\$ 533,171
Supplies, Services & Capital Outlay (Exhibit C)	155,929	151,244	167,066	169,087
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	638,841	657,730	700,732	702,258
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 638,841	\$ 657,730	\$ 700,732	\$ 702,258

FUNDING SOURCE(s)				
Program Revenue	\$ 295,481	\$ 303,024	\$ 343,797	\$ 349,800
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	343,360	354,706	356,935	352,458
Funding Source Total	\$ 638,841	\$ 657,730	\$ 700,732	\$ 702,258

REVENUE DETAIL					
Description	Fund / Acct.				
Classes	4612	\$ 172,200	\$ 192,147	\$ 218,672	\$ 224,675
Fund Raiser	4625	1,394	1,248	-	-
Program Fees	4626	121,887	109,629	125,125	125,125
Program Revenue		\$ 295,481	\$ 303,024	\$ 343,797	\$ 349,800
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 343,360	\$ 354,706	\$ 356,935	\$ 352,458
TOTAL FUNDING SOURCES		\$ 638,841	\$ 657,730	\$ 700,732	\$ 702,258

CITY OF CAMPBELL
 OPERATING BUDGET - Employee Services
 PROGRAM : RECREATION & COMMUNITY SERVICES - ADULT SERVICES

EXHIBIT B
 101.526

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 247,551	\$ 238,777	\$ 241,085	\$ 234,099
7002 Personnel - Temporary	122,243	151,417	176,824	180,879
7003 Personnel - Overtime	54	96	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 369,848	\$ 390,290	\$ 417,909	\$ 414,978
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	90	90	90	90
7106 Retirement	46,843	46,200	47,175	52,349
7107 Dental Insurance	5,989	5,844	6,154	6,020
7108 Group Health Insurance	42,040	39,989	42,262	39,648
7109 Group Life Insurance	549	505	549	521
7110 Workers' Compensation Insurance	5,605	10,178	5,182	3,835
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	2,139	1,978	2,150	2,041
7113 Medicare	4,128	4,392	6,061	6,018
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	-	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	232	1,427	-	-
7122 Deferred Compensation Contribution	3,856	3,585	3,835	3,640
7124 VEBA Health Deferred Compensation	-	46	-	1,680
7126 PARS 457 Retirement	1,593	1,964	2,299	2,351
Total Benefits	\$ 113,064	\$ 116,197	\$ 115,757	\$ 118,193
Total Salary & Benefits	\$ 482,912	\$ 506,487	\$ 533,666	\$ 533,171

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : RECREATION & COMMUNITY SERVICES - ADULT SERVICES

EXHIBIT B-1
101.526

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Senior Services Supervisor *	0.80	0.80	0.80	0.80	\$ 91,370
Recreation Program Coordinator	1.00	1.00	1.00	1.00	89,003
Office Assistant	1.00	1.00	-	-	-
Utility Worker **	0.15	0.15	0.15	-	-
Recreation Specialist ***	-	-	1.00	1.00	53,726
* Balance in Program 525					
** Moved to Program 527					
*** Reclassed from Office Assistant					
TOTAL	2.95	2.95	2.95	2.80	\$ 234,099

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Lifeguard/Instructor	0.11	0.11	0.23	0.11	\$ 3,267
Class Instructors	1.83	1.83	1.93	1.98	130,442
Clerical Relief	0.08	0.08	-	-	-
Recreation Specialist (Trips)	0.22	0.22	-	-	-
Case Management Support	-	-	0.29	0.29	15,000
Customer Service Clerks	-	-	1.00	0.92	32,170
TOTAL	2.24	2.24	3.45	3.30	\$ 180,879

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : RECREATION & COMMUNITY SERVICES - ADULT SERVICES

EXHIBIT C
101.526

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	-	-	-	-
7421 Communications - Phones	-	246	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	11,728	8,468	9,746	12,450
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	2,290	3,009	22,850	18,850
7428 Maint of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	182	110	300	300
7430 Professional & Specialized Services	-	-	-	-
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	7,417	7,669	6,003	9,200
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	483	405	415	585
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	197	111	-	-
7438 Other Charges	9,844	10,380	8,000	8,000
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7441 Special Community Service	85,321	80,565	84,700	84,700
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	50	50	50	-
7551 User Charges - IT Pool	38,417	40,233	35,002	35,002
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	155,929	151,244	167,066	169,087

Description	FY 2019 Adopted
<u>7424 Office Expense</u>	
Newsletter Mailing & Permit	\$ 500
Office Supplies	200
Printing of Membership Cards & Highlights Flyer	1,000
Printing of Monthly Newsletter	10,750
	12,450
<u>7427 Special Departmental Expense</u>	
Senior Transportation Pilot Program	16,000
Recreation Program Supplies	2,850
	18,850
<u>7429 Maintenance & Operation of Equipment</u>	
Piano Tuning, TV, DVD, Pool Table Repair, Keyboard, Etc.	300
<u>7432 Other Contractual Services</u>	
Payment for Contract Class Instructors	9,200
<u>7434 Memberships, Dues, Books</u>	
Dues - Supervisor & Coordinator	585
<u>7438 Other Charges</u>	
Active Fees and Charges	8,000
<u>7441 Special Community Service</u>	
Program Expenses for Special Events/Fund Raisers	4,700
Program Expenses for Trips	80,000
	84,700
<u>7551 User Charges - IT Pool</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	35,002
TOTAL	\$ 169,087

GENERAL FUND - (101)
Recreation & Community Services - Campbell Community Center Program (527)
Program Manager – Recreation Supervisor

MISSION STATEMENT

Effectively manage facility operations and public use of open space to provide a safe, clean, comfortable environment to meet City, tenant, and customer needs.

ON-GOING RESPONSIBILITIES

- Promote and facilitate public use of the Community Center
- Conduct surveys of comparable rental facilities and recommend modifications to the fee schedule accordingly to maintain fees at the mid-range of like facilities
- Identify Capital Improvement and building maintenance projects at the Community Center
- Provide facility needs support to Recreation and Adult Services division programs
- Oversee the application review and planning process for community sponsored special events held on public property
- Schedule, monitor and supervise public use of City park facilities and the Creek Trail
- Coordinate emergency preparedness issues and readiness for the department
- Manage the City’s vending machine contract
- Implement Summer Concert program
- Operate facility rental program to maximize room usage at the Community Center
- Partner with Santa Clara County Fire to make our community more safe and prepare for emergencies by offering safety training workshops to the public

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2018 - 2019

- Establish standard procedures for tenant leasing processes

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	80% of available short-term rental space is scheduled	55%	60%	59%
2	50% of available athletic field time is reserved	47%	43%	39%

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : RECREATION & COMMUNITY SERVICES - COMMUNITY CENTER

EXHIBIT A
101.527

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 484,028	\$ 517,050	\$ 578,801	\$ 845,197
Supplies, Services & Capital Outlay (Exhibit C)	354,528	372,888	332,147	485,357
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	838,556	889,938	910,948	1,330,554
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 838,556	\$ 889,938	\$ 910,948	\$ 1,330,554

FUNDING SOURCE(s)				
Program Revenue	\$ 727,526	\$ 689,951	\$ 674,440	\$ 2,328,354
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	18,041	-	18,200
Additional Fund Revenue	111,030	181,946	236,508	(1,016,000)
Funding Source Total	\$ 838,556	\$ 889,938	\$ 910,948	\$ 1,330,554

REVENUE DETAIL					
Description	Fund / Acct.				
Program Fees-Picnic Fees	4616	\$ 26,493	\$ 27,867	\$ 25,930	\$ 25,950
Community Group Sponsored Event	4630	1,535	1,130	4,910	4,910
Tenant Lease Income *	4810	2,473	3,830	-	1,620,544
Other Rental Income	4819	679,828	644,773	630,000	665,150
Other Income	4965	2,469	2,103	3,800	2,000
Vending Machine Concession	4627	2,250	3,223	2,400	2,400
Summer Concerts	4645	12,478	7,025	7,400	7,400
* Moved from Program 510					
Program Revenue		\$ 727,526	\$ 689,951	\$ 674,440	\$ 2,328,354
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
General Fund - CIPR	3641	-	18,041	-	\$ 18,200
Use of Fund Reserves		\$ -	\$ 18,041	\$ -	\$ 18,200
Additional Fund Subsidy		\$ 111,030	\$ 181,946	\$ 236,508	\$ (1,016,000)
TOTAL FUNDING SOURCES		\$ 838,556	\$ 889,938	\$ 910,948	\$ 1,330,554

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : RECREATION & COMMUNITY SERVICES - COMMUNITY CENTER

EXHIBIT B
101.527

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 279,252	\$ 280,290	\$ 301,814	\$ 484,079
7002 Personnel - Temporary	61,863	84,151	130,310	131,102
7003 Personnel - Overtime	1,169	1,952	1,000	1,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 342,283	\$ 366,394	\$ 433,124	\$ 616,181
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	960	960	960	960
7106 Retirement	52,928	54,666	59,733	108,830
7107 Dental Insurance	7,484	7,528	7,510	10,750
7108 Group Health Insurance	52,975	51,682	51,574	72,360
7109 Group Life Insurance	686	670	670	930
7110 Workers' Compensation Insurance	8,089	18,979	7,315	9,338
7112 Group Disability Insurance	2,599	2,615	2,626	3,645
7113 Medicare	5,016	5,300	6,315	8,959
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	-	828	2,600	2,600
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	5,472	1,511	-	-
7122 Deferred Compensation Contribution	4,717	4,719	4,680	5,200
7124 VEBA Health Deferred Compensation	-	83	-	3,740
7126 PARS 457 Retirement	819	1,116	1,694	1,704
Total Benefits	\$ 141,745	\$ 150,656	\$ 145,677	\$ 229,016
Total Salary & Benefits	\$ 484,028	\$ 517,050	\$ 578,801	\$ 845,197

**CITY OF CAMPBELL
 OPERATING BUDGET - Personnel Allocation
 PROGRAM : RECREATION & COMMUNITY SERVICES - COMMUNITY CENTER**

**EXHIBIT B-1
 101.527**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Recreation Supervisor	1.00	1.00	1.00	1.00	\$ 114,213
Senior Office Assistant	1.00	1.00	-	-	-
Office Specialist *	-	-	1.00	1.00	85,509
Utility Worker **	0.60	0.60	0.60	1.00	78,728
Recreation Specialist (Facilities)	1.00	1.00	1.00	1.00	65,437
Recreation Services Manager***	-	-	-	1.00	140,192
* Reclassed from Sr. Office Assistant ** Moved from Program 525, 526, 531 & 532 *** Moved from Program 524					
	3.60	3.60	3.60	5.00	\$ 484,079

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Support Staff	0.08	0.21	0.22	0.22	\$ 7,880
Building Attendants	3.00	3.53	3.66	3.69	92,154
Field Attendant	0.74	0.74	0.74	0.74	18,588
Reservations Support	-	0.38	0.38	0.38	12,480
TOTAL	3.82	4.86	5.00	5.03	\$ 131,102

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : RECREATION & COMMUNITY SERVICES - COMMUNITY CENTER

EXHIBIT C
101.527

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ 293,582	\$ 300,539	\$ 253,940	\$ 391,000
7421 Communications - Phones	3,180	3,142	3,480	3,480
7423 Clothing & Personal Expense	454	811	900	900
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	2,079	3,972	8,900	9,400
7427 Special Departmental Expense	3,611	6,698	8,200	23,200
7428 Maintenance of Buildings, Structures & Ground	-	-	-	-
7429 Maintenance & Operation of Equipment	567	4,378	2,400	2,700
7430 Professional & Specialized Services	-	-	-	-
7431 Promotional Expense	221	222	500	500
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	237	150	175	175
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	120	204	-	-
7438 Other Charges	16,534	17,693	17,000	17,000
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7441 Special Community Services	8,332	8,257	8,650	9,000
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	25,611	26,822	28,002	28,002
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 354,528	\$ 372,888	\$ 332,147	\$ 485,357

Description	FY 2019 Adopted
<u>7420 Utilities - Electricity/Gas/Water</u>	
PG&E (Community Center) *	\$ 285,000
Sewer (Community Center)	6,000
Water (Community Center)	100,000
	391,000
<u>7421 Communications - Phones</u>	
Cell Phones for Field Attendants & Building Attendants	360
Comcast Internet Services	3,120
	3,480
<u>7423 Clothing & Personal Expense</u>	
Shirts & Sweatshirts for Part-Time Staff	900
<u>7425 Minor Tools & Equipment</u>	
Meeting Room Equip. (Portable Whiteboard, Mic Cords, Surge Protectors, Ext. Cords, etc.)	2,400
Replacement Signs (New Tenants, Vandalism Replacement)	7,000
	9,400
<u>7427 Special Departmental Expense</u>	
Meeting Supplies	200
Miscellaneous Batteries, Flashlights, Emergency Preparedness, Etc.	500
Miscellaneous OCBH equipment	1,100
Tables (Replacement)	1,400
Safety, First Aid, Personal Protective Equipment (PPE)	1,800
Trash Cans (Q-wing, OCBH, E-wing) **	6,800
Volleyball Nets / Poles (1 time purchase) **	11,400
	23,200
<u>7429 Maintenance & Operation of Equipment</u>	
Repairs to Microphones, TV's, PA's, AV Equipment, Piano Tuning, etc.	1,350
LCD Projector Replacement Lamps in OCBH	1,350
	2,700
* Portion attributable to Heritage Theatre transferred to Program 529	
** Funded by CIPR	
SUBTOTAL page 1	\$ 430,680

Description	FY 2019 Adopted
<u>7431 Promotional Expense</u> Calendars - Holiday Cards to Renters / Tenants	\$ 500
<u>7434 Memberships, Dues, Books</u> California Park & Recreation Society (CPRS)	175
<u>7438 Other Charges</u> Active Fees and Charges	17,000
<u>7441 Special Community Services</u> (8) Concert Bands, Supplies, Porta-Potties	9,000
<u>7551 User Charges - IT Pool</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	28,002
SUBTOTAL page 2	54,677
TOTAL Exhibit C-1	\$ 485,357

GENERAL FUND - (101)
Recreation & Community Services - Museum Services Program (528)
Program Manager - Senior Museum Specialist

MISSION STATEMENT

Interpret and preserve the history of the Campbell area from its early beginnings to today and to relate that history within the context of the Santa Clara Valley region.

ONGOING RESPONSIBILITIES

- Collect, preserve, document, protect, exhibit and interpret objects of cultural and historical significance to the Campbell area
- Maintain the collection to American Association of Museums standards, as is practical
- Develop, provide and promote educational programs and services for school aged children
- Secure supplemental funding sources to support museum programs
- Supervise and provide guidance and direction to museum staff and volunteers
- Manage and maintain the exhibit space in the Historical (firehouse) Museum and Ainsley House and change exhibits in each at least once annually
- Promote individual and group visits to both the Ainsley House and Historical (firehouse) Museum
- Recruit and train docents on an annual basis
- Support and facilitate the Museum Foundation in their fundraising efforts to support the Museum collections, programs and facilities
- Provide bi-monthly reports to the Civic Improvement Commission
- Provide support, as needed, to the Historic Preservation Board
- Work with non-profit and private sources to generate funds to support Museums operational costs

GENERAL FUND - (101)
Recreation & Community Services - Museum Services Program (528)
Program Manager - Senior Museum Specialist

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	Ainsley Gardens are rented 75% of the time during peak available days	53% 23/44	32% 14/44	34% 15/44
2	Museum Education reaches 5,000 school children annually (on site field trips and off site outreach)	5,379	5,375	6,008
3	Visitor & event attendance reaches goals (5,000 total): - Ainsley House visitors* - 1,500 - Historical Museum visitors* - 500 - Ainsley House Garden Events - 3,000 *general public and museum members	4,974 •1,906 •999 •2,066	4,953 •2335 •813 •1805	5,171 •2354 •1127 •1690
4	Museum volunteers complete 4,000 volunteer hours annually	4,748	5,392	4,734
5	50% of museum donations are processed for accession into the collection within one year of donation	76%	73%	62%

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : RECREATION & COMMUNITY SERVICES - MUSEUM SERVICES

EXHIBIT A
101.528

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 246,913	\$ 261,583	\$ 274,912	\$ 285,848
Supplies, Services & Capital Outlay (Exhibit C)	100,744	124,746	121,537	124,978
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	347,657	386,329	396,449	410,826
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 347,657	\$ 386,329	\$ 396,449	\$ 410,826

FUNDING SOURCE(s)				
Program Revenue	\$ 69,633	\$ 52,877	\$ 62,666	\$ 64,130
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	278,024	333,452	333,783	346,696
Funding Source Total	\$ 347,657	\$ 386,329	\$ 396,449	\$ 410,826

REVENUE DETAIL					
Description	Fund / Acct.				
Program Fees	4609	\$ 31,354	29,767	\$ 27,036	\$ 30,050
Rental Fees	4610	29,864	15,640	28,630	27,080
Admission Fees	4611	8,415	7,434	7,000	7,000
Other Revenue	4965	-	36	-	-
Program Revenue		\$ 69,633	\$ 52,877	\$ 62,666	\$ 64,130
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 278,024	\$ 333,452	\$ 333,783	\$ 346,696
TOTAL FUNDING SOURCES		\$ 347,657	\$ 386,329	\$ 396,449	\$ 410,826

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : RECREATION & COMMUNITY SERVICES - MUSEUM SERVICES

EXHIBIT B
101.528

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 118,295	\$ 132,898	\$ 141,934	\$ 151,097
7002 Personnel - Temporary	67,232	62,196	63,035	66,589
7003 Personnel - Overtime	-	23	60	60
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 185,527	\$ 195,117	\$ 205,029	\$ 217,746
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	22,403	25,602	27,763	28,999
7107 Dental Insurance	4,061	4,182	4,172	3,763
7108 Group Health Insurance	24,652	25,304	28,652	24,780
7109 Group Life Insurance	372	372	372	372
7110 Workers' Compensation Insurance	1,932	3,329	1,700	1,564
7112 Group Disability Insurance	1,400	1,457	1,458	1,276
7113 Medicare	2,767	3,064	2,672	3,157
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	626	-	-	-
7119 Social Security	-	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	2,288	2,294	2,275	2,275
7124 VEBA Health Deferred Compensation	-	40	-	1,050
7126 PARS 457 Retirement	887	823	819	866
Total Benefits	\$ 61,387	\$ 66,466	\$ 69,883	\$ 68,102
Total Salary & Benefits	\$ 246,913	\$ 261,583	\$ 274,912	\$ 285,848

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : RECREATION & COMMUNITY SERVICES - MUSEUM SERVICES

EXHIBIT B-1
101.528

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Senior Museum Specialist	1.00	0.75	-	-	\$ -
Recreation Supervisor *	-	-	0.75	0.75	85,660
Museum Collections Specialist	1.00	1.00	1.00	1.00	65,437
* Reclassed from Sr. Museum Specialist					
TOTAL	2.00	1.75	1.75	1.75	\$ 151,097

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Facility Attendant Staff	0.19	0.20	0.16	0.09	\$ 2,300
Building Attendant (Museum Support)	0.02	0.02	0.02	0.02	576
Program Assistant	0.38	0.88	1.10	0.80	33,253
Event Coordinator	-	0.47	0.47	0.63	20,460
Guest Services Associate	-	0.47	0.45	0.45	10,000
TOTAL	0.59	2.04	2.20	1.99	\$ 66,589

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : RECREATION & COMMUNITY SERVICES - MUSEUM SERVICES

EXHIBIT C
101.528

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ 17,140	\$ 16,557	\$ 21,000	\$ 21,000
7421 Communications - Phones	936	794	800	800
7422 Advertising	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	981	955	1,000	1,000
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	34,761	57,381	33,950	35,575
7428 Maintenance of Buildings, Structures & Ground	-	25	-	-
7429 Maintenance & Operation of Equipment	-	-	1,000	1,000
7430 Professional & Specialized Services	-	-	-	-
7431 Promotional Expense	2,400	2,348	2,650	2,700
7432 Other Contractual Services	16,008	17,736	16,934	18,700
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	610	929	1,000	1,000
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	1,167	133	-	-
7438 Other Charges	1,129	1,066	1,200	1,200
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	25,611	26,822	42,003	42,003
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 100,744	\$ 124,746	\$ 121,537	\$ 124,978

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM : RECREATION & COMMUNITY SERVICES - MUSEUM SERVICES

EXHIBIT C-1
101.528
Page 1

Description	FY 2019 Adopted
<u>7420</u> Utilities - Electricity/Gas/Water	
Electricity & Gas - PG&E (Museum & Ainsley House)	\$ 18,475
Sewer (Museum & Ainsley House)	525
Water (Museum & Ainsley House)	2,000
	21,000
<u>7421</u> Communications - Phones	
Telephone Line for Alarm System, Computer Network, FAX Machine (Visa/MC)	800
<u>7424</u> Office Expense	
Museum Operations	1,000
<u>7427</u> Special Departmental Expense	
Collections Supplies	5,000
Conservation of Artifacts	5,000
Educational Programs	9,550
Exhibit Expenses	12,000
Garden Supplies	500
Lecture Program Supplies	1,725
Other Program Supplies (Family Fun Spooky Night, Open House)	1,400
Volunteer Training Supplies	400
	35,575
<u>7429</u> Maintenance & Operation of Equipment	
Ainsley House Alarm Monitoring & Repairs	500
Historical Museum Alarm Monitoring & Repairs	500
	1,000
<u>7431</u> Promotional Expense	
Marketing Expenses - Ainsley House Holiday Brochure, Exhibit Guides	
Education Brochure, Wedding Brochure, Ainsley House Visitor Brochure	
	2,700
SUBTOTAL page 1	\$ 62,075

CITY OF CAMPBELL
 OPERATING BUDGET - Supplies & Services Detail
 PROGRAM : RECREATION & COMMUNITY SERVICES - MUSEUM SERVICES

EXHIBIT C-1
 101.528
 Page 2

Description	FY 2019 Adopted
7432 Other Contractual Services	
Ainsley House Custodial Services	\$ 8,400
Awning Cleaning	800
Museum Custodial Services	9,500
	18,700
7434 <u>Memberships, Dues, Books</u>	
Books / Dues	1,000
7438 <u>Other Charges</u>	
Active Net Fees & Charges	1,200
7551 <u>User Charges - IT Pool</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	42,003
SUBTOTAL page 2	62,903
TOTAL Exhibit C-1	\$ 124,978

**GENERAL FUND - (101)
Recreation & Community Services - Heritage Theatre Program (529)
Program Manager - Recreation Services Manager**

MISSION STATEMENT

Provide a quality venue for a variety of cultural entertainment and educational opportunities for the surrounding region in a sound, business-like manner.

ONGOING RESPONSIBILITIES

- Provide a quality venue, for production of a variety of entertainment and cultural activities
- Monitor performance of contract Theatre management staff relating to financial and productivity measures
- Operate the facility within a fiscally responsible framework that carefully balances creative and financial goals
- Bring major entertainment to the Campbell community through a series of in-house productions
- Market the shows and rental facility to maintain a strong presence in the West Valley area
- Monitor use of the Theatre and facilitate maintenance and repairs in a timely fashion
- Manage the Theatre's volunteer recruitment, retention and training program
- Maintain a database of Theatre patrons
- Work with the Friends of the Heritage Theatre to implement a continuous fund development plan, including systematic grant solicitation, underwriting/sponsorship programs, and community fund-raising activities
- Achieve rental, marketing and fund-raising goals to generate revenue to limit impact on the City's General Fund to a maximum of \$200,000 in support per year.

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2018 – 2019

- Continue to implement maintenance and enhancement projects for the Heritage Theatre in conjunction with Building Maintenance

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	60% of all prime dates are booked.	46% 81/178	54% 93/172	50% 86/171
2	Sponsorship revenue is 7% of overall Theatre expenses.	4.7%	4.4%	4.8%
3	Ratio of gross revenues (net of P&E) to expenses is 70% or greater.	79%	84%	76%
4	75% of available tickets for City Season shows will be sold.	94%	85%	82%
5	General Fund subsidy of Theatre Program to be \$200,000/year or less.	\$206,026	\$159,505	\$215,722

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : RECREATION & COMMUNITY SERVICES - HERITAGE THEATRE

EXHIBIT A
101.529

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	818,027	988,507	913,198	998,091
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	818,027	988,507	913,198	998,091
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 818,027	\$ 988,507	\$ 913,198	\$ 998,091

FUNDING SOURCE(s)				
Program Revenue	\$ 612,001	\$ 823,282	\$ 667,660	\$ 746,920
Transfers from Other Funds	-	-	-	-
Use of Reserves	6,026	31,923	45,538	51,171
Additional Fund Revenue	200,000	133,302	200,000	200,000
Funding Source Total	\$ 818,027	\$ 988,507	\$ 913,198	\$ 998,091

REVENUE DETAIL					
Description	Fund / Acct.				
Theatre Revenue Donations	4631	\$ 3,827	\$ 27,440	\$ 2,000	\$ 2,000
Preservation & Facility Surcharge	4632	53,071	70,437	-	-
Facility Fee (Operating Revenue)	4633	14,987	19,787	16,922	20,422
Concession & Merchandise	4643	2,909	3,920	3,125	3,125
Ticket Sales	4644	237,832	262,470	224,760	224,760
Sponsorships	4645	40,000	41,400	40,000	45,000
Program Advertising	4646	6,617	6,100	6,500	6,050
Theatre Rental Income	4819	305,829	462,165	374,353	445,563
Other Revenue	4965	-	-	-	-
Program Revenue		\$ 612,001	\$ 823,282	\$ 667,660	\$ 746,920
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
Theatre Preservation & Enhancement	3666	\$ 6,026	\$ 31,923	\$ 45,538	\$ 51,171
Use of Fund Reserves		\$ 6,026	\$ 31,923	\$ 45,538	\$ 51,171
Additional Fund Subsidy		\$ 200,000	\$ 133,302	\$ 200,000	\$ 200,000
TOTAL FUNDING SOURCES		\$ 818,027	\$ 988,507	\$ 913,198	\$ 998,091

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : RECREATION & COMMUNITY SERVICES - HERITAGE THEATRE

EXHIBIT C
101.529

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ 31,375	\$ 42,470	\$ 34,890	\$ 34,890
7421 Communications - Phones	6,258	9,283	8,900	10,000
7422 Advertising	38,608	38,838	50,700	50,700
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	5,130	6,592	10,000	10,000
7425 Minor Tools & Equipment	-	-	100	100
7427 Special Departmental Expense	25,080	43,168	43,320	45,420
7428 Maint of Buildings, Structures & Grounds	-	-	1,300	1,300
7429 Maintenance & Operation of Equipment	12,220	4,837	6,600	6,600
7430 Professional & Specialized Services	579,211	664,109	631,272	688,609
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	23,658	26,177	31,114	64,470
7433 Insurance & Surety Bonds	12,104	13,551	12,500	12,500
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	45,966	60,735	47,500	38,500
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	38,417	40,233	35,002	35,002
7884 Machinery & Equipment	-	38,514	-	-
Total Supplies, Services & Capital Outlay	\$ 818,027	\$ 988,507	\$ 913,198	\$ 998,091

Description	FY 2019 Adopted
<u>7420</u> <u>Utilities - Electricity/Gas/Water</u>	
Gas & Electricity	\$ 33,000
Sewer	890
Water	1,000
	34,890
<u>7421</u> <u>Communications - Phones</u>	
Cell Phone for Theatre Staff, Comcast, Wifi	10,000
<u>7422</u> <u>Advertising</u>	
Marketing for Co-produced & Season Shows	49,200
Theatre Marketing & Advertising	1,500
	50,700
<u>7424</u> <u>Office Expense</u>	
Box Office Supplies	1,500
Office Supplies	1,500
Postage	7,000
	10,000
<u>7425</u> <u>Minor Tools & Equipment</u>	
Tool Box & Miscellaneous Tools	100
<u>7427</u> <u>Special Departmental Expense</u>	
First Aid Kits, Supplies & Equipment	100
Maintenance & Janitorial Supplies	200
Photo Framing	220
Piano Tuning	500
Production Equipment & Supplies	2,500
Special Program Expenses based on 1 Season (6 Shows):	
Catering for Performers (Shows)	7,500
Performer Lodging	4,100
Performer Transportation	2,000
Program Printing	6,000
Special Equipment Rental	22,300
	45,420
SUBTOTAL page 1	\$ 151,110

Description	FY 2019 Adopted
<u>7428</u> Maint of Buildings, Structures & Grounds	
General Repairs for Customer Use-Related Damages (Reimbursable)	\$ 1,300
<u>7429</u> Maintenance & Operation of Equipment	
Preventative Maintenance Agreements:	
HVAC System	1,500
Repairs to Walkie Talkies, Elevators, etc.	500
Routine Service & Repairs:	
Lighting Equipment	250
Microphone & Public Address System Repairs	250
Service Agreements:	
D&V Sound Annual Maintenance Contract	1,500
Elevator Maintenance	2,000
Fire / Intrusion / Burglar Alarm Monitoring	600
	6,600
<u>7430</u> Professional & Specialized Services	
Contract for Theatre Management & Theatre Manager	213,185
Fund Development & Volunteer Expenses	1,000
In-House Production Talent (Based on One Season)	124,500
Other Reimbursable Expenses	700
Part-Time Labor (Technicians, Box Office Staff, Production Manager)	347,024
On-going Operations:	
Box Office & House Manager	\$ 63,800
Marketing/Media Relations	48,600
Production Manager	14,910
Technical Staff	23,247
	<u>\$ 150,557</u>
Reimbursable Labor:	
Box Office @ Events	\$ 17,393
House Manager @ Events	37,454
Technical Staff	141,620
	<u>\$ 196,467</u>
	<u>\$ 347,024</u>
Annual Research Fee	2,200
	688,609
SUBTOTAL page 2	\$ 696,509

Description	FY 2019 Adopted
<u>7432 Other Contractual Services</u>	
Box Office Ticketing Software Support	\$ 4,900
Carpet Cleaning	4,320
Custodial Services & Upholstery Cleaning	50,000
Security Services for In-House Productions	5,250
	64,470
<u>7433 Insurance & Surety Bonds</u>	
Show Insurance (Annual Policy Based on Attendance or Square Feet & Number of Shows)	12,500
<u>7438 Other Charges</u>	
Active Fees and Charges (Rentals)	10,000
American Society of Composers, Authors & Producers (ASCAP) / Broadcast Music, Inc. License Fee (Based on 5 Shows & Rentals)	3,500
Credit Card Transaction & Bank Fees	10,000
Internet Ticketing Fees	15,000
	38,500
<u>7551 User Charges - IT Pool</u>	
Use of Computer Hardware/Software; Phones & Photocopier/FAX	35,002
SUBTOTAL page 3	150,472
TOTAL Exhibit C-1	\$ 998,091

GENERAL FUND - (101)
Recreation & Community Services - Sports, Aquatics & Fitness Program (531)
Program Manager - Recreation Supervisor

MISSION STATEMENT

Provide quality recreational sports, aquatics and fitness program opportunities to Campbell residents through effective use of City resources.

ONGOING RESPONSIBILITIES

- Provide high quality sports, aquatics and fitness programs.
- Maintain cooperative relationships with Campbell Union School District (CUSD) and Campbell Union High School District (CUHSD) to facilitate joint use of facilities for City programs
- Reduce overhead operational costs wherever possible without reducing program quality
- Generate revenues equal to at least 125% of the program costs to contribute toward covering departmental and city-wide overhead
- Offer a variety of fitness classes to meet changing interests and trends
- Provide a mixture of adult men’s, women’s and co-recreational athletic leagues to meet the changing fitness and recreational interests, trends and demands
- Encourage community health, fitness and competition by providing two annual fun runs for all ages that bring visitors to Campbell and create community excitement
- Supervise Campbell Skate Park Programs
- Supervise Campbell Wave Swim Team

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	Attain 70% of capacity or better in all programs.	57%	60%	59%
2	50% of participants are residents	52%	48%	50%
3	75% of surveyed participants rate activities as satisfactory or better	92%	89%	95%
4	Ratio of gross revenues to division expenses is 107% or greater.	99.6%	53%	88%
5	Revenue for Drop-In Programs to exceed direct expenses by 50%.	64%	120%	55%

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : RECREATION & COMMUNITY SERVICES - SPORTS, AQUATICS, FITNESS

EXHIBIT A
101.531

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 830,504	\$ 848,900	\$ 909,781	\$ 877,897
Supplies, Services & Capital Outlay (Exhibit C)	222,972	267,547	330,849	325,113
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,053,476	1,116,447	1,240,630	1,203,010
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 1,053,476	\$ 1,116,447	\$ 1,240,630	\$ 1,203,010

FUNDING SOURCE(S)				
Program Revenue	\$ 985,751	\$ 989,906	\$ 1,010,264	\$ 1,026,290
Transfers from Other Funds	7,000	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	60,725	126,541	230,366	176,720
Funding Source Total	\$ 1,053,476	\$ 1,116,447	\$ 1,240,630	\$ 1,203,010

REVENUE DETAIL						
Description	Fund / Acct.					
Program Fees:						
Sports	4613	\$ 386,541	\$ 411,183	\$ 429,287	\$ 469,654	
Aquatics	4614	224,507	212,149	220,936	208,168	
Fitness	4622	199,149	184,179	171,900	158,697	
Skate Park	4628	27,622	34,490	28,951	30,581	
Summer Concerts *	4645	387	-	-	-	
Drop In Classes	4629	147,545	147,905	159,190	159,190	
* Moved to Program 527 in FY 15						
Program Revenue		\$ 985,751	\$ 989,906	\$ 1,010,264	\$ 1,026,290	
Recreation Donations (Van Sickle)	795	\$ 7,000	\$ -	\$ -	\$ -	
Transfers from Other Funds		\$ 7,000	\$ -	\$ -	\$ -	
Additional Fund Subsidy		\$ 60,725	\$ 126,541	\$ 230,366	\$ 176,720	
TOTAL FUNDING SOURCES		\$ 1,053,476	\$ 1,116,447	\$ 1,240,630	\$ 1,203,010	

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : RECREATION & COMMUNITY SERVICES - SPORTS, AQUATICS, FITNESS

EXHIBIT B
101.531

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 236,085	\$ 252,416	\$ 265,546	\$ 245,087
7002 Personnel - Temporary	448,119	428,785	495,274	490,879
7003 Personnel - Overtime	558	1,832	2,000	2,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 684,762	\$ 683,033	\$ 762,820	\$ 737,966
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	30	30	30	30
7106 Retirement	46,343	50,653	53,641	55,096
7107 Dental Insurance	7,005	7,187	7,196	6,450
7108 Group Health Insurance	49,818	48,744	49,424	42,480
7109 Group Life Insurance	642	639	642	558
7110 Workers' Compensation Insurance	17,383	34,539	10,382	9,058
7112 Group Disability Insurance	2,463	2,486	2,515	2,187
7113 Medicare	10,472	10,298	11,037	10,691
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	1,416	1,311	1,300	1,300
7119 Social Security	-	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	77	61	-	-
7122 Deferred Compensation Contribution	4,403	4,376	4,355	3,900
7124 VEBA Health Deferred Compensation	-	77	-	1,800
7126 PARS 457 Retirement	5,690	5,467	6,439	6,381
Total Benefits	\$ 145,741	\$ 165,867	\$ 146,961	\$ 139,931
Total Salary & Benefits	\$ 830,504	\$ 848,900	\$ 909,781	\$ 877,897

CITY OF CAMPBELL OPERATING BUDGET - Personnel Allocation PROGRAM : RECREATION & COMMUNITY SERVICES - SPORTS, AQUATICS, FITNESS					EXHIBIT B-1 101.531
Permanent Personnel	Full-Time Equivalent (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Recreation Supervisor	1.00	1.00	1.00	1.00	\$ 114,213
Office Specialist *	0.40	0.40	0.40	-	-
Utility Worker **	0.05	0.05	0.05	-	-
Recreation Specialist (Aquatics)	1.00	1.00	1.00	1.00	65,437
Recreation Specialist (Fitness)	1.00	1.00	1.00	1.00	65,437
* Moved to Program 524 ** Moved to Program 527					
TOTAL	3.45	3.45	3.45	3.00	\$ 245,087

Temporary Personnel	Full-Time Equivalent (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
SPORTS:					
Adult Sports League Officials	0.64	0.48	0.89	0.78	\$ 25,968
Youth League/Camp Leaders	1.37	0.41	0.39	0.37	12,282
Sports Class Instructors	0.74	0.98	0.95	0.96	61,618
Recreation Specialist	0.50	0.69	0.69	0.69	26,400
AQUATICS:					
Swim Team Coaches (5)	2.24	2.17	1.87	1.87	70,848
Aquatic Instructor/Lifeguard	1.95	2.46	2.57	2.43	63,368
FITNESS:					
Fitness Program Staff (Drop-in)	3.80	4.11	4.18	3.91	131,425
Fitness Program Class Instructors	0.92	0.74	0.74	0.74	61,470
SKATE PARK:					
Skate Park Attendant	0.70	1.03	1.03	1.03	25,800
Skate Park Instructor	0.31	0.31	0.34	0.38	11,700
TOTAL	13.17	13.38	13.65	13.16	\$ 490,879

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : RECREATION & COMMUNITY SERVICES - SPORTS, AQUATICS, FITNESS

EXHIBIT C
101.531

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	19,837	12,344	22,655	16,505
7428 Maint of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	1,144	3,648	6,500	6,500
7430 Professional & Specialized Services	-	-	-	-
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	82,321	133,405	163,318	170,293
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	625	557	400	400
7435 Professional Development & Meetings	-	2,956	-	-
7437 Staff Development	2,469	1,390	-	-
7438 Other Charges	40,128	42,448	40,000	40,000
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7441 Special Community Services	57,242	50,683	55,973	49,412
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	19,207	20,117	42,003	42,003
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 222,972	\$ 267,547	\$ 330,849	\$ 325,113

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM : RECREATION & COMMUNITY SERVICES - SPORTS, AQUATICS, FITNESS

EXHIBIT C-1
101.531
Page 1

Description	FY 2019 Adopted
<u>7427 Special Departmental Expense</u>	
Aquatics & Swim Team Supplies (Lane Line, Kickboards, Lifeguard & First Aid Supplies)	\$ 4,500
Fitness / Lap Swim Supplies / Weight Room Supplies / Tables & Chairs	1,200
Fitness Room Equipment Replacement (3 Spin Bikes)	3,125
Skate Park Membership	100
Sports Program Supplies	7,580
	16,505
<u>7429 Maintenance & Operation of Equipment</u>	
Maintenance and Parts for Skate Park	1,200
Maintenance and Parts for Fitness Center Equipment	5,300
	6,500
<u>7432 Other Contractual Services</u>	
Payment for Adult Basketball League Referees	42,218
Payment for Sport Camp (Soccer Camps) and Contract Class Instructors	128,075
	170,293
<u>7434 Memberships, Dues, Books</u>	
Books, Dues, Subscriptions	400
<u>7438 Other Charges</u>	
Active Fees and Charges	40,000
<u>7441 Special Community Services</u>	
Aquatics Supplies	3,900
Fitness Supplies (Includes Fun Run Supplies)	29,330
Skate Camp Shirts	1,500
Sports Supplies	14,682
	49,412
<u>7551 User Charges - IT Pool</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	42,003
TOTAL	\$ 325,113

**GENERAL FUND - (101)
Recreation & Community Services – Pre-School, Day Camp &
Enrichment Classes (532)
Program Manager - Recreation Supervisor**

MISSION STATEMENT

Provide a variety of recreational classes, camps and special events that enrich the quality of life, strengthen community identity, increase cultural unity and promote wellness and health.

ONGOING RESPONSIBILITIES

- Provide a wide variety of high quality fee-based special interest classes and programs that will recover 125% of their direct expenses
- Hire qualified staff for classes, pre-school, camps and provide additional training for specific skills desired to provide a safe and well-supervised program
- Provide a quality pre-school program that operates at 95% of enrollment capacity
- Maintain cooperative relationships with the CUSD and the CUHSD to coordinate programs and issues concerning Campbell residents and youth
- Offer a children’s dance and cheerleading recital to supplement the traditional classroom experience and provide kids with the opportunity to build confidence and self-esteem
- Market activities through the Recreation Activity Guide, email newsletters, Community Center reader board, local newspaper, City website, City cable channel, kiosks and bulletin boards at City facilities and the Campbell Library
- Generate revenues of at least 125% of the direct costs for pre-school, camps and classes to contribute to department and city-wide overhead

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	Attain 75% of capacity in all programs.	81%	80%	77%
2	75% of surveyed participants rate activities as satisfactory or better	91%	95%	98%
3	50% of participants are residents.	47%	53%	52%
4	Ratio of gross revenues to division expenses is 115% or greater.	114.6%	115%	113%

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : RECREATION & COMMUNITY SERVICES - PRE-SCHOOL, DAY CAMP & ENRICHMENT CLASSES

EXHIBIT A
101.532

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 664,926	\$ 688,747	\$ 728,347	\$ 724,783
Supplies, Services & Capital Outlay (Exhibit C)	342,461	389,719	399,805	419,802
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,007,387	1,078,466	1,128,152	1,144,585
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 1,007,387	\$ 1,078,466	\$ 1,128,152	\$ 1,144,585

FUNDING SOURCE(s)				
Program Revenue	\$ 1,093,062	\$ 1,215,547	\$ 1,118,645	\$ 1,185,655
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	(85,675)	(137,081)	9,507	(41,070)
Funding Source Total	\$ 1,007,387	\$ 1,078,466	\$ 1,128,152	\$ 1,144,585

REVENUE DETAIL					
Description	Fund / Acct.				
Program Fees:					
Day Camp	4617	\$ 385,647	\$ 405,472	\$ 376,235	\$ 405,070
Classes	4619	346,588	436,955	379,945	417,130
Pre-School	4620	359,752	372,070	362,465	363,455
Special Events	4621	1,075	1,050	-	-
Program Revenue		\$ 1,093,062	\$ 1,215,547	\$ 1,118,645	\$ 1,185,655
		\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ (85,675)	\$ (137,081)	\$ 9,507	\$ (41,070)
TOTAL FUNDING SOURCES		\$ 1,007,387	\$ 1,078,466	\$ 1,128,152	\$ 1,144,585

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : RECREATION & COMMUNITY SERVICES - PRE-SCHOOL, DAY CAMP & ENRICHMENT CLASSES

EXHIBIT B
101.532

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 189,411	\$ 216,301	\$ 210,405	\$ 179,650
7002 Personnel - Temporary	371,457	351,285	406,631	441,923
7003 Personnel - Overtime	2,188	1,370	2,000	2,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 563,056	\$ 568,956	\$ 619,036	\$ 623,573
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	30	30	30	30
7106 Retirement	34,338	38,774	41,163	40,173
7107 Dental Insurance	5,254	5,785	5,110	4,300
7108 Group Health Insurance	34,928	36,875	35,098	28,320
7109 Group Life Insurance	466	515	456	372
7110 Workers' Compensation Insurance	8,200	13,826	8,499	7,999
7112 Group Disability Insurance	1,765	1,894	1,786	1,458
7113 Medicare	8,627	8,711	8,828	9,013
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	-	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	273	5,442	-	-
7122 Deferred Compensation Contribution	3,122	3,276	3,055	2,600
7124 VEBA Health Deferred Compensation	-	31	-	1,200
7126 PARS 457 Retirement	4,866	4,632	5,286	5,745
Total Benefits	\$ 101,869	\$ 119,791	\$ 109,311	\$ 101,210
Total Salary & Benefits	\$ 664,926	\$ 688,747	\$ 728,347	\$ 724,783

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : RECREATION & COMMUNITY SERVICES - PRE-SCHOOL, DAY CAMP & ENRICHMENT CLASSES

EXHIBIT B-1
101.532

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Recreation Supervisor	1.00	1.00	1.00	1.00	\$ 114,213
Utility Worker **	0.05	0.05	0.05	-	-
Office Specialist *	0.40	0.40	0.40	-	-
Recreation Specialist (Preschool)	1.00	1.00	1.00	1.00	65,437
* Moved to Program 524					
** Moved to Program 527					
TOTAL	2.45	2.45	2.45	2.00	\$ 179,650

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Day Camp Senior Recreation Specialist	0.25	0.25	0.24	0.24	\$ 12,600
Day Camp Recreation Specialist	0.17	0.17	0.24	0.64	22,440
Day Camp Recreation Leader I, II, III	7.11	7.11	7.14	6.66	181,383
Class Instructors	0.97	0.97	0.63	0.74	38,222
Preschool Teacher	1.99	1.99	1.99	2.06	107,250
Preschool Aides	2.14	2.14	2.14	2.14	80,028
Recreation Specialist	0.50	0.50	-	-	-
TOTAL	13.13	13.13	12.38	12.48	\$ 441,923

**CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary**

**EXHIBIT C
101.532**

PROGRAM : RECREATION & COMMUNITY SERVICES - PRE-SCHOOL, DAY CAMP & ENRICHMENT CLASSES

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	8,626	3,350	6,200	7,800
7428 Maint of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	-	-	-	-
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	165,803	230,760	204,954	219,709
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	160	205	530	530
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	287	257	-	-
7438 Other Charges	49,010	55,714	55,000	55,000
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7441 Special Community Services	105,769	86,023	119,120	122,762
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	12,806	13,411	14,001	14,001
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 342,461	\$ 389,719	\$ 399,805	\$ 419,802

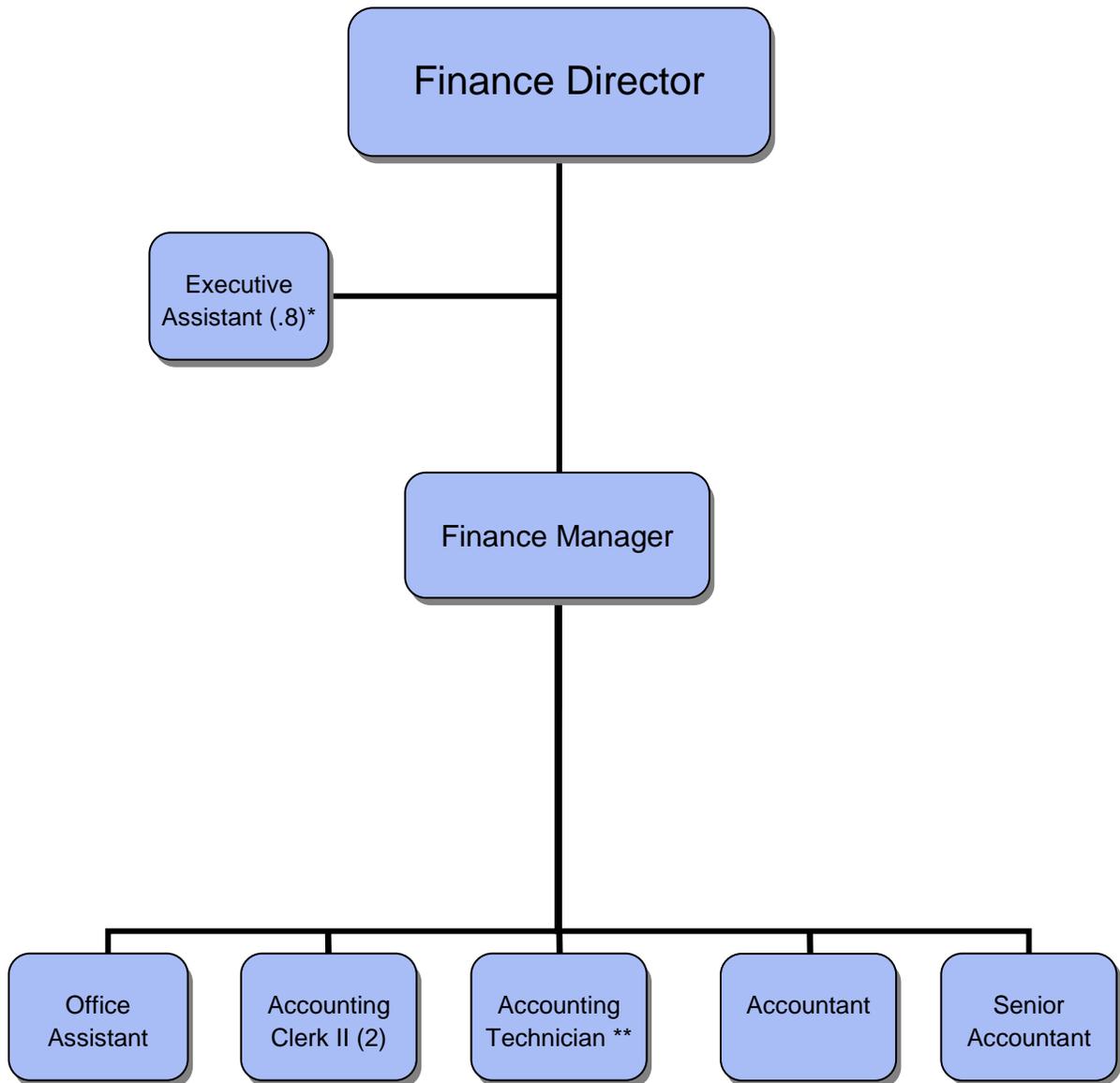
Description	FY 2019 Adopted
<u>7427 Special Departmental Expense</u>	
Expendable Supplies - Classes	\$ 1,200
Expendable Supplies - Day Camp	1,500
Expendable Supplies - Pre-School	5,100
	7,800
<u>7432 Other Contractual Services</u>	
Payment for Contract Class Instructors (e.g., Art Classes, Gardening, Music Together, Gymnastics, Economic Driving School)	219,709
<u>7434 Memberships, Dues, Books</u>	
Dues	430
Subscriptions	100
	530
<u>7438 Other Charges</u>	
Active Fees and Charges	55,000
<u>7441 Special Community Services</u>	
Classes	5,630
Day Camps (Trip Buses; Day camp T-Shirts, Etc.)	102,132
Pre-School	15,000
	122,762
<u>7551 User Charges - IT Pool</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	14,001
TOTAL	\$ 419,802



Finance Department



Finance Department 2018 - 2019



* Permanent Part-Time

** Confidential

FINANCE DEPARTMENT PROGRAM SUMMARY

Expenditure Summary

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 1,275,477	\$ 1,187,756	\$ 1,628,268	\$ 1,728,526
Supplies, Services & Capital Outlay (Exhibit C)	1,639,337	1,897,748	1,845,206	2,088,786
Debt Service (Exhibit D)	1,603,301	801,462	854,950	849,925
Total Before Transfers	4,518,115	3,886,966	4,328,424	4,667,237
Transfers Out (Exhibit E)	147,614	140,000	140,000	140,000
Appropriation Total	\$ 4,665,729	\$ 4,026,966	\$ 4,468,424	\$ 4,807,237

Revenue Summary

Program Revenue	\$ 33,881,934	\$ 33,889,959	\$ 35,329,000	\$ 36,791,500
Transfers from Other Funds	1,021,833	881,962	935,450	940,525
Use of Reserves	-	-	-	-
Additional Fund Revenue	1,801,021	1,621,824	1,870,600	2,156,200
Funding Source Total	\$ 36,704,788	\$ 36,393,745	\$ 38,135,050	\$ 39,888,225

Staffing (Full-Time Equivalents)

Permanent Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Accountant	1.00	1.00	1.00	1.00
Accounting Clerk II	2.00	2.00	2.00	2.00
Accounting Technician	1.00	1.00	1.00	1.00
Administrative Analyst I	0.20	-	-	-
Executive Assistant	0.80	0.80	0.80	0.80
Finance Director	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	1.00
Senior Accountant	1.00	1.00	1.00	1.00
Permanent	9.00	8.80	8.80	8.80
Temporary Position				
Clerical Relief	0.30	0.30	0.30	-
Finance Intern	0.12	-	-	-
Tempoprary	0.42	0.30	0.30	-
Total Full Time Equivalents	9.42	9.10	9.10	8.80

GENERAL FUND - (101)
Finance Department - Accounting Services Program (535)
Program Manager - Finance Manager

MISSION STATEMENT

Provide accurate and timely financial and accounting information through the maintenance of appropriate financial systems and effective internal controls to promote the City's fiscal accountability.

ONGOING RESPONSIBILITIES

- Maintain an effective accounting system providing for management information of all assets, liabilities, revenues, expenditures, projects, transfers, and fund balances
- Pursue recognition from state and national organizations for outstanding budgeting and financial reporting
- Administer the City's Business License Program
- Receive and reconcile daily revenues
- Administer accounts receivable, accounts payable, payroll, fixed assets, business licensing, and general ledger systems
- Prepare the City's Comprehensive Annual Financial Report
- Prepare State compliance reports within required time frames
- Coordinate an annual audit of the City's financial statements
- Prepare annual Proposition 4 (Gann) Spending Limitation calculation and resolution
- Assist departments in the procurement of office supplies
- Conduct an annual analysis of the Motor Pool and Information Technologies (IT) Pool funds to ensure adequate funds are available to replace equipment as needed
- Coordinate periodic updates of the City's User Fee and Cost Allocation Plan
- Coordinate development of the City's annual budget
- Serve as member of Capital Improvement Plan (CIP) Committee and assist with development of the five-year plan
- Maintain a comprehensive revenue monitoring, collection and projection method as a basis for long-range projections and forecasts
- Provide assistance in developing and maintaining alternative General Fund revenue to supplement intergovernmental funding sources
- Monitor service levels and performance reporting standards for this program
- Update and reconcile capital assets
- Provide assistance and training to users of the City's Financial System
- Annually evaluate and update the City's Investment Strategy and Policy
- Prepare a monthly investment report for review by City Council
- Monitor cash flow requirements to ensure sufficient liquidity
- Perform periodic review of petty cash accounts
- Serve on the City's Finance Committee and make recommendations related to banking and investment practices

GENERAL FUND - (101)
Finance Department - Accounting Services Program (535)

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2018 – 2019

- Complete cost allocation plan and user fee update (Carryover from FY 18)
- Implement new multi-year contract for financial audit services
- Research and analyze feasibility of utilizing a payroll processing service
- Coordinate a citywide capital asset physical inventory
- Assist in preparation for potential revenue ballot measure for November, 2018 election

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	90% of invoices are processed within 45 days.	100%	100%	100%
2	Number of A/P checks generated annually.	5,311	5,351	5,290
3	Number of invoices processed annually.	10,887	8,750	10,623
4	90% of the time, distribute accurate month-end reports to departments within ten working days after the end of each accounting period.	100%	100%	N/A
5	100% of the time, file all mandatory State and Federal reports within required timelines.	100%	100%	100%
6	Percent of time an unqualified audit opinion is received.	100%	100%	100%
7	80% of audit management letter comments implemented.	100%	78%	100%
8	95% of budget calendar milestones are met.	100%	100%	100%
9	90% of time miscellaneous accounts receivable billings are generated within 30 days.	100%	100%	100%
10	100% of bi-weekly payroll will be processed on schedule.	100%	100%	100%
11	100% of the time, all State and Federal required payroll reports will be prepared accurately and timely.	100%	91%	100%
12	Number of payroll checks generated annually.	8,844	8,691	8,754
13	90% of business license billings will be generated within 30 days of scheduled expiration date.	100%	100%	100%
14	99% of idle funds placed in interest bearing investments.	94%	95%	94%
15	80% of time, bank statements will be reconciled to general ledger cash balances within ten working days of month-end close.	40%	75%	66%

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : FINANCE - ACCOUNTING SERVICES

EXHIBIT A
101.535
Page 1

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 1,275,477	\$ 1,187,756	\$ 1,328,268	\$ 1,378,526
Supplies, Services & Capital Outlay (Exhibit C)	154,197	259,192	255,606	263,586
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,429,674	1,446,948	1,583,874	1,642,112
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 1,429,674	\$ 1,446,948	\$ 1,583,874	\$ 1,642,112
FUNDING SOURCE(s)				
Program Revenue	\$ 33,404,658	\$ 33,741,702	\$ 35,180,000	\$ 36,642,500
Transfers from Other Funds	70,500	70,500	70,500	80,600
Use of Reserves	-	-	-	-
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ 33,475,158	\$ 33,812,202	\$ 35,250,500	\$ 36,723,100

REVENUE DETAIL					
Description	Fund / Acct.				
Property Tax	4001-4006, 4011	\$ 11,669,125	\$ 12,497,920	\$ 13,300,000	\$ 14,413,000
Property tax Pass-Thru (2%)	4007	29,039	50,587	50,000	50,000
Redevelopment Prop Tax Trust Fund	4008	376,895	483,593	435,000	480,000
Sales & Use Tax	4110	9,900,500	11,524,877	11,673,000	11,800,000
Sales Tax Backfill	4115	2,270,447	-	-	-
Transactions & Use Tax	4112	2,647,549	2,772,874	2,750,000	2,856,000
Franchise Fee - Electric	4120	429,313	441,861	430,000	440,000
Franchise Fee - Gas	4121	88,571	93,688	90,000	93,000
Transient Occupancy Tax	4150	4,439,668	4,420,208	4,700,000	4,600,000
Real Property Transfer Tax	4153	551,007	467,990	624,000	650,000
Investment Earnings	4410	147,084	285,734	300,000	400,000
GASB 31 Market Value Adjustment	4431	14,032	(114,571)	-	-
Other Interest	4450	47	57	3,000	3,000
Other Grants	4523	321	-	-	-
State Motor Vehicle in Lieu Tax	4580	69,109	19,077	18,000	20,000
Homeowners Property Tax Relief	4581	22,388	20,221	30,000	25,000
Mandated Cost Reimbursement	4584	30,663	3	30,000	20,000
Successor Agency Admin. Reimb.	4710/4890	(21,303)	17,976	11,000	19,000
Donations-Miscellaneous	4817	1,709	-	1,000	1,000
Sale of Real / Personal Property	4960	45	-	2,000	2,000
Insurance Claims Reimbursement	4962	850	548	5,000	2,500
Other Revenue	4965	54,154	64,490	30,000	50,000
Business License Tax	4152	683,445	694,569	698,000	718,000
Program Revenue		\$ 33,404,658	\$ 33,741,702	\$ 35,180,000	\$ 36,642,500

REVENUE DETAIL CONTINUED

		FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Description	Fund / Acct.				
Information Technologies Pool	647	\$ 29,500	\$ 29,500	\$ 29,500	\$ 34,600
Environmental Services - Solid Waste	209	31,000	31,000	31,000	26,000
Environmental Services - Storm Water	209	-	-	-	5,000
Motor Vehicle Pool	641	10,000	10,000	10,000	15,000
Transfers from Other Funds		\$ 70,500	\$ 70,500	\$ 70,500	\$ 80,600
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ 33,475,158	\$ 33,812,202	\$ 35,250,500	\$ 36,723,100

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : FINANCE - ACCOUNTING SERVICES

EXHIBIT B
101.535

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 855,025	\$ 806,730	\$ 927,802	\$ 964,009
7002 Personnel - Temporary	14,418	3,154	18,720	-
7003 Personnel - Overtime	5,506	2,323	2,500	2,500
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 874,949	\$ 812,206	\$ 949,022	\$ 966,509
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	166,321	159,078	181,961	213,380
7107 Dental Insurance	18,563	17,599	18,774	18,920
7108 Group Health Insurance	131,685	118,997	132,594	130,428
7109 Group Life Insurance	1,685	1,550	1,674	1,637
7110 Workers' Compensation Insurance	5,192	6,566	4,464	3,392
7112 Group Disability Insurance	7,091	6,399	7,047	6,658
7113 Medicare	14,501	13,810	13,559	14,172
7114 Auto Allowance	4,585	3,281	4,560	4,560
7115 Cell Phone Allowance	362	116	720	840
7118 Other Benefits Pay	16,250	9,988	2,600	2,600
7120 Sick Leave Payout	1,489	-	-	-
7121 Leave Balance Payout	21,376	27,513	-	-
7122 Deferred Compensation Contribution	9,186	9,046	8,970	8,970
7124 VEBA Health Deferred Compensation	2,091	1,574	2,080	6,460
7126 PARS 457 Retirement	150	34	243	-
Total Benefits	\$ 400,529	\$ 375,550	\$ 379,246	\$ 412,017
Total Salary & Benefits	\$ 1,275,477	\$ 1,187,756	\$ 1,328,268	\$ 1,378,526

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : FINANCE - ACCOUNTING SERVICES

EXHIBIT B-1
101.535

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Finance Director	1.00	1.00	1.00	1.00	\$ 197,958
Finance Manager	1.00	1.00	1.00	1.00	135,158
Senior Accountant	1.00	1.00	1.00	1.00	116,210
Accountant	1.00	1.00	1.00	1.00	110,635
Accounting Technician	1.00	1.00	1.00	1.00	86,902
Accounting Clerk II	2.00	2.00	2.00	2.00	170,810
Office Assistant	1.00	1.00	1.00	1.00	73,736
Executive Assistant	0.80	0.80	0.80	0.80	72,600
Administrative Analyst I *	0.20	-	-	-	-
* 2 Year Limited Term					
TOTAL	9.00	8.80	8.80	8.80	\$ 964,009

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Clerical Relief	0.30	0.30	0.30	-	\$ -
Finance Intern	0.12	-	-	-	-
TOTAL	0.42	0.30	0.30	-	\$ -

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : FINANCE - ACCOUNTING SERVICES

EXHIBIT C
101.535

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	11,013	5,733	7,000	7,000
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	618	342	800	800
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	900	198	1,000	1,000
7430 Professional & Specialized Services	62,816	92,528	61,250	72,280
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	3,500	4,375	4,000	4,000
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	520	490	2,500	1,500
7435 Professional Development & Meetings	3,663	894	8,000	6,000
7437 Staff Development	591	1,186	-	-
7438 Other Charges	40	79,636	80,000	80,000
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	50	50	50	-
7551 User Charges - IT Pool	70,486	73,761	91,006	91,006
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 154,197	\$ 259,192	\$ 255,606	\$ 263,586

Description	FY 2019 Adopted
7424 Office Expense	
Check and Other Forms Printing	\$ 3,500
Office Supplies	1,300
Specialized Printing of Tabs for Budget, Capital Improvement Plan & Annual Financial Report	2,200
	7,000
7427 Special Departmental Expense	
Departmental Employee Recognition	300
Meeting Expenses	500
	800
7429 Maintenance & Operation of Equipment	
Filing System (Herman) & Folder Sealer	1,000
7430 Professional & Specialized Services	
Annual Audit	60,000
Budget and CAFR Review Program	1,080
CalPERS - GASB 68 Reports	3,500
Collection Services Fees (AR & DUI)	1,500
Direct & Overlapping Bonded Debt Statement	500
Mandated Cost Reimbursement	3,200
Off-Site Storage	2,500
	72,280
7432 Other Contractual Services	
Third Party Safekeeping - Bank of New York	4,000
7434 Memberships, Dues, Books	
Dues: APA, CMTA, CSMFO & GFOA	1,000
Subscriptions & Publications: Payroll Newsletters, American Payroll Association (APA), Government Accounting/Audit Update Financial Reporting, Wall Street Journal, Miscellaneous Governmental Publications	500
	1,500
7435 Professional Development & Meetings	
Employee Training	6,000
7438 Other Charges	
Property Tax Administration Fees - County (Includes TCAS Amortization Software)	80,000
7551 User Charges - IT Pool	
Use of Computer Hardware/Software; Phones & Photocopier/Fax Equipment	91,006
TOTAL	\$ 263,586

GENERAL FUND - (101)
Finance Department - Non-Departmental Program (540)
Program Manager - Finance Director

MISSION STATEMENT

Effectively manage the City’s general liability and property risk programs and provide for City-wide services not specifically provided for within individual departments.

ONGOING RESPONSIBILITIES

- Administer General Liability and Property insurance programs
- Serve as member on the City’s Safety Committee
- Maintain a framework from which policy decisions are made regarding user’s fees and charges
- Assist Safety Committee chairperson in updating Safety and Risk Management Policies and Procedures

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	Number of liability claims filed.	32	25	36
2	Total annual liability and property claims expense.	\$114,993	\$129,791	\$234,985
3	Liability and property claims premium no more than 3% of total annual payroll.	1.57%	1.46%	1.41%

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : FINANCE - Non-Departmental**

**EXHIBIT A
101.540**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ 300,000	\$ 350,000
Supplies, Services & Capital Outlay (Exhibit C)	1,480,586	1,635,429	1,584,600	1,820,200
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,480,586	1,635,429	1,884,600	2,170,200
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 1,480,586	\$ 1,635,429	\$ 1,884,600	\$ 2,170,200

FUNDING SOURCE(S)				
Program Revenue	\$ 4,745	\$ 3,605	\$ 4,000	\$ 4,000
Transfers from Other Funds	10,000	10,000	10,000	10,000
Use of Reserves	-	-	-	-
Additional Fund Revenue	1,465,841	1,621,824	1,870,600	2,156,200
Funding Source Total	\$ 1,480,586	\$ 1,635,429	\$ 1,884,600	\$ 2,170,200

REVENUE DETAIL					
Description	Fund / Acct.				
Rental / Leases	4810	\$ -	\$ 1,200	\$ 2,000	\$ 2,000
Other Revenue	4965	4,745	2,405	2,000	2,000
Program Revenue		\$ 4,745	\$ 3,605	\$ 4,000	\$ 4,000
Lighting & Landscaping District	207	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Transfers from Other Funds		\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 1,465,841	\$ 1,621,824	\$ 1,870,600	\$ 2,156,200
TOTAL FUNDING SOURCES		\$ 1,480,586	\$ 1,635,429	\$ 1,884,600	\$ 2,170,200

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : FINANCE - Non-Departmental

EXHIBIT B
101.540

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ -	\$ -	\$ -	\$ -
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	-	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ -	\$ -	\$ -	\$ -
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	-	-	-	-
7107 Dental Insurance	-	-	-	-
7108 Group Health Insurance	-	-	-	-
7109 Group Life Insurance	-	-	-	-
7110 Workers' Compensation Insurance	-	-	-	-
7112 Group Disability Insurance	-	-	-	-
7113 Medicare	-	-	-	-
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	-	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	300,000	350,000
7122 Deferred Compensation Contribution	-	-	-	-
7126 PARS 457 Retirement	-	-	-	-
Total Benefits	\$ -	\$ -	\$ 300,000	\$ 350,000
Total Salary & Benefits	\$ -	\$ -	\$ 300,000	\$ 350,000

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : FINANCE - Non-Departmental

EXHIBIT C
101.540

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ 224,661	\$ 240,850	\$ 240,000	\$ 240,000
7421 Communications - Phones	50,582	63,111	55,000	60,000
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	2,977	3,241	4,500	4,500
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	-	-	400	400
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	45,150	68,060	50,000	50,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	331,945	327,707	346,000	506,000
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	54,459	44,549	37,700	45,300
7439 Bad Debts	279	622	-	-
7440 Fees Paid to State	1,041	-	1,000	1,000
7442 Insurance Claims Expense	114,993	129,791	50,000	75,000
7448 Other Interest Expense	500	(500)	2,000	2,000
7458 Annexation Expense	199,000	199,000	199,000	206,000
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	-	-	-	-
7626 Retiree Health Prefunding	455,000	559,000	599,000	630,000
7661 Reserve Set-Aside	-	-	-	-
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 1,480,586	\$ 1,635,429	\$ 1,584,600	\$ 1,820,200

Description	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	
PG&E (City Hall, Service Center)	
Second Street Parking Garage	
Water (City Hall, Service Center, Library)	
West Valley Sanitation (Annual Service Charge for City Hall)	\$ 240,000
7421 Communications - Phones	
Telephone - City Hall Local/Long Distance Calls	
- City Hall Modem Connection for Financial System	
- Emergency Lines	
- Fax Lines (City Hall)	
- Switchboard	60,000
7424 Office Expense	
Print Shop Office Supplies, City-Wide Envelopes, Miscellaneous Forms, Etc.	4,500
7427 Special Departmental Expense	
Annual "Clean-Out Your Files" Day Promotional Materials and Refreshments	400
7430 Professional & Specialized Services	
Sales Tax Audit - MuniServices Revenue Share Estimate (Offset w/ New Revenue)	44,000
STARS - Quarterly Sales Tax Report	6,000
	50,000
7433 Insurance & Surety Bonds	
Comprehensive Insurance Premiums:	
Fidelity Bonds	1,000
Liability Insurance Pool	454,000
Property	51,000
	506,000
7438 Other Charges	
Armored Car Service	9,000
Credit Card Transaction Fees (City Hall Cashiering)	36,000
Pay Pal	300
	45,300
SUB-TOTAL PAGE 1	\$ 906,200

Description	FY 2019 Adopted
7440 Fees Paid to State Fuel Tax, Underground Storage Tank Fees, Annexations, Etc.	\$ 1,000
7442 Insurance Claims Expense General Liability Self-Insured Retention (SIR)	75,000
7448 Other Interest Expense Estimated Interest on Refundable Faithful Performance Deposits	2,000
7458 Annexation Expense Annexation Payment to City of San Jose (#6 of 40)	206,000
7626 Retiree Health Prefunding GASB 45 Phase in Funding of Future Retiree Health Benefits (OPEB 6/30/17 Valuation)	630,000
SUB-TOTAL PAGE 2	\$ 914,000
TOTAL Exhibit C-1	\$ 1,820,200

SPECIAL TAX LEVY FUND- (236)
Finance Department – Community Facilities District #1 (549)
Program Manager – Finance Director

MISSION STATEMENT

Administer the special tax revenues generated from the Cambrian 36 and San Jose neighborhood (post-annexation) and account for related expenditures.

ONGOING RESPONSIBILITIES

- Monitor the special tax revenues generated from the district
- Ensure expenditures are related to costs of maintaining the district
- Administer necessary reporting requirements related to the district including annual reporting

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : FINANCE - COMMUNITY FACILITIES DISTRICT #1

EXHIBIT A
236.549

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	4,554	3,126	5,000	5,000
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	4,554	3,126	5,000	5,000
Transfers Out (Exhibit E)	147,614	140,000	140,000	140,000
Appropriation Total	\$ 152,168	\$ 143,126	\$ 145,000	\$ 145,000

FUNDING SOURCE(s)				
Program Revenue	\$ 145,661	\$ 144,652	\$ 145,000	\$ 145,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ 145,661	\$ 144,652	\$ 145,000	\$ 145,000

REVENUE DETAIL					
Description	Fund / Acct.				
Special Tax Levy	5004	\$ 145,661	\$ 144,652	\$ 145,000	\$ 145,000
Interest	4450	-	-	-	-
Program Revenue		\$ 145,661	\$ 144,652	\$ 145,000	\$ 145,000
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ 152,168	\$ 143,126	\$ 145,000	\$ 145,000

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : FINANCE - COMMUNITY FACILITIES DISTRICT #1

EXHIBIT C
236.549

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	-	-	-	-
7428 Maintenance of Buildings, Structures & Ground	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	3,097	3,126	3,500	3,500
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	1,457	-	1,500	1,500
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	-	-	-	-
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 4,554	\$ 3,126	\$ 5,000	\$ 5,000

Description	FY 2019 Adopted
7430 Professional & Specialized Services CFD Administrative Services	\$ 3,500
7438 Other Charges Santa Clara County Administrative Fees	1,500
TOTAL	\$ 5,000

CITY OF CAMPBELL
 OPERATING BUDGET - TRANSFERS OUT
 PROGRAM : FINANCE - COMMUNITY FACILITIES DISTRICT #1

EXHIBIT E
 236.549

Description	FY 2018 Adopted	FY 2019 Adopted
<u>9899 Operating Transfer Out</u>		
PD Field Services - 101.605	\$ 70,000	\$ 70,000
Fire Services - 101.610	70,000	70,000
TOTAL	\$ 140,000	\$ 140,000

CITY OF CAMPBELL
 OPERATING BUDGET - Summary of Exhibits
 PROGRAM : TRANSFERS OUT - GENERAL FUND

EXHIBIT A
 101.980

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services	\$ 156,000	\$ 2,464	\$ 159,000	\$ 175,000
Supplies & Services	1,775,610	2,149,139	1,830,480	1,989,838
Equipment	209,867	60,260	86,000	25,000
Debt Service	941,333	801,462	854,950	849,925
Appropriation Total	\$ 3,082,810	\$ 3,013,325	\$ 2,930,430	\$ 3,039,763

FUNDING SOURCE(s)				
General Fund Revenues	\$ 2,296,351	\$ 2,950,601	\$ 2,676,430	\$ 2,830,763
CIPR	365,867	62,724	245,000	200,000
Construction Tax Reserve	-	-	-	-
General Plan Maintenance Reserve	-	-	9,000	9,000
Funding Source Total	\$ 2,662,218	\$ 3,013,325	\$ 2,930,430	\$ 3,039,763

REVENUE DETAIL				
Description	Fund / Acct.			
Environmental Services - Garbage Franchise		\$ 511,500	\$ 511,500	\$ 513,693
Debt Service		941,333	801,462	854,950
CMLD Subsidy		1,264,110	1,637,639	1,307,787
General Fund Revenues		\$ 2,716,943	\$ 2,950,601	\$ 2,676,430
CIPR - Vehicle & Equipment Pool - Equip		\$ -	\$ 45,000	\$ 38,000
CIPR - Information Technology Pool - Equip		209,867	15,260	48,000
CIPR - Information Technology Pool - Position		156,000	2,464	159,000
Capital Improvement Reserve		\$ 365,867	\$ 62,724	\$ 245,000
General Plan Maintenance Reserve (IT Software)		\$ -	\$ -	\$ 9,000
General Plan Update Reserve		\$ -	\$ -	\$ 9,000
TOTAL FUNDING SOURCES		\$ 3,082,810	\$ 3,013,325	\$ 2,930,430

CITY OF CAMPBELL
 OPERATING BUDGET - TRANSFERS OUT
 PROGRAM : TRANSFERS OUT - GENERAL FUND

EXHIBIT E
 101.980

Description	FY 2018 Adopted	FY 2019 Adopted
9899 Operating Transfer Out		
Lighting & Landscaping District - 207.775 Park Maintenance (Subsidy)	\$ 1,307,787	\$ 1,465,838
Debt Service - 2016 Lease Revenue Bond - 370.548	854,950	849,925
Public Works - Environmental Programs - 209.715 (Garbage Franchise)	513,693	515,000
Public Works - Vehicle & Equipment Maint. - 641.750 (New Equipment) *	38,000	5,000
Information Technology - 647.547 (New Equipment) *	48,000	20,000
Information Technology - 647.547 (System Administrator - Limited Term Position) *	159,000	175,000
Information Technology - 647.547 (Peak Democracy) **	9,000	9,000
* Funded from CIPR ** Funded from General Plan Maintenance Reserve		
General Fund Operating Transfers Total	\$ 2,930,430	\$ 3,039,763

CITY OF CAMPBELL
 OPERATING BUDGET - Summary of Exhibits
 PROGRAM : TRANSFERS OUT - MISC FUNDS

EXHIBIT A
 Misc Funds

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services	\$ -	\$ -	\$ -	\$ -
Supplies & Services	16,882	-	10,000	10,000
Equipment	-	-	-	-
Appropriation Total	\$ 16,882	\$ -	\$ 10,000	\$ 10,000

FUNDING SOURCE(s)				
Local Grant Funding	\$ 16,882	\$ 48,220	\$ 60,800	\$ 10,000
State Grant Funding	-	-	-	-
Federal Grant Funding	-	-	-	-
Use of Reserves	-	-	-	-
Funding Source Total	\$ 16,882	\$ 48,220	\$ 60,800	\$ 10,000

REVENUE DETAIL					
Description	Fund / Acct.				
ABAG - Predictive Policing Software	212.4550	\$ -	\$ -	\$ -	\$ -
ABAG - Risk Management Training	212.4550	-	-	-	-
ABAG - Risk Mgt Prog (Park Maint Reimb)	212.4550	16,882	48,220	10,000	10,000
BSCC Homeless Grant	212	-	-	50,800	-
County - Hydra Station	212.4523	-	-	-	-
County - Obesity Prevention	212.4523	-	-	-	-
County - Tobacco Prevention	212.4523	-	-	-	-
VTA - Project Readiness Program	212.4523	-	-	-	-
Local Grant		\$ 16,882	\$ 48,220	\$ 60,800	\$ 10,000
State Grant		\$ -	\$ -	\$ -	\$ -
Federal Grant		\$ -	\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ 16,882	\$ 48,220	\$ 60,800	\$ 10,000

CITY OF CAMPBELL
 OPERATING BUDGET - TRANSFERS OUT
 PROGRAM : TRANSFERS OUT - MISC FUNDS

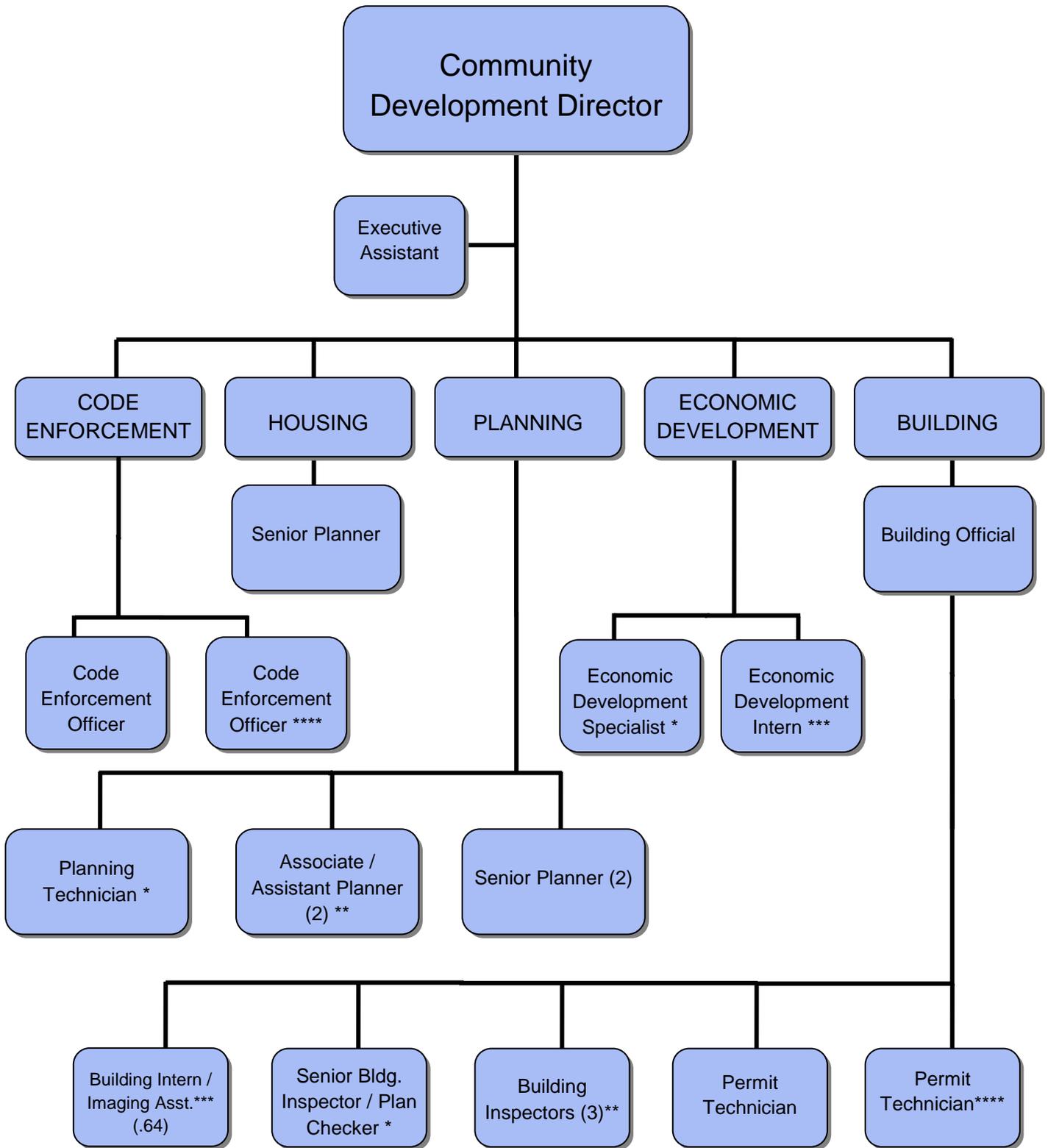
EXHIBIT E
 Misc Funds

Description	FY 2018 Adopted	FY 2019 Adopted
<u>9899 Operating Transfer Out</u>		
Association of Bay Area Governments (ABAG Grant):		
Park Maintenance 207.775 - Risk Mitigation (Tree Trimming)	\$ 10,000	\$ 10,000
Board of State and Community Corrections (BSCC) Homeless Grant	50,800	-
	\$ 60,800	\$ 10,000

Community Development



Community Development Department 2018 -2019



* Limited Term Position

** 1 Position @ Limited Term

*** Temporary

**** Contract Position

COMMUNITY DEVELOPMENT PROGRAM SUMMARY

Expenditure Summary

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 1,963,021	\$ 2,227,681	\$ 2,472,649	\$ 2,662,379
Supplies, Services & Capital Outlay (Exhibit C)	734,772	999,023	878,771	905,071
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	2,697,793	3,226,704	3,351,420	3,567,450
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 2,697,793	\$ 3,226,704	\$ 3,351,420	\$ 3,567,450

Revenue Summary

Program Revenue	\$ 4,633,124	\$ 3,478,475	\$ 2,533,500	\$ 2,523,500
Transfers from Other Funds	-	-	-	-
Use of Reserves	17,775	355,799	842,195	935,232
Additional Fund Revenue	451,413	757,064	632,496	936,143
Funding Source Total	\$ 5,102,313	\$ 4,591,339	\$ 4,008,191	\$ 4,394,875

Staffing (Full-Time Equivalents)

Permanent Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Administrative Analyst I	0.20	-	-	-
Assistant/Associate Planner	1.00	1.00	1.00	1.00
Building Division Manager / Bldg Official	1.00	1.00	1.00	1.00
Building Inspector	2.00	2.00	2.00	2.00
Code Enforcement Officer	1.00	1.00	1.00	1.00
Community Development Director	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00
Planning Manager	1.00	-	-	-
Senior Planner	1.00	2.00	2.00	2.00
Permanent	10.20	10.00	10.00	10.00

COMMUNITY DEVELOPMENT PROGRAM SUMMARY

Staffing (Full-Time Equivalents) continued

Limited-Term Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Assistant/Associate Planner	1.00	1.00	1.00	1.00
Building Inspector	-	-	1.00	1.00
Economic Development Specialist	-	-	1.00	1.00
Planning Technician	-	1.00	1.00	1.00
Senior Building Inspector	1.00	1.00	1.00	1.00
Limited-Term	2.00	3.00	5.00	5.00
Temporary Position				
Building Inspector	0.88	0.88	-	-
Building Intern (Imaging Assistant)	0.64	0.64	0.64	0.64
Economic Development Intern	0.75	-	1.00	1.00
Economic Development Specialist	-	1.00	-	-
Planning Intern	0.13	0.13	0.13	0.13
Project Manager	0.45	0.45	-	-
Project Planner	0.50	-	-	-
Temporary	3.35	3.10	1.77	1.77
Total Full Time Equivalents	15.55	16.10	16.77	16.77

GENERAL FUND - (101)
Community Development - Administration Program (550)
Program Manager - Community Development Director

MISSION STATEMENT

To manage, responsibly, the growth and development of the City consistent with the General Plan & adopted land use policies of the community.

ONGOING RESPONSIBILITIES

- Oversee the day to day operations of Planning, Building, Code Enforcement, Housing and Economic Development
- Oversee the implementation of the City's General Plan
- Provide training opportunities for the Planning Commission, Historic Preservation Board and staff
- Ensure staff training and education to keep abreast of new trends and latest changes in the law
- Monitor monthly expenditures and revenues
- Provide support functions for City Council, Planning Commission and Historic Preservation Board, Rental Fact Finding Committee, and Building Board of Appeals
- Establish administrative procedures for effective review and processing of permits
- Prepare the department's annual budget
- Maintain proper public records
- Ensure quality customer service
- Monitor new legislation and case law affecting land use

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	90% of call backs made within one business day.	97%	96%	96%
2	100% of public notices are filed accurately.	98%	99%	99%

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : COMMUNITY DEVELOPMENT - ADMINISTRATION

EXHIBIT A
101.550

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 362,466	\$ 357,513	\$ 360,506	\$ 389,243
Supplies, Services & Capital Outlay (Exhibit C)	98,656	105,430	127,203	127,203
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	461,122	462,942	487,709	516,446
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 461,122	\$ 462,942	\$ 487,709	\$ 516,446

FUNDING SOURCE(S)				
Program Revenue	\$ 166,224	\$ 159,130	\$ 170,000	\$ 165,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	294,898	303,812	317,709	351,446
Funding Source Total	\$ 461,122	\$ 462,942	\$ 487,709	\$ 516,446

REVENUE DETAIL					
Description	Fund / Acct.				
Telecommunications Facility Rents/Leases	4810	\$ 103,762	\$ 100,432	\$ 115,000	\$ 110,000
Farmers Market In-Lieu Fee	4155	-	-	-	-
Rental Dispute Fee	4663	62,462	58,698	55,000	55,000
Program Revenue		\$ 166,224	\$ 159,130	\$ 170,000	\$ 165,000
		\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 294,898	\$ 303,812	\$ 317,709	\$ 351,446
TOTAL FUNDING SOURCES		\$ 461,122	\$ 462,942	\$ 487,709	\$ 516,446

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : COMMUNITY DEVELOPMENT - ADMINISTRATION

EXHIBIT B
101.550

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 252,512	\$ 260,442	\$ 264,025	\$ 274,619
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	14	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 252,526	\$ 260,442	\$ 264,025	\$ 274,619
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	50,214	50,818	51,635	66,108
7107 Dental Insurance	4,229	3,973	3,963	4,300
7108 Group Health Insurance	30,579	28,752	28,893	30,480
7109 Group Life Insurance	386	353	353	372
7110 Workers' Compensation Insurance	1,461	1,946	1,268	1,268
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	1,733	1,604	1,604	1,458
7113 Medicare	4,069	3,973	3,829	4,278
7114 Auto Allowance	2,409	2,396	2,376	2,640
7115 Cell Phone Allowance	326	327	324	480
7118 Other Benefits Pay	11,874	638	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	197	-	-	-
7122 Deferred Compensation Contribution	1,509	1,313	1,300	1,300
7124 VEBA Health Deferred Compensation	954	977	936	1,940
7126 PARS 457 Retirement	-	-	-	-
Total Benefits	\$ 109,940	\$ 97,071	\$ 96,481	\$ 114,624
Total Salary & Benefits	\$ 362,466	\$ 357,513	\$ 360,506	\$ 389,243

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : COMMUNITY DEVELOPMENT - ADMINISTRATION

EXHIBIT B-1
101.550

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Community Development Director *	0.90	0.90	0.90	0.90	\$ 183,869
Planning Manager **	0.10	-	-	-	-
Executive Assistant	1.00	1.00	1.00	1.00	90,750
Administrative Analyst I ***	0.20	-	-	-	-
* 0.10 FTE Allocated to Prog 556					
** Converted to Senior Planner					
*** Balance in 510, 524, 535 & 701 Limited Term					
TOTAL	2.20	1.90	1.90	1.90	\$ 274,619

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
TOTAL	-	-	-	-	\$ -

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : COMMUNITY DEVELOPMENT - ADMINISTRATION

EXHIBIT C
101.550

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7422 Advertising	6,135	7,982	7,000	7,000
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	3,309	3,364	4,000	4,000
7425 Minor Tools & Equipment	-	136	-	-
7427 Special Departmental Expense	139	268	500	500
7428 Maint of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	582	-	700	700
7430 Professional & Specialized Services	225	-	-	-
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	54,000	54,000	57,000	57,000
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	2,019	2,809	4,500	4,500
7435 Professional Development & Meetings	4,665	10,049	15,000	15,000
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	27,581	26,822	38,503	38,503
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 98,656	\$ 105,430	\$ 127,203	\$ 127,203

Description	FY 2019 Adopted
<u>7422 Advertising</u> Publication of Legal Notices, EIR's, Etc.	\$ 7,000
<u>7424 Office Expense</u> Miscellaneous Printings, Maps, Publications, Office Supplies, Etc. Reproduction for General Plan & Public Meetings	4,000
<u>7427 Special Departmental Expense</u> Employee Recognition	500
<u>7429 Maintenance & Operation of Equipment</u> Microfiche Service Contract	700
<u>7432 Other Contractual Services</u> Rental Dispute Mediation (Project Sentinel) *	57,000
<u>7434 Memberships, Dues, Books</u> Books; SCCAPO meals; Director Dues & Subscriptions - APA, AICP & CDBG	4,500
<u>7435 Professional Development & Meetings</u> All Staff (15 Employees) : APA, League of California Cities, Workshops, Build it Green, Historic Preservation Board, PC Training	15,000
<u>7551 User Charges - IT Pool</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	38,503
TOTAL	\$ 127,203

* Funded with Rental Dispute Fee Revenue

**GENERAL FUND - (101)
Community Development - Current Planning Program (551)
Program Manager – Community Development Director**

MISSION STATEMENT

Provide responsive and professional planning services by supplying property, regulatory and policy information; and guiding the development review process; and facilitating public participation.

ONGOING PROGRAM RESPONSIBILITIES

- Maintain an effective and efficient development review process to facilitate application review and customer service
- Coordinate the review and processing of development and use applications
- Implement design and development policies City-wide
- Provide technical assistance and analysis to assist decision makers
- Provide staff support through the preparation and presentation of reports and maintenance of records to the following; City Council, Planning Commission, Historic Preservation Board, Development Review Committee (DRC) and Council Committees
- Implement the General Plan
- Provide accurate and timely public information to customers
- Provide environmental review support for the CIP and Planning projects

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2018 – 2019

- Impact Fee review for potential action (Planning/Public Works/Recreation)

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	80% of inquiry phone calls and emails are returned within one business day.	97%	97%	97%
2	90% of minor building permits receive a response within five business days.	85%	92%	90%
3	85% of major building permits receive a response within ten business days.	85%	87%	85%
4	100% of completeness letters are sent out within 30 days.	100%	100%	100%
5	100% permit-streamlining to applicable projects are completed within six months.	100%	100%	100%
6	90% of hearings are held within 60 days of application completeness.	100%	100%	100%

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : COMMUNITY DEVELOPMENT - CURRENT PLANNING

EXHIBIT A
101.551

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 483,833	\$ 612,370	\$ 618,912	\$ 827,044
Supplies, Services & Capital Outlay (Exhibit C)	20,914	24,330	41,002	97,002
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	504,747	636,700	659,914	924,046
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 504,747	\$ 636,700	\$ 659,914	\$ 924,046

FUNDING SOURCE(s)				
Program Revenue	\$ 582,785	\$ 511,122	\$ 325,000	\$ 321,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	150,038	240,000	259,000
Additional Fund Revenue	(78,038)	(24,460)	94,914	344,046
Funding Source Total	\$ 504,747	\$ 636,700	\$ 659,914	\$ 924,046

REVENUE DETAIL					
Description	Fund / Acct.				
Zoning Fees	4660	\$ 582,785	\$ 511,122	\$ 325,000	\$ 321,000
Program Revenue		\$ 582,785	\$ 511,122	\$ 325,000	\$ 321,000
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
CIPR - Limited-Term Position		-	150,038	\$ 240,000	\$ 259,000
Use of Fund Reserves		\$ -	\$ 150,038	\$ 240,000	\$ 259,000
Additional Fund Subsidy		\$ (78,038)	\$ (24,460)	\$ 94,914	\$ 344,046
TOTAL FUNDING SOURCES		\$ 504,747	\$ 636,700	\$ 659,914	\$ 924,046

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : COMMUNITY DEVELOPMENT - CURRENT PLANNING

EXHIBIT B
101.551

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 277,207	\$ 399,230	\$ 427,419	\$ 570,615
7002 Personnel - Temporary	49,109	11,741	5,000	5,000
7003 Personnel - Overtime	33,500	29,654	20,000	20,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 359,816	\$ 440,624	\$ 452,419	\$ 595,615
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	62,561	79,756	83,591	124,260
7107 Dental Insurance	5,041	7,984	8,344	10,750
7108 Group Health Insurance	35,157	54,185	57,304	70,800
7109 Group Life Insurance	439	710	744	930
7110 Workers' Compensation Insurance	6,104	12,637	2,059	3,355
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	1,709	2,782	2,916	3,645
7113 Medicare	5,645	6,913	6,270	8,124
7114 Auto Allowance	80	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	3,081	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	983	1,778	-	-
7122 Deferred Compensation Contribution	3,157	4,896	5,200	6,500
7124 VEBA Health Deferred Compensation	60	102	-	3,000
7126 PARS 457 Retirement	-	3	65	65
Total Benefits	\$ 124,017	\$ 171,746	\$ 166,493	\$ 231,429
Total Salary & Benefits	\$ 483,833	\$ 612,370	\$ 618,912	\$ 827,044

**CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : COMMUNITY DEVELOPMENT - CURRENT PLANNING**

**EXHIBIT B-1
101.551**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Planning Manager *	0.50	-	-	-	\$ -
Assistant/Associate Planner **	0.70	0.70	0.70	0.70	87,491
Assistant/Associate Planner ***	1.00	1.00	1.00	1.00	106,954
Senior Planner ****	0.70	1.30	1.30	1.30	184,332
Planning Technician *****	-	1.00	1.00	1.00	87,547
Code Enforcement Officer *****	-	-	-	1.00	104,291
* Convert to Senior Planner					
** Balance Funded in Program 552					
*** 2-Year Limited Term - Extend					
**** Balance Funded in Programs 552 & 557					
***** 2-Year Limited Term					
***** Transferred from Program 554					
	2.90	4.00	4.00	5.00	\$ 570,615

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Planning Intern	0.13	0.13	0.13	0.13	\$ 5,000
Project Planner *	0.50	-	-	-	-
* Convert to Planning Technician					
	0.63	0.13	0.13	0.13	\$ 5,000

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : COMMUNITY DEVELOPMENT - CURRENT PLANNING

EXHIBIT C
101.551

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	50	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	-	4,163	13,000	4,000
7429 Maint. & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	-	-	-	65,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	20,914	20,117	28,002	28,002
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 20,914	\$ 24,330	\$ 41,002	\$ 97,002

GENERAL FUND - (101)
Community Development - Policy Development Program (552)
Program Manager – Community Development Director

MISSION STATEMENT

Provide timely information and analysis to the Council and Planning Commission for the formulation of policies, plans and regulations that develop and implement a long range vision for the community that improves and enhances quality of life.

ONGOING RESPONSIBILITIES

- Manage and update the General Plan as needed
- Monitor State and Federal legal decisions, judicial decisions and regulations affecting planning, land use, and environmental review
- Represent the City on regional issues affecting land use and planning
- Maintain data for Geographic Information System (GIS) mapping for current land use, General Plan, zoning and parcel data
- Prepare text amendments to the zoning code as directed by the City Council

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2018 – 2019

- Continue to work with consultant on Envision Campbell – General Plan Update
- Review and update policies and procedures for review of development projects– including checklist for development project

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	85% of policy development milestones and projects are completed according to the approved Work Plan.	65%	95%	95%

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : COMMUNITY DEVELOPMENT - POLICY DEVELOPMENT

EXHIBIT A
101.552

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 54,465	\$ 49,813	\$ 141,073	\$ 149,914
Supplies, Services & Capital Outlay (Exhibit C)	89,466	309,718	10,000	10,000
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	143,931	359,531	151,073	159,914
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 143,931	\$ 359,531	\$ 151,073	\$ 159,914

FUNDING SOURCE(s)

Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	143,931	359,531	151,073	159,914
Funding Source Total	\$ 143,931	\$ 359,531	\$ 151,073	\$ 159,914

REVENUE DETAIL

Description	Fund / Acct.				
General Plan Maintenance Fee *	4670	\$ 157,262	\$ 119,491	\$ -	\$ -
* Non-Operating Revenue					
Program Revenue		\$ 157,262	\$ 119,491	\$ -	\$ -
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 143,931	\$ 359,531	\$ 151,073	\$ 159,914
TOTAL FUNDING SOURCES		\$ 301,193	\$ 479,022	\$ 151,073	\$ 159,914

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : COMMUNITY DEVELOPMENT - POLICY DEVELOPMENT

EXHIBIT B
101.552

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 36,935	\$ 33,278	\$ 103,859	\$ 108,393
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	2,123	2,792	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 39,058	\$ 36,069	\$ 103,859	\$ 108,393
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	7,019	6,473	20,312	24,270
7107 Dental Insurance	744	627	1,669	1,720
7108 Group Health Insurance	4,804	4,329	11,461	11,328
7109 Group Life Insurance	62	56	149	149
7110 Workers' Compensation Insurance	620	1,057	494	379
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	251	219	583	583
7113 Medicare	640	583	1,506	1,572
7114 Auto Allowance	64	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	(39)	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	786	-	-	-
7122 Deferred Compensation Contribution	408	393	1,040	1,040
7124 VEBA Health Deferred Compensation	48	7	-	480
7126 PARS 457 Retirement	-	-	-	-
Total Benefits	\$ 15,408	\$ 13,743	\$ 37,214	\$ 41,521
Total Salary & Benefits	\$ 54,465	\$ 49,813	\$ 141,073	\$ 149,914

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : COMMUNITY DEVELOPMENT - POLICY DEVELOPMENT

EXHIBIT B-1
101.552

Permanent Personnel	Full-Time Equivalentents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Planning Manager *	0.40	-	-	-	\$ -
Senior Planner **	-	0.50	0.50	0.50	70,897
Assistant/Associate Planner ***	0.30	0.30	0.30	0.30	37,496
* Convert to Senior Planner					
** Balance Funded in Programs 551 & 557					
*** Balance Funded in Program 551					
TOTAL	0.70	0.80	0.80	0.80	\$ 108,393

Temporary Personnel	Full-Time Equivalentents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
TOTAL	-	-	-	-	\$ -

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : COMMUNITY DEVELOPMENT - POLICY DEVELOPMENT

EXHIBIT C
101.552

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	-	-
7427 Special Departmental Expense	2,474	2,617	3,000	3,000
7428 Maint of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	79,933	300,395	-	-
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	7,059	6,706	7,000	7,000
Total Supplies, Services & Capital Outlay	\$ 89,466	\$ 309,718	\$ 10,000	\$ 10,000

Description	FY 2019 Adopted
<u>7427</u> Special Departmental Expense Local Area Formation Commission (LAFCO) Fee - Mandate	\$ 3,000
<u>7551</u> User Charges - IT Pool Use of Computer Hardware/Software; Phones & Photocopier/Fax	7,000
TOTAL	\$ 10,000

GENERAL FUND - (101)
Community Development - Building Codes Regulation Program (554)
Program Manager - Building Official

MISSION STATEMENT

The Building Inspection Division contributes to the health and safety of the public and the unique character of the City of Campbell through the enforcement of municipal building codes and state law by incorporating principles of: 1) Customer Service, 2) Employee Development, 3) Legal Compliance and, 4) Resource Management.

ONGOING RESPONSIBILITIES

- Enforce and manage building codes regulations program
- Provide plan review services for applicants
- Maintain public records for permits and plans
- Provide building inspection services
- Prepare, administer and monitor the Division budget
- Assist other departments with building code information
- Staff the Building Code Board of Appeals and schedule meetings as needed
- Work with the Code Enforcement Officer on nuisance abatement actions
- Monitor State Code changes and maintain current adoption matrix
- Advise the Director on Housing Code inspections and abatement of violations
- Oversee the City Graffiti Abatement Program
- Revise and update all Building Division handouts
- Manage consulting agreements with the Plan Check and Permit Technician consultants

GENERAL FUND - (101)
Community Development - Building Codes Regulation Program (554)
Program Manager - Building Official

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	85% of all plan check submittals are given first review for compliance with codes within ten days of submittal.	90%	95%	95%
2	85% of time all inspections are made the day following the request.	100%	100%	100%
3	80% of simple tenant improvements and minor permits are issued over-the-counter. *	95%	95%	95%
4	90% of permit application for plan review are checked for completeness, compiled and proper routing within 2-hours of submittal.	88%	89%	90%
5	90% of plan review applications are given preliminary review for completeness, valuation and proper routing within 3 days of submittal. *	100%	100%	100%
6	80% of "Final" permits having plans are pulled from active storage and formatted for digital imaging within 5 days of final inspection.	80%	80%	80%
7	90% of all minor nuisance complaints resolved within 30 days.	90%	80%	80%
8	90% of code enforcement inquiries are responded to within three business days.	90%	80%	80%

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : COMMUNITY DEVELOPMENT - BUILDING DIVISION

EXHIBIT A
101.554

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 893,418	\$ 1,014,223	\$ 1,153,964	\$ 1,080,310
Supplies, Services & Capital Outlay (Exhibit C)	376,318	346,682	473,265	408,265
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,269,736	1,360,905	1,627,229	1,488,575
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 1,269,736	\$ 1,360,905	\$ 1,627,229	\$ 1,488,575

FUNDING SOURCE(s)				
Program Revenue	\$ 3,851,131	\$ 2,792,337	\$ 1,958,000	\$ 1,957,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	195,639	326,000	359,000
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ 3,851,131	\$ 2,987,976	\$ 2,284,000	\$ 2,316,000

REVENUE DETAIL					
Description	Fund / Acct.				
Construction Tax *	4151	\$ 338,718	\$ 208,373	\$ -	\$ -
Construction Permits	4210	2,488,271	1,965,324	1,512,000	1,465,000
Advance Plan Check Fees	4211	838,954	469,333	350,000	342,000
Building Division General Revenue	4212	18,738	13,780	18,000	18,000
Plan Check Fee - Title 24 Energy	4213	117,143	89,450	60,000	57,000
Document Imaging Fees	4661	35,681	38,584	18,000	18,000
Code Enforcement Fines	4371	11,990	5,650	-	-
Other Revenue	4965	1,636	1,843	-	-
Permit Tracking Software Fee	4214	-	-	-	57,000
* Non-Operating Revenue					
Program Revenue		\$ 3,851,131	\$ 2,792,337	\$ 1,958,000	\$ 1,957,000
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
CIPR - Limited Term Position		\$ -	\$ 195,639	\$ 326,000	\$ 359,000
Use of Fund Reserves		\$ -	\$ 195,639	\$ 326,000	\$ 359,000
Additional Fund Subsidy		\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ 3,851,131	\$ 2,987,976	\$ 2,284,000	\$ 2,316,000

CITY OF CAMPBELL
 OPERATING BUDGET - Employee Services
 PROGRAM : COMMUNITY DEVELOPMENT - BUILDING DIVISION

EXHIBIT B
 101.554

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 568,559	\$ 617,166	\$ 805,956	\$ 747,510
7002 Personnel - Temporary	80,833	87,925	20,400	20,400
7003 Personnel - Overtime	501	618	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 649,893	\$ 705,710	\$ 826,356	\$ 767,910
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	512	573	750	600
7106 Retirement	109,028	122,666	158,786	168,500
7107 Dental Insurance	11,079	12,138	14,602	12,900
7108 Group Health Insurance	77,326	83,732	102,082	86,520
7109 Group Life Insurance	999	1,034	1,767	1,116
7110 Workers' Compensation Insurance	9,889	19,011	16,421	9,475
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	4,160	4,296	5,346	4,617
7113 Medicare	9,876	11,230	12,069	10,887
7114 Auto Allowance	1,931	1,936	1,920	1,920
7115 Cell Phone Allowance	1,723	2,098	2,160	2,160
7118 Other Benefits Pay	5,769	10,557	2,600	2,600
7120 Sick Leave Payout	-	27,599	-	-
7121 Leave Balance Payout	3,469	3,232	-	-
7122 Deferred Compensation Contribution	5,661	6,117	7,800	6,500
7124 VEBA Health Deferred Compensation	1,046	1,129	1,040	4,340
7126 PARS 457 Retirement	1,058	1,164	265	265
Total Benefits	\$ 243,525	\$ 308,513	\$ 327,608	\$ 312,400
Total Salary & Benefits	\$ 893,418	\$ 1,014,223	\$ 1,153,964	\$ 1,080,310

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : COMMUNITY DEVELOPMENT - BUILDING DIVISION

EXHIBIT B-1
101.554

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Building Division Manager / Bldg Official	1.00	1.00	1.00	1.00	\$ 157,560
Building Inspector	2.00	2.00	2.00	2.00	245,856
Building Inspector *	-	-	1.00	1.00	122,928
Code Enforcement Officer	0.93	0.93	1.00	-	-
Permit Technician	1.00	1.00	1.00	1.00	87,547
Senior Building Inspector **	1.00	1.00	1.00	1.00	133,619
* 2-Year Limited Term					
** 2-Year Limited Term - Extended					
TOTAL	5.93	5.93	7.00	6.00	\$ 747,510

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Temporary Building Inspector	0.88	0.88	-	-	\$ -
Building Intern (Imaging Assistant)	-	0.64	0.64	0.64	20,400
TOTAL	0.88	1.52	0.64	0.64	\$ 20,400

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : COMMUNITY DEVELOPMENT - BUILDING DIVISION

EXHIBIT C
101.554

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	161	-	-
7424 Office Expense	9,811	4,139	7,500	7,500
7425 Minor Tools & Equipment	-	-	200	200
7427 Special Departmental Expense	-	-	-	-
7428 Maint. of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	289,180	254,528	345,000	280,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	465	5,472	7,700	7,700
7435 Professional Development & Meetings	64	173	-	-
7437 Staff Development	153	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	23,848	21,859	21,859	21,859
7551 User Charges - IT Pool	52,797	60,350	91,006	91,006
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 376,318	\$ 346,682	\$ 473,265	\$ 408,265

Description	FY 2019 Adopted
<u>7424 Office Expense</u> Printing, Maps, Etc.	7,500
<u>7425 Minor Tools & Equipment</u> Miscellaneous Equipment & Supplies	200
<u>7430 Professional & Specialized Services</u> Contract Permit Technician Contract plan Checking - Structural Engineer Fees Graffiti Abatement	100,000 160,000 20,000 280,000
<u>7434 Memberships, Dues, Books</u> Books California Association of Building Officials (CABO) Dues International Code Council (ICC) Dues	6,000 600 1,100 7,700
<u>7550 User Charges - Motor Pool</u> Use of City Vehicles	21,859
<u>7551 User Charges - IT Pool</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	91,006
TOTAL	\$ 408,265

GENERAL FUND (101)
Community Development – Economic Development (556)
Program Manager – Community Development Director

MISSION STATEMENT

Administer and implement the City’s Economic Development Strategy for the purpose of creating and maintaining community prosperity through a healthy local economy and strong tax base that helps ensure services remain at a high level.

ONGOING RESPONSIBILITIES

- Administer the programs and strategies of the Economic Development Strategy
- Amend the Strategy that removes reference to the former Redevelopment Agency and encourage new programs to reflect current community needs
- Coordinate and build relationships with the Real Estate community to help guide prospective businesses into available and future tenant spaces
- Proactively work to attract businesses into Campbell
- Continue participation in the Silicon Valley Economic Development Alliance (SVEDA)
- Continue the City’s Economic Development Advisory Committee (EDAC)
- Update the website to provide business promotion opportunities

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2018-2019

- Create expedited permit process program

CITY OF CAMPBELL
 OPERATING BUDGET - Summary of Exhibits
 PROGRAM : COMMUNITY DEVELOPMENT - ECONOMIC DEVELOPMENT

EXHIBIT A
 101.556

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 96,516	\$ 120,153	\$ 160,799	\$ 176,436
Supplies, Services & Capital Outlay (Exhibit C)	6,107	7,278	24,501	59,801
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	102,623	127,431	185,300	236,237
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 102,623	\$ 127,431	\$ 185,300	\$ 236,237

FUNDING SOURCE(s)				
Program Revenue	\$ 12,000	\$ 9,250	\$ 12,500	\$ 12,500
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	104,000	143,000
Additional Fund Revenue	90,623	118,181	68,800	\$ 80,737
Funding Source Total	\$ 102,623	\$ 127,431	\$ 185,300	\$ 236,237

REVENUE DETAIL					
Description	Fund / Acct.				
Farmers Market In-Lieu Fee	4155	\$ 12,000	\$ 9,250	\$ 12,500	\$ 12,500
Program Revenue		\$ 12,000	\$ 9,250	\$ 12,500	\$ 12,500
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
CIPR Funding		-	-	-	25,000
CIPR - Limited Term Positions		-	-	104,000	\$ 118,000
Use of Fund Reserves		\$ -	\$ -	\$ 104,000	\$ 143,000
Additional Fund Subsidy		\$ 90,623	\$ 118,181	\$ 68,800	\$ 80,737
TOTAL FUNDING SOURCES		\$ 102,623	\$ 127,431	\$ 185,300	\$ 236,237

CITY OF CAMPBELL
 OPERATING BUDGET - Employee Services
 PROGRAM : COMMUNITY DEVELOPMENT - ECONOMIC DEVELOPMENT

EXHIBIT B
 101.556

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 17,069	\$ 20,098	89,605	\$ 99,824
7002 Personnel - Temporary	70,324	90,691	30,000	30,000
7003 Personnel - Overtime	68	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	87,460	110,789	119,605	\$ 129,824
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	3,419	3,776	17,524	22,386
7107 Dental Insurance	203	209	2,295	2,365
7108 Group Health Insurance	1,532	1,597	15,945	15,792
7109 Group Life Insurance	19	19	205	205
7110 Workers' Compensation Insurance	473	798	571	456
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	97	97	826	802
7113 Medicare	1,304	1,629	1,734	1,882
7114 Auto Allowance	262	266	264	264
7115 Cell Phone Allowance	36	36	36	36
7118 Other Benefits Pay	1,320	71	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	-	-	1,300	1,300
7124 VEBA Health Deferred Compensation	103	106	104	734
7126 PARS 457 Retirement	287	760	390	390
Total Benefits	9,056	9,364	41,194	\$ 46,612
Total Salary & Benefits	96,516	120,153	160,799	\$ 176,436

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : COMMUNITY DEVELOPMENT - ECONOMIC DEVELOPMENT

EXHIBIT B-1
101.556

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Community Development Director *	-	0.10	0.10	0.10	\$ 20,430
Economic Development Specialist **	-	-	1.00	1.00	79,394
* Balance in Program 550					
** 2-Year Limited Term					
TOTAL	-	0.10	1.10	1.10	\$ 99,824

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Project Manager *	-	0.45	-	-	\$ -
Economic Development Specialist	-	1.00	-	-	-
Economic Development Intern	-	-	1.00	1.00	30,000
* Moved from Prog 510 in FY 16					
TOTAL	-	1.45	1.00	1.00	\$ 30,000

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : COMMUNITY DEVELOPMENT - ECONOMIC DEVELOPMENT

EXHIBIT C
101.556

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7422 Advertising	2,158	295	2,000	37,000
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	600	2,000	2,000
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	-	-	-	-
7428 Maint. of Buildings, Structures & Grounds	-	-	-	-
7429 Maint. & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	-	-	-	-
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	125	2,450	4,500	4,500
7435 Professional Development & Meetings	3,723	1,175	2,000	2,300
7437 Staff Development	101	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	-	2,758	14,001	14,001
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 6,107	\$ 7,278	\$ 24,501	\$ 59,801

Description	FY 2019 Adopted
7422 Advertising Promote Campbell, Professional Publications Way-findings Signs *	12,000 25,000 \$ 37,000
7424 Office Expense Office Supplies, Etc.	2,000
7434 Memberships, Dues, Books ICSC & DCBA Membership, Publication Subscriptions, SVEDA Annual Dues	4,500
7435 Professional Development & Meetings ICSC Conferences, CalEd Conference, Workshops, Chamber Lunches	2,300
7551 User Charges - IT Pool Use of Computer Hardware/Software; Phones & Photocopier/Fax	14,001
* Funded by CIPR	
TOTAL	\$ 59,801

LOW-MODERATE INCOME HOUSING FUND (233)
Community Development – Low-Moderate Income Housing (557)
Program Manager – Senior Planner

MISSION STATEMENT

Administer the housing assets of the Successor Agency (former Redevelopment Agency) for low and moderate income housing purposes in compliance with State guidelines.

ONGOING RESPONSIBILITIES

- Recommend appropriate uses for low and moderate incoming housing funds
- Monitor recipients of low and moderate incoming housing funds
- Monitor housing developer requirements to ensure they are complying with below market rate requirements
- Monitor rental assistance program
- Work with and assist Project Sentinel with the City's Rental Dispute program
- Coordinate the services provided by the City's Below Market Rate (BMR) Housing Administrator

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2018-2019

- Perform ordinance updates to implement recent housing legislation

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : COMMUNITY DEVELOPMENT - HOUSING ASSISTANCE

EXHIBIT A
233.557

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 55,136	\$ 57,283	\$ 37,395	\$ 39,432
Supplies, Services & Capital Outlay (Exhibit C)	142,724	205,153	202,800	202,800
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	197,860	262,436	240,195	242,232
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 197,860	\$ 262,436	\$ 240,195	\$ 242,232

FUNDING SOURCE(s)				
Program Revenue	\$ 20,984	\$ -	\$ 68,000	\$ 68,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	172,195	174,232
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ 20,984	\$ -	\$ 240,195	\$ 242,232

REVENUE DETAIL					
Description	Fund / Acct.				
Investment Interest	4410	\$ 5,284	\$ -	\$ 8,000	\$ 8,000
Loan Interest Revenue	4450	15,700	-	10,000	10,000
Loan Principal Repayment	4966	-	-	50,000	50,000
Program Revenue		\$ 20,984	\$ -	\$ 68,000	\$ 68,000
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
Beginning Fund Balance		\$ -	\$ -	\$ 172,195	\$ 174,232
Use of Fund Reserves		\$ -	\$ -	\$ 172,195	\$ 174,232
Additional Fund Subsidy		\$ 176,876	\$ 262,436	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ 197,860	\$ 262,436	\$ 240,195	\$ 242,232

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : COMMUNITY DEVELOPMENT - HOUSING ASSISTANCE

EXHIBIT B
233.557

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 36,253	\$ 39,415	\$ 27,398	\$ 28,359
7002 Personnel - Temporary	100	-	-	-
7003 Personnel - Overtime	4,737	2,868	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 41,090	\$ 42,283	\$ 27,398	\$ 28,359
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	6,924	7,665	5,358	6,342
7107 Dental Insurance	609	627	417	430
7108 Group Health Insurance	4,336	4,236	2,865	2,832
7109 Group Life Insurance	56	56	37	37
7110 Workers' Compensation Insurance	682	1,162	130	495
7112 Group Disability Insurance	219	219	146	146
7113 Medicare	624	635	784	411
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	205	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	392	393	260	260
7124 VEBA Health Deferred Compensation	-	7	-	120
7126 PARS 457 Retirement	-	-	-	-
Total Benefits	\$ 14,046	\$ 15,000	\$ 9,997	\$ 11,073
Total Salary & Benefits	\$ 55,136	\$ 57,283	\$ 37,395	\$ 39,432

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : COMMUNITY DEVELOPMENT - HOUSING ASSISTANCE

EXHIBIT B-1
233.557

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Senior Planner *	0.30	0.20	0.20	0.20	28,359
* Balance Funded in Programs 551 & 552					
TOTAL	0.30	0.20	0.20	0.20	\$ 28,359

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
TOTAL	-	-	-	-	\$ -

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : COMMUNITY DEVELOPMENT - HOUSING ASSISTANCE

EXHIBIT C
233.557

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7422 Advertising	-	-	200	200
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	100	100
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	-	-	-	-
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7430 Professional & Specialized Services	58,147	137,200	152,500	152,500
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	67,953	50,000	50,000
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7451 Loss on Sale of Property	-	-	-	-
7457 Housing Grants	84,577	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	-	-	-	-
7880 Property Acquisition	-	-	-	-
Supplies, Services & Capital Outlay	\$ 142,724	\$ 205,153	\$ 202,800	\$ 202,800

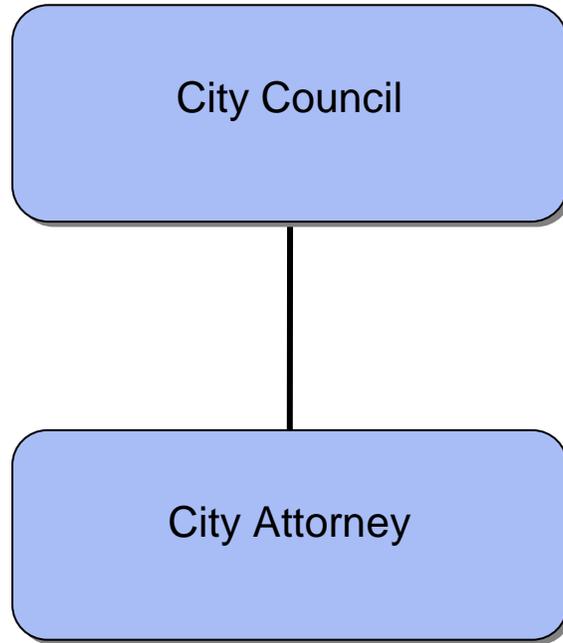
Description	FY 2019 Adopted
7422 Advertising	
Promote Housing Assistance Availability	\$ 200
7424 Office Expense	
Office Supplies	100
7430 Professional & Specialized Services	
General Consulting & Legal Services	10,000
Santa Clara County Homeless Study	2,500
Housing Consultant	140,000
	152,500
7439 Bad Debts	
Loan Forgiveness (Bankruptcy, Foreclosures, Short Sales)	50,000
TOTAL	\$ 202,800



Legal Services



Legal Services 2018 - 2019



LEGAL SERVICES PROGRAM SUMMARY

Expenditure Summary

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 390,833	\$ 518,516	\$ 430,395	\$ 326,528
Supplies, Services & Capital Outlay (Exhibit C)	6,895	7,577	8,876	110,567
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	397,727	526,093	439,271	437,095
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 397,727	\$ 526,093	\$ 439,271	\$ 437,095

Revenue Summary

Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	397,727	526,093	439,271	437,095
Funding Source Total	\$ 397,727	\$ 526,093	\$ 439,271	\$ 437,095

Staffing (Full-Time Equivalents)

Permanent Position	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
City Attorney	1.00	1.00	1.00	1.00
Permanent	1.00	1.00	1.00	1.00
Temporary Position				
Temporary	-	-	-	-
Total Full Time Equivalents	1.00	1.00	1.00	1.00

**GENERAL FUND - (101)
Legal Services Program (560)**

MISSION STATEMENT

Provide informed and timely legal services to City Council, advisory commissions and City staff. Represent the City in a professional manner in all administrative matters and litigation.

ONGOING RESPONSIBILITIES

- Respond to requests for legal opinions or document review on a timely basis
- Be present at the City Council and Planning Commission meetings to provide advice
- Prepare and review legal documents
- Provide legal advice to the City Council, Planning Commission, City Manager, and City Staff
- Represent the City in code enforcement and litigation matters assigned to the City Attorney's Office
- Provide legal assistance regarding department priorities consistent with objectives identified within this document

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2018 - 2019

- Complete ordinance addressing wireless telecommunications in public right-of-way
- Complete comprehensive Memorandum on Public Records Act
- Prepare update to Taxi Ordinance
- Assist Community Development with General Plan update

**GENERAL FUND - (101)
Legal Services Program (560)**

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	Complete review of 85% of all contract and other documents submitted for review within two (2) weeks of submission.	87%	98%	85%
2	Provide a response to 70% of all requests for a written opinion within four (4) weeks of submission.	98%	99%	97%
3	Provide a response to 85% of all requests for oral advice within two (2) working days of submission.	100%	98%	100%
4	Obtain a favorable outcome in at least 60% of all cases adjudicated to a final conclusion.	75%	67%	100%
5	Personally attend at least 85% of all regular City Council Meetings.	100%	100%	96%
6	Personally attend at least 85% of all regular Planning Commission Meetings.	91%	91%	95%
7	Provide approximately 1,200 hours of legal assistance annually.	1,425 hrs	1720 hrs	1945 hrs
8	Complete major workplan items within one (1) fiscal year.	2	3	5
9	Provide at least 250 office hours at City Hall each year.	338 hrs	370 hrs	355

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : LEGAL SERVICES**

**EXHIBIT A
101.560**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 390,833	\$ 518,516	\$ 430,395	\$ 326,528
Supplies, Services & Capital Outlay (Exhibit C)	6,895	7,577	8,876	110,567
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	397,727	526,093	439,271	437,095
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 397,727	\$ 526,093	\$ 439,271	\$ 437,095

FUNDING SOURCE(s)				
Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	397,727	526,093	439,271	437,095
Funding Source Total	\$ 397,727	\$ 526,093	\$ 439,271	\$ 437,095

REVENUE DETAIL					
Description	Fund / Acct.				
		\$ -	\$ -	\$ -	\$ -
Program Revenue		\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 397,727	\$ 526,093	\$ 439,271	\$ 437,095
TOTAL FUNDING SOURCES		\$ 397,727	\$ 526,093	\$ 439,271	\$ 437,095

**CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : LEGAL SERVICES**

**EXHIBIT B
101.560**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 306,377	\$ 426,508	\$ 340,400	\$ 237,720
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	-	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 306,377	\$ 426,508	\$ 340,400	\$ 237,720
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	44,835	47,185	46,491	52,357
7107 Dental Insurance	2,030	2,091	2,086	2,150
7108 Group Health Insurance	31,020	32,328	32,441	27,737
7109 Group Life Insurance	186	186	186	186
7110 Workers' Compensation Insurance	1,618	3,062	1,620	1,620
7112 Group Disability Insurance	324	972	972	972
7113 Medicare	4,442	6,184	6,199	3,786
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	-	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	-	-	-	-
7126 PARS 457 Retirement	-	-	-	-
Total Benefits	\$ 84,455	\$ 92,009	\$ 89,995	\$ 88,808
Total Salary & Benefits	\$ 390,833	\$ 518,516	\$ 430,395	\$ 326,528

CITY OF CAMPBELL
 OPERATING BUDGET - Personnel Allocation
 PROGRAM : LEGAL SERVICES

EXHIBIT B-1
 101.560

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
City Attorney *	1.00	1.00	1.00	1.00	\$ 237,720
* Retainer per contract					
TOTAL	1.00	1.00	1.00	1.00	\$ 237,720

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
TOTAL	-	-	-	-	\$ -

**CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : LEGAL SERVICES**

**EXHIBIT C
101.560**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	26	114	500	500
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	-	-	-	102,691
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	3,963	3,919	3,976	3,976
7435 Professional Development & Meetings	1,625	2,202	3,000	2,000
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	1,281	1,341	1,400	1,400
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 6,895	\$ 7,577	\$ 8,876	\$ 110,567

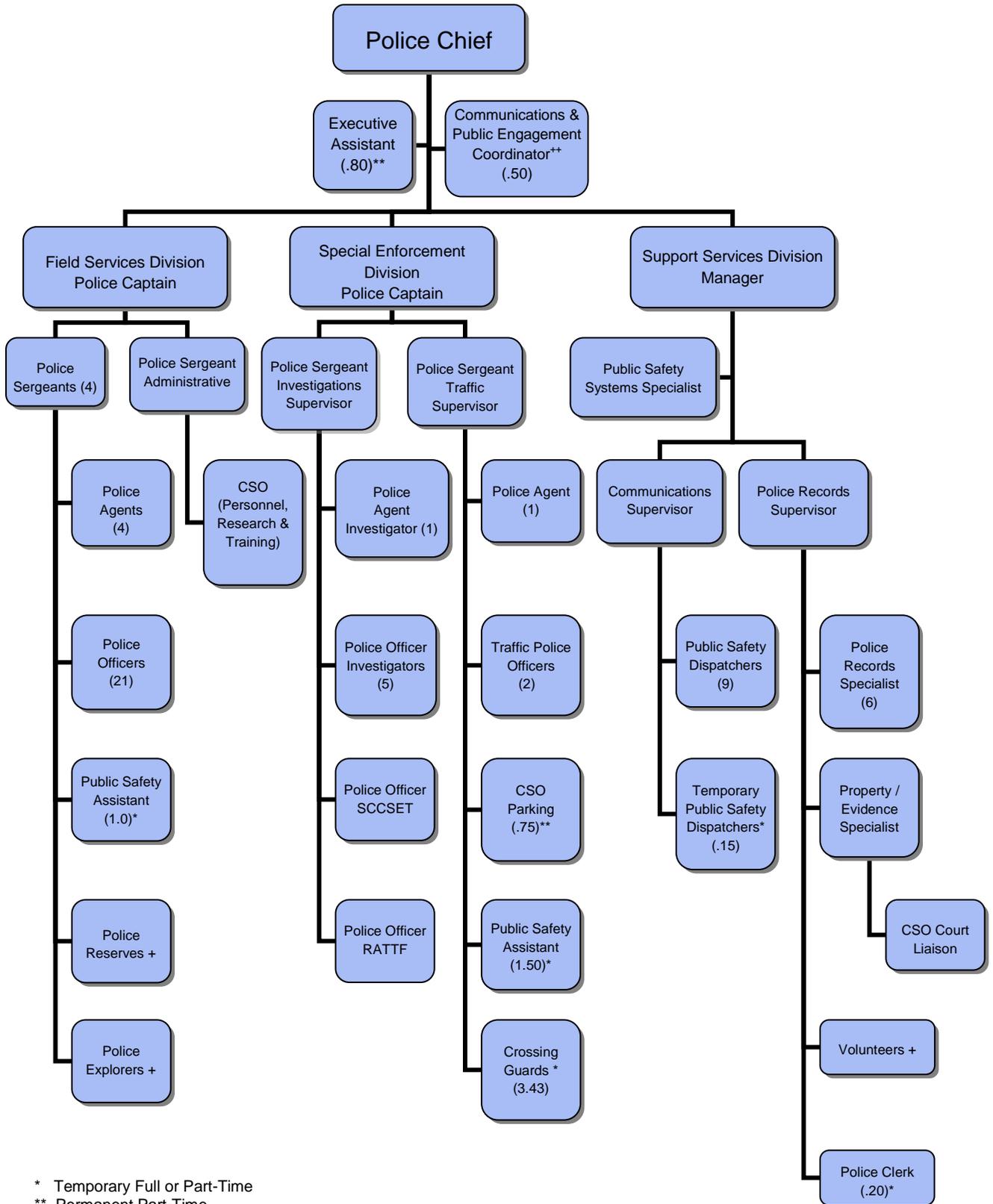
Description	FY 2019 Adopted
7427 <u>Special Departmental Expense</u> Federal Express / Printing / Photocopying	\$ 500
7430 <u>Professional & Specialized Services</u> Additional Legal Services	102,691
7434 <u>Memberships, Dues, Books</u> Matthew-Bender On-line Publications: California Litigation California Real Estate Law Case Reporters Statutes Continuing Education of the Bar Publications IMLA	1,056 2,225 695 3,976
7435 <u>Professional Development & Meetings</u> League of California Cities Conference & Webinar	2,000
7551 <u>User Charges - IT Pool</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	1,400
TOTAL	\$ 110,567

Public Safety



Police Department

2018 - 2019



* Temporary Full or Part-Time
 ** Permanent Part-Time
 + Volunteers
 ++ Limited Term

PUBLIC SAFETY PROGRAM SUMMARY

Expenditure Summary

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 13,463,110	\$ 14,660,341	\$ 15,247,646	\$ 16,031,444
Supplies, Services & Capital Outlay (Exhibit C)	9,544,525	9,883,737	10,403,563	10,753,695
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	23,007,634	24,544,078	25,651,209	26,785,139
Transfers Out (Exhibit E)	26,267	77,389	65,800	13,500
Appropriation Total	\$ 23,033,901	\$ 24,621,467	\$ 25,717,009	\$ 26,798,639

Revenue Summary

Program Revenue	\$ 1,003,695	\$ 920,562	\$ 912,300	\$ 1,443,000
Transfers from Other Funds	270,782	213,022	204,300	153,500
Use of Reserves	-	-	55,544	103,500
Additional Fund Revenue	21,885,972	23,423,225	24,543,365	25,098,640
Funding Source Total	\$ 23,160,450	\$ 24,556,809	\$ 25,715,509	\$ 26,798,639

Staffing (Full-Time Equivalents)

Permanent Positions	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Communications Supervisor	1.00	1.00	1.00	1.00
Community Services Officer	4.55	4.55	3.55	2.75
Executive Assistant	0.80	0.80	0.80	0.80
Police Agent	6.00	6.00	6.00	6.00
Police Captain	2.00	2.00	2.00	2.00
Police Chief	1.00	1.00	1.00	1.00
Police Officer	26.00	26.00	28.00	30.00
Police Records Specialist	5.00	5.00	6.00	6.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Sergeant	7.00	7.00	7.00	7.00
Property/Evidence Specialist	1.00	1.00	1.00	1.00
Public Safety Dispatcher	9.00	9.00	9.00	9.00
Public Safety Systems Specialist	1.00	1.00	1.00	1.00
Support Services Manager	1.00	1.00	1.00	1.00
Permanent	66.35	66.35	68.35	69.55
Limited-Term Positions				
Communications and Public Engagement Coordinator	-	-	0.50	0.50
Limited-Term	-	-	0.50	0.50
Temporary Positions				
Crossing Guards	2.81	2.81	3.43	3.43
Part-Time Dispatcher (Per Diem Basis)	0.15	0.15	0.15	0.15
Part-Time Police Clerk	0.20	0.20	0.20	0.20
Public Safety Assistant	0.50	0.50	1.50	2.50
Temporary	3.66	3.66	5.28	6.28
Total Full Time Equivalents	70.01	70.01	74.13	76.33

**GENERAL FUND - (101)
Police - Administration Program (601)
Program Manager - Police Chief**

MISSION STATEMENT

Ensure optimal service delivery and provide for the overall management of the Police Department within the available resources.

ONGOING RESPONSIBILITIES

- Ensure that all personnel meet minimum required training standards and provide safety, liability, and service delivery training whenever possible
- Continually develop departmental direction
- Manage Emergency Preparedness
- Manage Animal Services
- Investigate and issue permits as required by law
- Routinely evaluate customer satisfaction and service delivery

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	Percent of regular and reserve officers who are in compliance with P.O.S.T. approved in-service training requirements.	100%	100%	100%

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : POLICE - ADMINISTRATION

EXHIBIT A
101.601

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 580,734	\$ 609,620	\$ 674,816	\$ 733,151
Supplies, Services & Capital Outlay (Exhibit C)	334,185	346,628	408,725	440,161
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	914,918	956,248	1,083,541	1,173,312
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 914,918	\$ 956,248	\$ 1,083,541	\$ 1,173,312

FUNDING SOURCE(s)				
Program Revenue	12,944	14,321	20,000	\$ 16,500
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	55,544	75,500
Additional Fund Revenue	901,974	941,927	1,007,997	1,081,312
Funding Source Total	\$ 914,918	\$ 956,248	\$ 1,083,541	\$ 1,173,312

REVENUE DETAIL					
Description	Fund / Acct.				
POST Reimbursement	4588	\$ 12,939	\$ 14,321	\$ 20,000	\$ 12,500
DUI Cost Recovery *	4698	5	-	-	-
Arson Contract Training	4558	-	-	-	4,000
* Moved to Program 604 in FY 14.					
Program Revenue		\$ 12,944	\$ 14,321	\$ 20,000	\$ 16,500
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
CIPR - Limited Term Positions		\$ -	\$ -	\$ 55,544	\$ 75,500
Use of Fund Reserves		\$ -	\$ -	\$ 55,544	\$ 75,500
Additional Fund Subsidy		\$ 901,974	\$ 941,927	\$ 1,007,997	\$ 1,081,312
TOTAL FUNDING SOURCES		\$ 914,918	\$ 956,248	\$ 1,083,541	\$ 1,173,312

**CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : POLICE - ADMINISTRATION**

**EXHIBIT B
101.601**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 263,531	\$ 285,280	\$ 330,481	\$ 354,411
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	96,268	100,823	100,000	100,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 359,799	\$ 386,103	\$ 430,481	\$ 454,411
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	1,100	1,100	1,100	1,100
7106 Retirement	115,198	127,461	180,155	217,774
7107 Dental Insurance	5,588	5,341	5,215	4,945
7108 Group Health Insurance	36,027	34,216	37,675	34,728
7109 Group Life Insurance	522	483	465	428
7110 Workers' Compensation Insurance	23,248	24,513	10,667	8,895
7112 Group Disability Insurance	1,700	1,710	2,065	1,920
7113 Medicare	5,971	6,243	4,263	5,140
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	13,498	8,267	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	15,082	10,838	-	-
7122 Deferred Compensation Contribution	1,051	1,053	1,690	1,690
7124 VEBA Health Deferred Compensation	1,951	2,291	1,040	2,120
7126 PARS 457 Retirement	-	-	-	-
Total Benefits	\$ 220,935	\$ 223,517	\$ 244,335	\$ 278,740
Total Salary & Benefits	\$ 580,734	\$ 609,620	\$ 674,816	\$ 733,151

**CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : POLICE - ADMINISTRATION**

**EXHIBIT B-1
101.601**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Police Chief	1.00	1.00	1.00	1.00	\$ 228,937
Executive Assistant	0.80	0.80	0.80	0.80	72,600
Communications and Public Engagement Coordinator *	-	-	0.50	0.50	52,874
* 2-year Limited Term. Balance of position in Program 510					
TOTAL	1.80	1.80	2.30	2.30	\$ 354,411

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
TOTAL	-	-	-	-	\$ -

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : POLICE - ADMINISTRATION

EXHIBIT C
101.601

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	1,364	1,049	2,000	2,750
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	4,196	5,593	5,500	5,500
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	171,126	167,129	189,018	192,704
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	6,660	2,974	3,800	3,800
7435 Professional Development & Meetings	13,934	14,842	15,000	18,000
7437 Staff Development	71,546	82,765	70,000	94,000
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	39,747	45,454	88,405	88,405
7551 User Charges - IT Pool	25,611	26,822	35,002	35,002
7884 Machinery & Equipment	-	-	-	-
7450 Booking Fees	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 334,185	\$ 346,628	\$ 408,725	\$ 440,161

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM : POLICE - ADMINISTRATION

EXHIBIT C-1
101.601
Page 1

Description	FY 2019 Adopted
<u>7424 Office Expense</u>	
Office Supplies	\$ 1,500
Year-in-Review	1,250
	2,750
<u>7427 Special Departmental Expense</u>	
Department Employee Recognition	1,300
Department Meeting	2,000
Miscellaneous Equipment/Training	700
Other Department-Wide Supplies	1,500
	5,500
<u>7430 Professional & Specialized Services</u>	
Annual Update & Reprint of General Order Manual - Lexipol, 365 Scenario Daily Training Bulletins & Testing Database	7,800
Cal-ID Santa Clara Automated Fingerprint System (Fee Calculated by Usage)	20,789
Contracted Background Checks	12,000
Contracted Legal Service	3,000
Crime Lab Fees	139,615
Mobile PD - Smart Phone Application	8,500
Social Media Software / Apps / Supplies	1,000
	192,704
<u>7434 Memberships, Dues, Books</u>	
Books & Subscriptions	800
Dues	3,000
	3,800
<u>7435 Professional Development & Meetings</u>	
Professional Development	18,000
<u>7437 Staff Development</u>	
Training Costs (Includes POST Training)	76,000
EVOC Training (POST Mandated Training Every 2 Years)	18,000
	94,000
<u>7550 User Charges - Motor Pool</u>	
Use of City Vehicles	88,405
<u>7551 User Charges - IT Pool</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	35,002
TOTAL	\$ 440,161

GENERAL FUND - (101)
Police - Communications Program (602)
Program Manager - Support Services Division Commander

MISSION STATEMENT

Contribute to the safety of the community and public safety responders by providing timely, reliable, and accurate Communications services.

ONGOING RESPONSIBILITIES

- Receive and dispatch emergency and non-emergency calls for service
- Maintain records of the status and activities of on-duty field personnel
- Provide information to police personnel from Department, Local, State, and Federal databases
- Construct, manage, and maintain all City two-way radio systems and department telecommunication systems

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	90% of incoming 9-1-1 calls are answered within ten seconds.	95%	96%	100%
2	90% of emergency calls for service are dispatched in less than two minutes.	98%	96%	96%

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : POLICE - COMMUNICATIONS

EXHIBIT A
101.602

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 1,766,386	\$ 1,808,382	\$ 1,895,413	\$ 1,991,615
Supplies, Services & Capital Outlay (Exhibit C)	451,112	417,396	472,743	290,648
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	2,217,498	2,225,778	2,368,156	2,282,263
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 2,217,498	\$ 2,225,778	\$ 2,368,156	\$ 2,282,263

FUNDING SOURCE(S)				
Program Revenue	\$ 34,812	\$ 33,085	\$ 33,000	\$ 38,000
Transfers from Other Funds	36,547	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	2,146,139	2,192,693	2,335,156	2,244,263
Funding Source Total	\$ 2,217,498	\$ 2,225,778	\$ 2,368,156	\$ 2,282,263

REVENUE DETAIL					
Description	Fund / Acct.				
CAL NENA/APCO Reimbursement	4707	\$ 5,642	\$ -	\$ 3,000	\$ 3,000
9-1-1 Phone Maintenance Reimb.	4708	-	-	-	-
False Alarm Fees	4693	29,170	33,085	30,000	35,000
Program Revenue		\$ 34,812	\$ 33,085	\$ 33,000	\$ 38,000
Other Grants	212	36,547	-	-	-
Transfers from Other Funds		\$ 36,547	\$ -	\$ -	\$ -
		-	-	-	-
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 2,146,139	\$ 2,192,693	\$ 2,335,156	\$ 2,244,263
TOTAL FUNDING SOURCES		\$ 2,217,498	\$ 2,225,778	\$ 2,368,156	\$ 2,282,263

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : POLICE - COMMUNICATIONS

EXHIBIT B
101.602

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 1,081,273	\$ 1,152,007	\$ 1,228,608	\$ 1,273,812
7002 Personnel - Temporary	11,478	2,996	10,000	10,000
7003 Personnel - Overtime	87,129	68,787	70,000	70,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	43,465	46,517	50,104	50,104
Total Salaries	\$ 1,223,345	\$ 1,270,307	\$ 1,358,712	\$ 1,403,916
7104 Meal Allowance	\$ 1,614	\$ 1,457	\$ 1,500	\$ 1,500
7105 Uniform Allowance	-	-	-	-
7106 Retirement	215,033	234,588	250,599	296,573
7107 Dental Insurance	23,434	23,983	23,989	24,725
7108 Group Health Insurance	186,184	192,416	194,509	193,020
7109 Group Life Insurance	3,044	3,059	3,069	3,069
7110 Workers' Compensation Insurance	8,128	11,892	7,741	6,710
7112 Group Disability Insurance	8,459	8,479	8,505	8,505
7113 Medicare	19,331	19,829	18,759	19,377
7114 Auto Allowance	1,027	968	960	960
7115 Cell Phone Allowance	807	910	900	180
7118 Other Benefits Pay	5,760	6,667	6,000	6,000
7119 Social Security	-	-	-	-
7120 Sick Leave Payout	13,240	-	-	-
7121 Leave Balance Payout	41,359	14,878	-	-
7122 Deferred Compensation Contribution	6,934	7,067	7,020	7,020
7124 VEBA Health Deferred Compensation	8,562	11,844	13,020	19,930
7126 PARS 457 Retirement	125	39	130	130
Total Benefits	\$ 543,042	\$ 538,075	\$ 536,701	\$ 587,699
Total Salary & Benefits	\$ 1,766,386	\$ 1,808,382	\$ 1,895,413	\$ 1,991,615

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : POLICE - COMMUNICATIONS

EXHIBIT B-1
101.602

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Support Services Manager *	0.50	0.50	0.50	0.50	\$ 72,509
Communications Supervisor	1.00	1.00	1.00	1.00	123,552
Public Safety Dispatcher	9.00	9.00	9.00	9.00	961,188
Public Safety Systems Specialist	1.00	1.00	1.00	1.00	116,563
* Balance in Program 603					
TOTAL	11.50	11.50	11.50	11.50	\$ 1,273,812

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Part-Time Dispatcher (Per Diem Basis)	0.15	0.15	0.15	0.15	\$ 10,000
TOTAL	0.15	0.15	0.15	0.15	\$ 10,000

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : POLICE - COMMUNICATIONS

EXHIBIT C
101.602

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	99,723	64,858	55,500	50,500
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	1,323	221	900	900
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	4,961	1,066	3,300	3,300
7428 Maint of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	12,952	14,825	28,500	28,500
7430 Professional & Specialized Services	247,394	244,743	271,435	94,340
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	1,344	1,585	1,600	1,600
7435 Professional Development & Meetings	179	2,708	3,000	3,000
7437 Staff Development	-	217	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	83,235	87,172	108,508	108,508
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 451,112	\$ 417,396	\$ 472,743	\$ 290,648

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM : POLICE - COMMUNICATIONS

EXHIBIT C-1
101.602
Page 1

Description	FY 2019 Adopted
<u>7421</u> Communications - Phones	
Automated Warrant System Phone Line	300
California Law Enforcement Telecommunication System (CLETS) Dedicated Phone Line	4,200
Cell Phones Service and Use Charges	11,000
Telephone Lines and Service (Modems, Radios, Call Boxes, Automated Warrant System (AWS), and Phone Lines	35,000
	50,500
<u>7424</u> Office Expense	
Dispatch Office Supplies	900
<u>7427</u> Special Departmental Expense	
Cell Phones (Replacement)	1,500
Communications Supplies	750
Headsets	1,050
	3,300
<u>7429</u> Maintenance & Operation of Equipment	
Base Station / Remote Sites	10,000
Mobiles, Portables	6,500
Other Repairs & Parts (Not Covered by Maintenance Contracts; Installation of Assets)	3,000
Radio Control System	5,000
Replacement Batteries	3,000
Security System Repairs	1,000
	28,500
<u>7430</u> Professional & Specialized Services	
Automated Warrant System User Fee - Direct Connect & Not Direct Connect	8,000
California Law Enforcement Telecommunications System Access Fee (Direct Connect)	7,500
High Speed Cell Service for New MDC's	7,500
Pruneyard Tower Repeater Lease	3,000
Sheriff's Law Enforcement Telecommunication System (includes CJIC Not Direct)	17,500
SVRIA Assessment & E-Comm Maintenance	39,200
Verizon GPS for Patrol Cars	3,000
Wireless Data for Patrol Vehicles (\$40 Per Month x 18 Vehicles)	8,640
	94,340
<u>7434</u> Memberships, Dues, Books	
Books & Subscriptions	900
Dues	700
	1,600
SUBTOTAL page 1	\$ 179,140

Description	FY 2019 Adopted
<u>7435 Professional Development & Meetings</u> CAL NENA or APCO Conference & Quarterly Meetings *	\$ 3,000
<u>7551 User Charges - IT Pool</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	108,508
* Funded by State 9-1-1 Program	
SUBTOTAL page 2	111,508
TOTAL EXHIBIT C-1	\$ 290,648

**GENERAL FUND - (101)
Police - Records Program (603)
Program Manager - Support Services Division Commander**

MISSION STATEMENT

Provide professional, courteous, and efficient service to the public and maintain an accurate, comprehensive, and complete public safety records management system.

ONGOING RESPONSIBILITIES

- Accurately process crime, accident and supplemental reports, citations, warrants, and other documents in compliance with department policy, State, and Federal laws
- Provide non-emergency telephone and front counter service
- Provide statistical information to other divisions, departments, and State and Federal agencies as needed or required by law
- Receive, store, and dispose of property and evidence and provide accurate records of the chain of custody
- Provide office support to administrative members of the department

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	85% of report requests submitted to the Records Division will be processed within 7 business days of receipt	99%	98%	93%

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : POLICE - RECORDS DIVISION

EXHIBIT A
101.603

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 1,058,617	\$ 1,160,939	\$ 1,242,440	\$ 1,217,138
Supplies, Services & Capital Outlay (Exhibit C)	159,570	160,460	146,707	154,607
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,218,186	1,321,399	1,389,147	1,371,745
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 1,218,186	\$ 1,321,399	\$ 1,389,147	\$ 1,371,745

FUNDING SOURCE(s)				
Program Revenue	\$ 47,689	\$ 56,927	\$ 46,000	\$ 51,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	8,000
Additional Fund Revenue	1,170,497	1,264,472	1,343,147	1,312,745
Funding Source Total	\$ 1,218,186	\$ 1,321,399	\$ 1,389,147	\$ 1,371,745

REVENUE DETAIL					
Description	Fund / Acct.				
Other Filing Fees	4690	5,857	7,557	6,000	6,000
Special Police Services: Reports, Fingerprints, Impounds, Etc.	4691	41,832	49,370	40,000	45,000
Program Revenue		\$ 47,689	\$ 56,927	\$ 46,000	\$ 51,000
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
CIPR Reserve		-	-	-	8,000
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ 8,000
Additional Fund Subsidy		\$ 1,170,497	\$ 1,264,472	\$ 1,343,147	\$ 1,312,745
TOTAL FUNDING SOURCES		\$ 1,218,186	\$ 1,321,399	\$ 1,389,147	\$ 1,371,745

**CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : POLICE - RECORDS DIVISION**

**EXHIBIT B
101.603**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 656,104	\$ 722,292	\$ 788,081	\$ 775,532
7002 Personnel - Temporary	16,911	17,736	11,648	11,648
7003 Personnel - Overtime	2,708	1,349	4,000	4,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	27,932	30,962	32,054	32,054
Total Salaries	\$ 703,656	\$ 772,338	\$ 835,783	\$ 823,234
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	5,325	5,703	5,980	5,653
7106 Retirement	131,012	147,587	162,360	169,273
7107 Dental Insurance	17,415	18,997	19,817	18,275
7108 Group Health Insurance	142,638	153,366	162,971	145,350
7109 Group Life Insurance	2,331	2,503	2,604	2,372
7110 Workers' Compensation Insurance	8,309	16,659	10,818	9,768
7112 Group Disability Insurance	6,354	6,743	7,047	6,197
7113 Medicare	10,902	12,137	12,231	11,104
7114 Auto Allowance	1,027	968	960	960
7115 Cell Phone Allowance	800	910	900	180
7118 Other Benefits Pay	3,178	2,599	3,900	3,900
7120 Sick Leave Payout	5,562	2,327	-	-
7121 Leave Balance Payout	8,207	2,643	-	-
7122 Deferred Compensation Contribution	4,600	4,939	5,148	4,862
7124 VEBA Health Deferred Compensation	7,083	10,290	11,770	15,861
7126 PARS 457 Retirement	220	231	151	151
Total Benefits	\$ 354,961	\$ 388,601	\$ 406,657	\$ 393,904
Total Salary & Benefits	\$ 1,058,617	\$ 1,160,939	\$ 1,242,440	\$ 1,217,138

**CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : POLICE - RECORDS DIVISION**

**EXHIBIT B-1
101.603**

Permanent Personnel	Full-Time Equivalentents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Support Services Manager *	0.50	0.50	0.50	0.50	\$ 72,509
Police Records Supervisor	1.00	1.00	1.00	1.00	101,678
Police Records Specialist	5.00	6.00	6.00	6.00	435,715
Property/Evidence Specialist	1.00	1.00	1.00	1.00	82,264
Community Services Officer	1.00	1.00	1.00	1.00	83,366
* Balance of Position in Program 602					
TOTAL	8.50	9.50	9.50	9.50	\$ 775,532

Temporary Personnel	Full-Time Equivalentents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Part-Time Police Clerk	0.20	0.20	0.20	0.20	\$ 11,648
TOTAL	0.20	0.20	0.20	0.20	\$ 11,648

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : POLICE - RECORDS DIVISION

EXHIBIT C
101.603

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	11,113	12,288	16,000	16,000
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	19,360	15,887	19,500	24,500
7428 Maint of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	160	-	-	-
7430 Professional & Specialized Services	7,930	6,214	6,800	9,700
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	89	170	300	300
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	214	-	-	-
7438 Other Charges	11,856	11,906	9,600	9,600
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	108,847	113,994	94,507	94,507
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 159,570	\$ 160,460	\$ 146,707	\$ 154,607

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM : POLICE - RECORDS DIVISION

EXHIBIT C-1
101.603

Description	FY 2019 Adopted
<u>7424 Office Expense</u>	
Departmental Office Supplies	\$ 16,000
<u>7427 Special Departmental Expense</u>	
Parking Citation Hand Held Ticketing Device - Paper and Supplies	1,600
Automated Fingerprint Identification System (AFIS) Supplies	500
Evidence Equipment & Supplies	2,000
Gun/Drug Disposal	1,000
Handheld Citation Devices (2) *	8,000
Miscellaneous Equipment/Supplies (Film, Forms, Etc. Re: Informal Bookings)	2,000
Moving / Warning Citations	3,500
Mug Shot Supplies (Ink & Paper)	1,000
Parking Enforcement Citations	1,100
Postage, Post Office Box Rental, Notices & Miscellaneous Supplies	800
Special Forms/Materials	3,000
	24,500
<u>7430 Professional & Specialized Services</u>	
Crime Reports.Com (Public Engines)	1,200
Fingerprint Checks (Department of Justice & County Fee)	900
Livescan Applicant Fingerprinting	1,000
Parking Citation Web-Based Service (\$500/mo.)	6,000
Parking Ticket Hearing Official	600
	9,700
<u>7434 Memberships, Dues, Books</u>	
Dues	300
<u>7438 Other Charges</u>	
Water Service	1,300
Hazardous Material Pickup	1,400
Linen Service - Men's & Women's Locker Rooms	2,500
Shredding Service	4,400
	9,600
<u>7551 User Charges - IT Pool</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	94,507
 * Funded by CIPR	
TOTAL	\$ 154,607

GENERAL FUND - (101)
Police - Special Enforcement Program (604)
Program Manager - Special Enforcement Division Commander

MISSION STATEMENT

Resolve cases quickly and reduce crime by providing proactive and follow-up investigative services utilizing traditional and innovative methods.

Reduce traffic accidents, create safer roadways, and decrease blight conditions in neighborhoods by providing essential traffic services.

ONGOING RESPONSIBILITIES

- Investigate, record, and document all major crime scenes, collect and preserve evidence, prepare investigative reports, and present testimony in trial for the prosecution of offenders
- Use modern surveillance and undercover techniques to deter crime and arrest offenders
- Identify and target criminal activity for selective enforcement
- Work closely with the schools to deal with student and juvenile issues
- Provide crime prevention service to residents and businesses within the City
- Assign resources to designated areas of concern. Promote traffic safety and efficiency through public education, traffic law enforcement, and cooperative efforts with other City departments

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	Traffic enforcement index of at least 21 *	45.73	40.67	31.63
2	80% of abandoned vehicle complaints responded to within 48 hours of receipt.	100%	100%	100%
3	100% of traffic concerns are assigned resources.	100%	100%	100%

* Hazardous Citations plus DUI arrests, divided by injury accidents.

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : POLICE - SPECIAL ENFORCEMENT DIVISION

EXHIBIT A
101.604

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 3,086,963	\$ 3,337,074	\$ 3,982,721	\$ 4,197,530
Supplies, Services & Capital Outlay (Exhibit C)	210,734	214,162	227,933	237,768
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	3,297,697	3,551,236	4,210,654	4,435,298
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 3,297,697	\$ 3,551,236	\$ 4,210,654	\$ 4,435,298

FUNDING SOURCE(s)				
Program Revenue	\$ 402,420	\$ 397,438	\$ 444,000	\$ 944,000
Transfers from Other Funds	78,967	55,422	4,500	4,500
Use of Reserves	-	-	-	20,000
Additional Fund Revenue	2,816,310	3,098,376	3,762,154	3,466,798
Funding Source Total	\$ 3,297,697	\$ 3,551,236	\$ 4,210,654	\$ 4,435,298

REVENUE DETAIL					
Description	Fund / Acct.				
Traffic Fines	4310/4320/4330	\$ 282,258	\$ 275,867	\$ 300,000	\$ 300,000
SCCSET Data Queries	4706	2,000	-	-	-
Special Events-Comm Group Sponsor	4630	47,367	46,594	50,000	50,000
Cost Recovery - Special Details	4704	16,627	4,268	14,000	14,000
Abandoned Vehicle Abatement	4582	52,414	70,115	75,000	75,000
Other Revenue	4965	1,039	52	-	-
DUI Cost Recovery	4698	715	542	5,000	5,000
RATTF Reimbursement	4560	-	-	-	100,000
Arson Contract with County Fire	4559	-	-	-	400,000
Program Revenue		\$ 402,420	\$ 397,438	\$ 444,000	\$ 944,000
Asset Forfeiture Funds	205	\$ 7,663	\$ 5,422	\$ 4,500	\$ 4,500
HIDTA Grant (SCCSET)	218	1,304	-	-	-
AB 109 Public Safety Realignment Law	212	70,000	50,000	-	-
Transfers from Other Funds		\$ 78,967	\$ 55,422	\$ 4,500	\$ 4,500
CIPR Reserve		-	-	-	20,000
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ 20,000
Additional Fund Subsidy		\$ 2,816,310	\$ 3,098,376	\$ 3,762,154	\$ 3,466,798
TOTAL FUNDING SOURCES		\$ 3,297,697	\$ 3,551,236	\$ 4,210,654	\$ 4,435,298

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : POLICE - SPECIAL ENFORCEMENT DIVISION

EXHIBIT B
101.604

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 1,458,032	\$ 1,524,278	\$ 1,779,436	\$ 1,996,754
7002 Personnel - Temporary	147,293	151,528	188,120	188,120
7003 Personnel - Overtime	113,490	111,223	120,000	120,000
7005 Personnel - POST	82,106	94,353	101,701	101,701
7103 Personnel - Holiday Pay	67,029	72,592	82,375	82,375
Total Salaries	\$ 1,867,950	\$ 1,953,973	\$ 2,271,632	\$ 2,488,950
7104 Meal Allowance	-	-	-	-
7105 Uniform Allowance	\$ 12,655	\$ 12,655	\$ 13,755	\$ 15,955
7106 Retirement	775,542	883,540	1,262,535	1,242,409
7107 Dental Insurance	23,256	24,364	27,704	30,023
7108 Group Health Insurance	174,786	177,310	211,082	215,745
7109 Group Life Insurance	2,337	2,374	2,697	2,813
7110 Workers' Compensation Insurance	126,169	144,814	103,560	106,641
7112 Group Disability Insurance	1,708	1,701	1,701	1,519
7113 Medicare	28,649	30,685	32,189	35,029
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	10,346	14,940	29,173	29,173
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	44,577	67,978	-	-
7122 Deferred Compensation Contribution	266	269	429	429
7124 VEBA Health Deferred Compensation	17,147	20,859	23,818	26,399
7126 PARS 457 Retirement	1,574	1,609	2,446	2,446
Total Benefits	\$ 1,219,013	\$ 1,383,100	\$ 1,711,089	\$ 1,708,580
Total Salary & Benefits	\$ 3,086,963	\$ 3,337,074	\$ 3,982,721	\$ 4,197,530

**CITY OF CAMPBELL
 OPERATING BUDGET - Personnel Allocation
 PROGRAM : POLICE - SPECIAL ENFORCEMENT DIVISION**

**EXHIBIT B-1
 101.604**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Police Captain	1.00	1.00	1.00	1.00	\$ 199,098
Police Sergeant	2.00	2.00	2.00	2.00	308,040
Police Agent	2.00	2.00	2.00	2.00	276,976
Police Officer *	6.00	8.00	8.00	9.00	1,148,545
Community Services Officer **	1.75	1.75	0.75	0.75	64,095
* 1 FTE funded by County of Santa Clara - Fire Department					
** 1 FTE eliminated in FY17 - Added 1 FTE Temporary Public Safety Assistant					
TOTAL	12.75	14.75	13.75	14.75	\$ 1,996,754

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Public Safety Assistant	0.50	1.50	1.50	1.50	\$ 81,120
Crossing Guards*	2.81	2.81	3.43	3.43	107,000
* 2 Temporary Part-Time added Mid-Year FY 17					
TOTAL	3.31	4.31	4.93	4.93	\$ 188,120

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : POLICE - SPECIAL ENFORCEMENT DIVISION

EXHIBIT C
101.604

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	4,273	6,077	5,500	5,500
7424 Office Expense	1,479	937	1,500	1,500
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	30,069	28,501	24,200	39,200
7428 Maint. of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	2,381	3,106	4,050	4,050
7430 Professional & Specialized Services	43,000	40,599	52,500	47,335
7431 Promotional Expense	3,452	6,885	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	1,893	752	1,750	1,750
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	(747)	-	-	-
7438 Other Charges	3,160	5,552	4,000	4,000
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	38,539	34,582	36,426	36,426
7551 User Charges - IT Pool	83,235	87,172	98,007	98,007
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 210,734	\$ 214,162	\$ 227,933	\$ 237,768

Description	FY 2019 Adopted
7423 <u>Clothing & Personal Expense</u>	
Clothing & Badges - Explorer / PSA Uniforms	\$ 1,000
Crime Scene Response Team (CSRT) Uniforms	200
Crossing Guard Uniforms	1,000
ISU Shirts & Jackets	300
Miscellaneous Equipment	500
Motorcycle Officer Uniforms	1,500
SWAT Uniforms	1,000
	5,500
7424 <u>Office Expense</u>	
Office & Desk Supplies	1,500
7427 <u>Special Departmental Expense</u>	
Community Emergency Response Team (CERT) Equipment	5,000
Crime Scene Response Team (CSRT) Supplies -- Evidence Collection, Chemicals / MAIT	750
Crisis Negotiation Team (CNT) Supplies & Equipment (Moved from 605)	1,000
APBnet Computer Transmission Charges (Formerly Critical Reach)	550
Crossing Guard Supplies - Signs, Vests, Cones	200
Investigation Fund Resupply	1,000
Investigations Unit Anonymous Calling Cards/Cell Phone	200
Investigative Equipment - Flashlights, Recorders, Binoculars, Cameras	1,000
Safety Equipment - Holsters, Handcuffs, Pepper Spray	500
SWAT Replacement Equipment	5,000
Witness & Victim Expenses	500
GPS Tracker Fees	3,500
Interview Room Recording System (2) *	20,000
	39,200
7429 <u>Maintenance & Operation of Equipment</u>	
Maintenance of Special Weapons & Tactics (SWAT) Equipment	300
Passive Alcohol Sensor (PAS) Device Calibration & Repair	1,000
Radar Trailer Repair	500
Radar Unit Calibration / Lidar Calibration / Vehicle Calibration	2,000
Recorders, Camera & Video Equipment	250
	4,050
* Funded by CIPR	
SUBTOTAL page 1	\$ 50,250

Description	FY 2019 Adopted
7430 Professional & Specialized Services	
Investigative Software	\$ 2,500
Audio/Video Tape Transcription (Contracted)	1,500
Basic Evidence.com License	735
Cell Phone Download Reader - Annual Subscription Fee	3,500
Comcast Cable	2,500
Computer Crime Investigations Internet Service Provider	1,500
Interview Room Recording Software License	2,500
Private Database Searches (CLEAR / TLO)	18,600
Sexual Assault Exams (Valley Medical Center)	12,000
Sketch Artist Fees	1,000
Search Warrant Fees (Cell/Tower)	1,000
	47,335
7434 Memberships, Dues, Books	
Books	250
Dues	1,500
	1,750
7438 Other Charges	
Transportation (Prisoner Transport Fees)	2,500
Tow Fees (Evidence / Investigation)	1,500
	4,000
7550 User Charges - Motor Pool	
Use of City Vehicles	36,426
7551 User Charges - IT Pool	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	98,007
SUBTOTAL page 2	187,518
TOTAL Exhibit C-1	\$ 237,768

GENERAL FUND - (101)
Police - Field Services Program (605)
Program Managers - Field Services Division Commander

MISSION STATEMENT

Enhance the safety of the community by providing a full range of effective police field services.

ONGOING RESPONSIBILITIES

- Provide effective patrol and traffic services
- Support other City departments in problem solving efforts
- Enhance the quality of life in business and residential areas through code enforcement and promptly alert other City departments to the presence of property that appears to be unsanitary or unsafe

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	Respond to 90% of emergency calls for service within five minutes	86%	92%	97%
2	Respond to 90% of non-emergency calls for service within twenty minutes	96%	95%	95%

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : POLICE - FIELD SERVICES**

**EXHIBIT A
101.605**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 6,860,280	\$ 7,626,658	\$ 7,452,256	\$ 7,892,011
Supplies, Services & Capital Outlay (Exhibit C)	944,910	927,054	1,019,037	1,038,537
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	7,805,190	8,553,712	8,471,293	8,930,548
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 7,805,190	\$ 8,553,712	\$ 8,471,293	\$ 8,930,548

FUNDING SOURCE(s)				
Program Revenue	\$ 1,592	\$ -	\$ 100,000	\$ 100,000
Transfers from Other Funds	85,268	87,600	129,800	79,000
Use of Reserves	-	-	-	-
Additional Fund Revenue	7,718,330	8,466,112	8,241,493	8,751,548
Funding Source Total	\$ 7,805,190	\$ 8,553,712	\$ 8,471,293	\$ 8,930,548

REVENUE DETAIL					
Description	Fund / Acct.				
Supplemental Law Enforcement Grant	4526	\$ -	\$ -	\$ 100,000	\$ 100,000
Other Revenue	4965	1,592	-	-	-
Program Revenue		\$ 1,592	\$ -	\$ 100,000	\$ 100,000
Asset Forfeiture Fund	205	\$ 4,545	\$ 8,414	\$ 4,000	\$ 4,000
Federal Grant (Bulletproof Vest Reimb)	218	7,663	9,186	5,000	5,000
Association of Bay Area Governments	212	-	-	-	-
BSCC Homeless Grant	212	-	-	50,800	-
Community Facilities District #1	236	73,060	70,000	70,000	70,000
Transfers from Other Funds		\$ 85,268	\$ 87,600	\$ 129,800	\$ 79,000
		-	-	-	-
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 7,718,330	\$ 8,466,112	\$ 8,241,493	\$ 8,751,548
TOTAL FUNDING SOURCES		\$ 7,805,190	\$ 8,553,712	\$ 8,471,293	\$ 8,930,548

**CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : POLICE - FIELD SERVICES**

**EXHIBIT B
101.605**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 3,394,913	\$ 3,707,158	\$ 3,960,696	\$ 4,213,866
7002 Personnel - Temporary	22,177	-	-	54,080
7003 Personnel - Overtime	196,236	229,628	240,000	240,000
7005 Personnel - POST	178,924	197,482	181,598	181,598
7103 Personnel - Holiday Pay	174,841	192,469	197,103	197,103
Total Salaries	\$ 3,967,092	\$ 4,326,737	\$ 4,579,397	\$ 4,886,647
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	32,342	35,418	34,332	34,327
7106 Retirement	1,806,315	1,989,094	1,935,681	2,080,309
7107 Dental Insurance	56,098	64,048	63,127	63,998
7108 Group Health Insurance	434,633	474,073	480,098	458,475
7109 Group Life Insurance	5,505	6,069	6,138	5,966
7110 Workers' Compensation Insurance	281,529	318,170	207,466	210,968
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	1,764	1,774	2,430	1,737
7113 Medicare	61,450	66,299	63,293	68,408
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	360	-
7118 Other Benefits Pay	49,084	159,165	22,834	22,834
7120 Sick Leave Payout	10,975	19,388	-	-
7121 Leave Balance Payout	109,398	108,864	-	-
7122 Deferred Compensation Contribution	(201)	395	1,030	649
7124 VEBA Health Deferred Compensation	44,296	57,163	56,070	56,990
7126 PARS 457 Retirement	-	-	-	703
Total Benefits	\$ 2,893,188	\$ 3,299,920	\$ 2,872,859	\$ 3,005,364
Total Salary & Benefits	\$ 6,860,280	\$ 7,626,658	\$ 7,452,256	\$ 7,892,011

**CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : POLICE - FIELD SERVICES**

**EXHIBIT B-1
101.605**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Police Captain	1.00	1.00	1.00	1.00	\$ 199,098
Police Sergeant	5.00	5.00	5.00	5.00	770,099
Police Agent	4.00	4.00	4.00	4.00	484,708
Police Officer *	20.00	20.00	20.00	21.00	2,674,501
Community Services Officer	1.80	1.80	1.80	1.00	85,460
* 1 FTE funded by County of Santa Clara - Fire Department					
TOTAL	31.80	31.80	31.80	32.00	\$ 4,213,866

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Public Safety Assistant *	-	-	-	1.00	\$ 54,080
* 2 Temporary Part-Time added					
TOTAL	-	-	-	1.00	\$ 54,080

**CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : POLICE - FIELD SERVICES**

**EXHIBIT C
101.605**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	16,168	11,665	10,300	10,550
7424 Office Expense	1,282	332	1,200	1,200
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	188,453	108,514	132,150	112,400
7428 Maint. of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	4,509	754	5,000	5,000
7430 Professional & Specialized Services	33,818	29,911	32,500	71,500
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	279,052	258,415	308,795	308,795
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	2,393	2,077	1,000	1,000
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	868	1,217	1,000	1,000
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	309,520	400,176	422,085	422,085
7551 User Charges - IT Pool	108,847	113,994	105,007	105,007
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 944,910	\$ 927,054	\$ 1,019,037	\$ 1,038,537

Description	FY 2019 Adopted
7423 <u>Clothing & Personal Expense</u>	
Badge Replacement	\$ 800
Cleaning (Reserves, PSA's, and Explorer Uniforms)	1,500
Name Tags and Cap Pieces	500
Officer Rain Gear	1,500
Public Safety Assistant (PSA) Uniforms	750
Reserve Uniforms & Safety Equipment	2,400
Special Duty Uniforms	2,500
Uniform Repair/Replacement	600
	10,550
7424 <u>Office Expense</u>	
Office Supplies	1,200
7427 <u>Special Departmental Expense</u>	
Patrol Supplies	5,600
First Aid Supplies / AED Supplies	4,000
Replacement Sirens, Light Bars, Control Boxes	8,000
Safety & Leather Gear	2,000
Evidence Supplies	5,000
Ammunition	50,000
Range Supplies (Cleaning Solution/Targets/Ear & Eye Protection)	3,000
Subtotal	77,600
* Asset Forfeiture Funds	
SUBTOTAL page 1	\$ 89,350

Description	FY 2019 Adopted
7434 <u>Memberships, Dues, Books</u> Books, Dues & Subscriptions	\$ 1,000
7438 <u>Other Charges</u> Towing, PD Vehicle Malfunctions / Mobile Emergency Response Group & Equipment (MERGE) Course Rental	1,000
7550 <u>User Charges - Motor Pool</u> Use of Vehicles	422,085
7551 <u>User Charges - IT Pool</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	105,007
SUBTOTAL page 3	529,092
TOTAL Exhibit C-1	\$ 1,038,537

**GENERAL FUND - (101)
Fire Protection Services Program (610)
Program Manager - Police Chief**

MISSION STATEMENT

Protect lives and property in the community by providing the most effective fire protection services available, including fire prevention, public education, medical response and fire suppression services.

ONGOING RESPONSIBILITIES

- Maintain and monitor fire prevention and protection and emergency medical response performance standards and service levels as specified in the Santa Clara County Fire Department Services Contract
- Review City medical responses to ensure that guidelines are being met

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	Respond to 90% of all fire related calls for service within seven minutes or less	100%	100%	100%
2	Respond to 90% of all medical related calls for service within eight minutes or less	100%	100%	100%

CITY OF CAMPBELL
 OPERATING BUDGET - Summary of Exhibits
 PROGRAM : FIRE PROTECTION SERVICES

EXHIBIT A
 101.610

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	7,444,015	7,818,036	8,128,418	8,591,974
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	7,444,015	7,818,036	8,128,418	8,591,974
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 7,444,015	\$ 7,818,036	\$ 8,128,418	\$ 8,591,974

FUNDING SOURCE(S)				
Program Revenue	\$ 241,294	\$ 288,392	\$ 205,000	\$ 280,000
Transfers from Other Funds	70,000	70,000	70,000	70,000
Use of Reserves	-	-	-	-
Additional Fund Revenue	7,132,721	7,459,644	7,853,418	8,241,974
Funding Source Total	\$ 7,444,015	\$ 7,818,036	\$ 8,128,418	\$ 8,591,974

REVENUE DETAIL					
Description	Fund / Acct.				
Fire Permits	4241	\$ 155,912	\$ 160,891	\$ 75,000	\$ 150,000
Hazardous Waste Cleanup	4692	85,382	127,501	130,000	130,000
Program Revenue		\$ 241,294	\$ 288,392	\$ 205,000	\$ 280,000
Community Facilities District #1	236	\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
Transfers from Other Funds		\$ 70,000	\$ 70,000	\$ 70,000	\$ 70,000
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 7,132,721	\$ 7,459,644	\$ 7,853,418	\$ 8,241,974
TOTAL FUNDING SOURCES		\$ 7,444,015	\$ 7,818,036	\$ 8,128,418	\$ 8,591,974

**CITY OF CAMPBELL
 OPERATING BUDGET - Supplies & Services Summary
 PROGRAM : FIRE PROTECTION SERVICES**

**EXHIBIT C
 101.610**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	-	-	-	-
7428 Maint of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	-	-	-	-
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	7,444,015	7,818,036	8,128,418	8,591,974
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	-	-	-	-
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 7,444,015	\$ 7,818,036	\$ 8,128,418	\$ 8,591,974

Description	FY 2019 Adopted
7432 Other Contractual Services Santa Clara County Fire Department (SCCFD) Service Contract *	8,591,974
* Includes Paramedic Services	
TOTAL	\$ 8,591,974

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : Police Department Grants**

**EXHIBIT A
Misc PD Grants**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 110,129	\$ 117,668	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	110,129	117,668	-	-
Transfers Out (Exhibit E)	26,267	77,389	65,800	13,500
Appropriation Total	\$ 136,396	\$ 195,057	\$ 65,800	\$ 13,500

FUNDING SOURCE(s)					
Asset Forfeiture Funds	205	\$ 12,250	\$ 12,714	\$ 8,500	\$ 8,500
Local Grant	212	53,429	(24,157)	-	-
State Grant	212	189,602	132,656	50,800	-
Federal Grant	218	7,663	9,186	5,000	5,000
Funding Source Total		\$ 262,944	\$ 130,399	\$ 64,300	\$ 13,500

REVENUE DETAIL					
Description	Fund / Acct.				
Asset Seizure	205.4892	\$ 12,250	\$ 12,714	\$ 8,500	\$ 8,500
Asset Forfeiture		\$ 12,250	\$ 12,714	\$ 8,500	\$ 8,500
Association of Bay Area Governments	212.4550	\$ 16,882	\$ (24,157)	\$ -	\$ -
County - Alcohol Beverage Control	212.4523	36,547	-	-	-
Local Grant		\$ 53,429	\$ (24,157)	\$ -	\$ -
Supplemental Law Enforcement Grant	210.4526	\$ 119,251	\$ 132,192	\$ -	\$ -
Supplemental Law Enforce Grant Interest	210.4410	351	464	-	-
AB 109 Public Safety Realignment Law	212.4556	70,000	-	-	-
BSCC Homeless Grant	212.4543	-	-	50,800	-
State Grant		\$ 189,602	\$ 132,656	\$ 50,800	\$ -
Bulletproof Vest Reimbursement Grant	218.4531	7,663	9,186	5,000	5,000
Federal Grant		\$ 7,663	\$ 9,186	\$ 5,000	\$ 5,000
TOTAL FUNDING SOURCES		\$ 262,944	\$ 130,399	\$ 64,300	\$ 13,500

CITY OF CAMPBELL
 OPERATING BUDGET - Transfers Out
 PROGRAM : Police Department Grants

EXHIBIT E
 Misc PD Grants

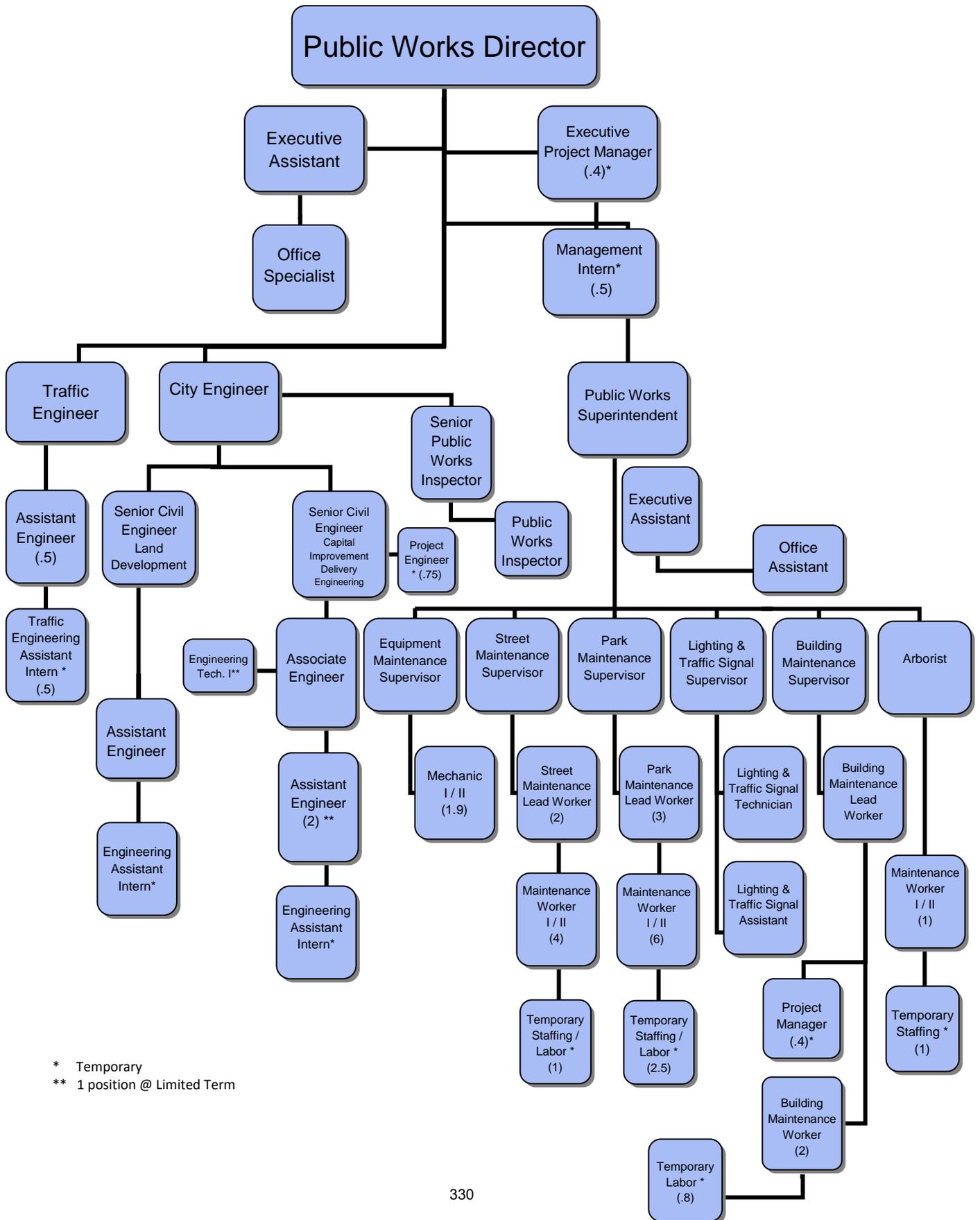
Description	FY 2018 Adopted	FY 2019 Adopted
<u>9899 Operating Transfer Out</u>		
Asset Forfeiture (205)		
PD Special Enforcement (604) - Forensic Investigation Equipment	\$ 1,500	\$ 1,500
PD Special Enforcement (604) - Monitored Surveillance System	3,000	3,000
PD Field Services (605) - AR-15 Replacement Rifles/Shotgun Replacement	4,000	4,000
State - AB 109 Public Safety Realignment Law (212)		
PD Special Enforcement (604) - Prisoner Release	\$ -	\$ -
BSCC Homeless Grant (605)	52,300	-
Federal - Bulletproof Vest Reimbursement Grant (218)		
PD Field Services (605)	\$ 5,000	\$ 5,000
TOTAL	\$ 65,800	\$ 13,500



Public Works



Public Works Department 2018 - 2019



* Temporary
** 1 position @ Limited Term

PUBLIC WORKS DEPARTMENT PROGRAM SUMMARY

Expenditure Summary

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 6,643,643	\$ 7,184,433	\$ 7,441,118	\$ 7,781,427
Supplies, Services & Capital Outlay (Exhibit C)	4,692,236	4,929,397	4,991,227	4,932,527
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	11,335,879	12,113,830	12,432,345	12,713,954
Transfers Out (Exhibit E)	2,325,530	2,186,165	2,435,207	2,496,197
Appropriation Total	\$ 13,661,409	\$ 14,299,995	\$ 14,867,552	\$ 15,210,151

Revenue Summary

Program Revenue	\$ 8,990,573	\$ 9,209,054	\$ 9,228,513	\$ 9,794,566
Transfers from Other Funds	3,136,022	3,539,845	3,412,987	3,511,040
Use of Reserves	364,808	456,309	250,560	53,898
Additional Fund Revenue	3,185,562	3,063,107	3,495,318	3,383,667
Funding Source Total	\$ 15,676,965	\$ 16,268,316	\$ 16,387,378	\$ 16,743,171

PUBLIC WORKS DEPARTMENT PROGRAM SUMMARY

Staffing (Full-Time Equivalents)

Permanent Positions	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Arborist	-	-	1.00	1.00
Assistant Engineer	3.00	3.00	2.00	2.50
Associate Engineer	-	-	1.00	1.00
Building Maintenance Lead Worker	1.00	1.00	1.00	1.00
Building Maintenance Supervisor	1.00	1.00	1.00	1.00
Building Maintenance Worker	2.00	2.00	2.00	2.00
City Engineer	1.00	1.00	1.00	1.00
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00
Executive Assistant	2.00	2.00	2.00	2.00
Lighting & Traffic Signal Assistant	-	1.00	1.00	1.00
Lighting & Traffic Signal Supervisor	1.00	1.00	1.00	1.00
Lighting & Traffic Signal Technician	1.00	1.00	1.00	1.00
Maintenance Worker I / II	4.00	4.00	11.00	11.00
Mechanic I / II	1.75	1.75	1.80	1.90
Office Assistant	1.90	1.90	1.00	1.00
Office Specialist	-	-	1.00	1.00
Park Maintenance Lead Worker	3.00	3.00	3.00	3.00
Park Maintenance Supervisor	1.00	1.00	1.00	1.00
Park Maintenance Worker I / II	8.00	7.00	-	-
Public Works Director	1.00	1.00	1.00	1.00
Public Works Inspector	1.00	1.00	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00	1.00
Senior Civil Engineer	2.00	2.00	2.00	2.00
Senior Park Maint Worker	-	1.00	-	-
Senior Public Works Inspector	1.00	1.00	1.00	1.00
Street Maintenance Field Supervisor	1.00	-	-	-
Street Maintenance Lead Worker	2.00	2.00	2.00	2.00
Street Maintenance Supervisor	-	1.00	1.00	1.00
Traffic Engineer	1.00	1.50	1.50	1.00
Permanent	42.65	44.15	44.30	44.40
Limited-Term Positions				
Administrative Analyst I	-	0.20	0.30	-
Assistant Engineer	-	-	1.00	1.00
Engineer Technician I	-	-	-	1.00
Park Maintenance Worker I / II	1.00	1.00	1.00	-
Limited-Term	1.00	1.20	2.30	2.00
Temporary Positions				
Engineering Assistant (Intern)	1.00	1.00	1.00	1.00
Engineering Technician	0.25	0.25	0.20	-
Executive Project Manager	0.40	0.40	0.40	0.40
GIS Technician	-	-	0.50	-
Management Intern	0.60	0.50	0.80	0.50
Office Assistant	-	-	-	0.30
Project Engineer	1.00	0.75	0.95	0.70
Project Manager (One-Time Projects)	0.25	0.25	0.40	0.40
Technician	-	-	-	0.50
Temporary Building Maintenance Worker	0.80	0.80	0.80	0.50
Temporary Labor	2.75	3.50	3.50	3.50
Temporary Lighting Assistant	0.96	-	-	-
Temporary Staffing	0.48	0.96	1.00	1.00
Traffic Engineering Assistant (Intern)	1.00	0.50	0.50	0.50
Transportation Specialist (Limited Term)	-	-	0.50	-
Temporary	9.49	8.91	10.55	9.30
Total Full Time Equivalents	53.14	54.26	57.15	55.70

GENERAL FUND - (101)
Public Works - Department Administration Program (701)
Program Manager - Public Works Director

MISSION STATEMENT

Provide effective administrative direction and management of Public Works Department programs including the design and construction of public facilities; land development review; Lighting and Landscape District administration; traffic engineering; environmental programs; and parks, streets, vehicle and traffic signal and lighting maintenance.

ONGOING RESPONSIBILITIES

- Provide administrative and clerical support services to the Engineering, Traffic and Environmental Divisions
- Manage the development of the department's annual budget and Capital Improvement Program submittals
- Schedule and coordinate items requiring City Council action
- Monitor monthly financial reports
- Monitor performance measures
- Ensure timely completion of Employee Performance Reviews
- Prepare quarterly work program status reports
- Assist with major redevelopment project implementation
- Assist with capital project implementation
- Continue document imaging implementation

WORK PLAN ITEMS FOR FISCAL YEAR 2018 - 2019

- Continue Civic Center Master Plan process and subsequent related work
- Implement traffic calming improvements
- Participate in regional transportation planning efforts - Envision Silicon Valley and the Bascom Avenue Complete Streets Study
- Provide pro rata support to West Valley Clean Water Program JPA

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : PUBLIC WORKS - ADMINISTRATION

EXHIBIT A
101.701

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 584,939	\$ 608,292	\$ 608,284	\$ 640,817
Supplies, Services & Capital Outlay (Exhibit C)	91,935	117,515	104,054	104,054
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	676,874	725,806	712,338	744,871
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 676,874	\$ 725,806	\$ 712,338	\$ 744,871

FUNDING SOURCE(s)				
Program Revenue	\$ 185,081	\$ 222,083	\$ 180,000	\$ 231,600
Transfers from Other Funds	142,800	142,800	142,800	142,800
Use of Reserves	-	-	30,000	30,000
Additional Fund Revenue	348,993	360,923	359,538	340,471
Funding Source Total	\$ 676,874	\$ 725,806	\$ 712,338	\$ 744,871

REVENUE DETAIL					
Description	Fund / Acct.				
Franchise - San Jose Water	4124	\$ 184,381	\$ 213,483	\$ 180,000	\$ 210,000
Lease Rental	XXXX	\$ -	\$ -	\$ -	\$ 21,600
Tree in Lieu Fee	4971	700	8,600	-	-
Program Revenue		\$ 185,081	\$ 222,083	\$ 180,000	\$ 231,600
Lighting & Landscaping District	207	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Environmental Programs	209	132,800	132,800	132,800	132,800
Transfers from Other Funds		\$ 142,800	\$ 142,800	\$ 142,800	\$ 142,800
Beginning Fund Balance - CIPR		\$ -	\$ -	\$ 30,000	\$ 30,000
CIPR - Limited Term Position		-	-	-	-
Council Priorities Reserve		-	-	-	-
Use of Fund Reserves		\$ -	\$ -	\$ 30,000	\$ 30,000
Additional Fund Subsidy		\$ 348,993	\$ 360,923	\$ 359,538	\$ 340,471
TOTAL FUNDING SOURCES		\$ 676,874	\$ 725,806	\$ 712,338	\$ 744,871

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : PUBLIC WORKS - ADMINISTRATION

EXHIBIT B
101.701

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 357,582	\$ 394,787	\$ 386,922	\$ 399,369
7002 Personnel - Temporary	71,496	52,084	74,858	79,858
7003 Personnel - Overtime	14	-	500	500
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 429,093	\$ 446,871	\$ 462,280	\$ 479,727
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	72,570	78,169	75,494	89,306
7107 Dental Insurance	6,428	6,902	6,258	6,450
7108 Group Health Insurance	46,218	48,574	44,838	44,640
7109 Group Life Insurance	589	614	558	558
7110 Workers' Compensation Insurance	2,356	3,422	2,211	1,702
7112 Group Disability Insurance	2,552	2,649	2,187	2,187
7113 Medicare	6,338	6,519	6,845	6,949
7114 Auto Allowance	2,655	2,662	2,640	2,640
7115 Cell Phone Allowance	724	560	360	480
7118 Other Benefits Pay	11,446	6,909	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	2,812	2,979	2,600	2,600
7124 Veba Health Deferred Compensation	1,046	1,113	1,040	2,540
7126 PARS 457 Retirement	114	350	973	1,038
Total Benefits	\$ 155,846	\$ 161,420	\$ 146,004	\$ 161,090
Total Salary & Benefits	\$ 584,939	\$ 608,292	\$ 608,284	\$ 640,817

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : PUBLIC WORKS - ADMINISTRATION

EXHIBIT B-1
101.701

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Public Works Director	1.00	1.00	1.00	1.00	\$ 223,110
Executive Assistant	1.00	1.00	1.00	1.00	90,750
Office Assistant	1.00	-	-	-	
Office Specialist *	-	1.00	1.00	1.00	85,509
Administrative Analyst I **	0.20	0.30	-	-	-
*Office Assistant Reclassed to Office Specialist in Sept 2015					
** 2- Year Limited Term					
TOTAL	3.20	3.30	3.00	3.00	\$ 399,369

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Executive Project Manager	0.40	0.40	0.40	0.40	\$ 49,858
Management Intern	0.50	0.80	0.80	0.50	20,000
Office Assistant - Part-Time	-	0.50	-	0.20	10,000
TOTAL	0.90	1.70	1.20	1.10	\$ 79,858

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : PUBLIC WORKS - ADMINISTRATION

EXHIBIT C
101.701

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	1,524	1,397	1,100	1,100
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	3,797	3,905	5,000	5,000
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	3,675	5,032	4,500	4,500
7428 Maint of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	2,760	2,308	2,700	2,700
7430 Professional & Specialized Services	21,303	46,151	30,000	30,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	760	750	750
7435 Professional Development & Meetings	7,653	4,318	4,000	4,000
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	51,222	53,644	56,004	56,004
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 91,935	\$ 117,515	\$ 104,054	\$ 104,054

Description	FY 2019 Adopted
<u>7421</u> Communications - Phones Monthly Fees - Cellular Telephones	\$ 1,100
<u>7424</u> Office Expense Office Supplies	5,000
<u>7427</u> Special Departmental Expense Departmental Employee Recognition Drafting Materials, Special Events, Special Equipment, Etc.	1,500 3,000 4,500
<u>7429</u> Maintenance & Operation of Equipment Engineering Copier	2,700
<u>7430</u> Professional & Specialized Services Consultant Services *	30,000
<u>7434</u> Memberships, Dues, Books Books, Dues & Subscriptions	750
<u>7435</u> Professional Development & Meetings Professional Development & Meetings	4,000
<u>7551</u> User Charges - IT Pool Use of Computer Hardware/Software; Phones & Photocopier/Fax	56,004
TOTAL	\$ 104,054

* Funded from CIPR

ENVIRONMENTAL SERVICES FUND - (209)
Public Works - Environmental Services Program (715)
Program Manager - City Engineer

MISSION STATEMENT

Monitor environmental program revenues for solid waste, storm water, and other miscellaneous sources of funds.

ONGOING RESPONSIBILITIES

- Transfer out of solid waste and storm water revenues to other City programs

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	City of Campbell Solid Waste Maximum Disposal (pounds/person/day)	4.2	4.2	4.5

In 2007 the State of California Integrated Waste Management Division established a target maximum solid waste disposal for each local agency. The City of Campbell's target is to dispose of less than 5.2 lbs/person/day.

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : PUBLIC WORKS - ENVIRONMENTAL SERVICES

EXHIBIT A
209.715

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	1,411,778	1,398,677	1,419,707	1,472,897
Appropriation Total	\$ 1,411,778	\$ 1,398,677	\$ 1,419,707	\$ 1,472,897

FUNDING SOURCE(s)				
Program Revenue	\$ 914,341	\$ 880,282	\$ 863,063	\$ 1,017,616
Transfers from Other Funds 101	511,500	511,500	513,693	437,000
Use of Reserves	-	-	42,951	18,281
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ 1,425,841	\$ 1,391,782	\$ 1,419,707	\$ 1,472,897

REVENUE DETAIL					
Description	Fund/Acct.				
Storm Water Fees - WV Sanitation	4720	\$ 382,148	\$ 384,925	\$ 394,100	\$ 394,100
Storm Drain Fees	4721	51,055	25,526	15,000	15,000
AB939 Recycling - Santa Clara County	4922	63,088	66,790	49,356	49,356
Solid Waste - Beverage Container Grant	4533	-	-	-	10,000
Solid Waste Fees	4724	244,521	229,512	231,078	341,900
Solid Waste Revenue (10 Yr Contract)	4724	173,529	173,529	173,529	173,529
Santa Clara Valley Water District Grant	4563	-	-	-	33,731
Program Revenue		\$ 914,341	\$ 880,282	\$ 863,063	\$ 1,017,616
General Fund - Transfers-In		\$ 511,500	\$ 511,500	\$ 513,693	\$ 437,000
Transfers from Other Funds		\$ 511,500	\$ 511,500	\$ 513,693	\$ 437,000
Solid Waste - Beginning Fund Balance		\$ -	\$ -	\$ (5,885)	\$ (54,374)
Storm Water - Beginning Fund Balance		-	-	48,836	72,655
Use of Fund Reserves		\$ -	\$ -	\$ 42,951	\$ 18,281
Additional Fund Subsidy		\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ 1,425,841	\$ 1,391,782	\$ 1,419,707	\$ 1,472,897

CITY OF CAMPBELL
OPERATING BUDGET - TRANSFERS OUT
PROGRAM : PUBLIC WORKS - ENVIRONMENTAL SERVICES

EXHIBIT E
209.715

Description	FY 2018 Adopted	FY 2019 Adopted
Solid Waste:		
City Manager Administration - #101.510	\$ 12,500	\$ 12,500
Public Works Department Administration - #101.701	102,000	102,000
Public Works - Engineering (Street Maintenance) - #101.730	60,000	60,000
Public Works - Land Development / Environmental - #101.740	207,771	182,771
Public Works - Street Maintenance - #204.760	436,000	490,371
Public Works - Maintenance Administration - #101.745	57,500	57,500
Public Works - Parks Maintenance - #207.775	45,000	45,000
Public Works - Building Maintenance - #101.780	15,000	15,000
Finance Department - Accounting - #101.535	26,000	26,000
	961,771	991,142
Storm Water:		
Public Works Department Administration - #101.701	30,800	30,800
Public Works - Engineering - #101.730	25,000	25,000
Public Works Land Development / Environmental - #101.740	355,136	353,955
Public Works - Street Maintenance - #204.760	22,000	47,000
City Manager - Administration - #101.510	5,000	5,000
Finance Department - Accounting - #101.535	5,000	5,000
	442,936	466,755
Storm Drain Fees:		
Public Works Engineering - #101.730	15,000	15,000
TOTAL	\$ 1,419,707	\$ 1,472,897

GENERAL FUND - (101)
Public Works - Transportation Engineering Program (720)
Program Manager - Traffic Engineer

MISSION STATEMENT

Manage, including monitoring and planning improvements to, the City's surface transportation system to achieve safe and efficient movement of pedestrians, bicyclists, and vehicles within and through the community in the most cost-effective and equitable manner possible.

ONGOING RESPONSIBILITIES

- Collect and analyze traffic volume, accident, speed, and related data
- Manage traffic signal timing and coordination
- Determine the need for traffic regulation and control, and direct the placement and operation of traffic controls according to Council policy and traffic engineering standards
- Respond to citizen requests for changes in traffic controls and for evaluation of other traffic engineering issues
- Work with neighborhood groups, as appropriate, to evaluate traffic issues, identify appropriate alternatives, and develop recommendations
- Support the Engineering Division's design and construction of capital improvement projects
- Represent the City in regional and interagency transportation programs and projects, including congestion management, arterial and freeway operations, public transit planning and development, project funding, and bikeway planning
- Prepare and submit mandated reports to the Santa Clara Valley Transportation Agency and Caltrans
- Staff the City's Bicycle and Pedestrian Advisory Committee
- Support the Community Development Department and Engineering Division in the review of development projects and General Plan changes
- Identify and apply for outside funding sources suitable for transportation-related projects in the City
- Prepare an annual traffic-vehicle-pedestrian accident report
- Manage annual bicycle and pedestrian safety improvement projects
- Implement the City's current Traffic Calming Policy
- Participate, as appropriate, in implementation and operation of Silicon Valley-Intelligent Transportation Systems (SV-ITS) Projects

GENERAL FUND - (101)
Public Works - Transportation Engineering Program (720)
Program Manager - Traffic Engineer

WORK PLAN ITEMS FOR FISCAL YEAR 2018- 2019

- Provide design support - Bicycle Map

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	95% of Congestion Management Program (CMP) roadways meet CMP Level Of Service standards	88.9%	88.9%	88.9%
2	Number of pedestrian accidents and percent of total of all accidents	19 3.3%	14 2.5%	14 2.4%
3	Number of bicycle accidents and percent of total of all accidents	21 3.7%	18 3.2%	14 2.4%
4	Number of injury accidents and percent of total of all accidents	75 13.2%	61 11.0%	77 13.2%
5	80% of Traffic Service Requests responded to within 30 days	96.1%	93%	97%

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : PUBLIC WORKS - TRANSPORTATION ENGINEERING

EXHIBIT A
101.720

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 305,857	\$ 324,593	\$ 310,317	\$ 317,532
Supplies, Services & Capital Outlay (Exhibit C)	31,095	42,885	52,052	52,052
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	336,952	367,478	362,369	369,584
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 336,952	\$ 367,478	\$ 362,369	\$ 369,584

FUNDING SOURCE(s)				
Program Revenue	\$ 40,003	\$ 176,021	\$ 36,500	\$ 36,500
Transfers from Other Funds	-	-	25,000	25,000
Use of Reserves	-	30,709	10,000	-
Additional Fund Revenue	296,949	160,748	290,869	308,084
Funding Source Total	\$ 336,952	\$ 367,478	\$ 362,369	\$ 369,584

REVENUE DETAIL					
Description	Fund/Acct.				
Truck Permits	4271	\$ 1,472	\$ 1,008	\$ 500	\$ 500
Transit Shelter Advertising	4544	6,287	5,815	6,000	6,000
Traffic Engineering Services	4728	312	145,171	-	-
Project Overhead Offset *	4725	31,932	24,027	30,000	30,000
Program Revenue		\$ 40,003	\$ 176,021	\$ 36,500	\$ 36,500
Gas Tax Fund	204	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Transfers from Other Funds		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Beginning Fund Balance - CIPR		-	30,709	10,000	-
Use of Fund Reserves		\$ -	\$ 30,709	\$ 10,000	\$ -
Additional Fund Subsidy		\$ 296,949	\$ 160,748	\$ 290,869	\$ 308,084
TOTAL FUNDING SOURCES		\$ 361,952	\$ 392,478	\$ 362,369	\$ 369,584

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : PUBLIC WORKS - TRANSPORTATION ENGINEERING

EXHIBIT B
101.720

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 172,647	\$ 215,469	\$ 206,668	\$ 219,492
7002 Personnel - Temporary	61,223	10,803	15,600	15,600
7003 Personnel - Overtime	-	-	500	500
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 233,870	\$ 226,272	\$ 222,768	\$ 235,592
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	75	150	75
7106 Retirement	33,389	42,639	40,338	42,524
7107 Dental Insurance	2,874	4,187	4,172	3,225
7108 Group Health Insurance	17,342	22,903	30,452	22,800
7109 Group Life Insurance	264	372	372	279
7110 Workers' Compensation Insurance	3,431	6,747	2,893	3,518
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	1,254	1,659	1,701	1,337
7113 Medicare	3,625	3,682	2,778	3,409
7114 Auto Allowance	1,931	1,936	1,920	1,920
7115 Cell Phone Allowance	362	363	360	360
7118 Other Benefits Pay	3,226	4,020	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	2,228	7,871	-	-
7122 Deferred Compensation Contribution	220	655	650	650
7124 VEBA Health Deferred Compensation	1,046	1,072	1,560	1,640
7126 PARS 457 Retirement	797	140	203	203
Total Benefits	\$ 71,987	\$ 98,321	\$ 87,549	\$ 81,940
Total Salary & Benefits	\$ 305,857	\$ 324,593	\$ 310,317	\$ 317,532

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : PUBLIC WORKS - TRANSPORTATION ENGINEERING

EXHIBIT B-1
101.720

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Traffic Engineer	1.00	1.00	1.00	1.00	\$ 159,411
Assistant Engineer	0.50	0.50	0.50	0.50	60,081
TOTAL	1.50	1.50	1.50	1.50	\$ 219,492

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Traffic Engineering Assistant (Intern)	0.50	0.50	0.50	0.50	\$ 15,600
TOTAL	0.50	0.50	0.50	0.50	\$ 15,600

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : PUBLIC WORKS - TRANSPORTATION ENGINEERING

EXHIBIT C
101.720

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	-	80	5,500	5,500
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	791	7,500	7,500
7430 Professional & Specialized Services	100	9,272	10,000	10,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	384	920	1,050	1,050
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	30,611	31,822	28,002	28,002
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 31,095	\$ 42,885	\$ 52,052	\$ 52,052

CITY OF CAMPBELL
 OPERATING BUDGET - Supplies & Services Detail
 PROGRAM : PUBLIC WORKS - TRANSPORTATION ENGINEERING

EXHIBIT C-1
 101.720
 Page 1

Description	FY 2019 Adopted
<u>7427 Special Departmental Expense</u>	
Marking Paint, Measuring Wheels, Hoses, Etc.	\$ 250
Silicon Valley Intelligent Traffic Solutions Technical Support	5,000
Technical Software and Updates (Non-Information Technology Supported)	250
	5,500
<u>7429 Maintenance & Operation of Equipment</u>	
Pool Bicycle Maintenance	500
Silicon Valley - Intelligent Transportation Systems Equipment	7,000
	7,500
<u>7430 Professional & Specialized Services</u>	
Conduct City initiated traffic studies & analysis	10,000
	10,000
<u>7434 Memberships, Dues, Books</u>	
Books	260
Dues - Institute of Transportation Engineering (ITE); Transportation Resources Board (TRB)	640
Subscriptions	150
	1,050
<u>7551 User Charges - IT Pool</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	28,002
	28,002
TOTAL	\$ 52,052

**GENERAL FUND - (101)
Public Works - Engineering (730)
Program Manager - City Engineer**

MISSION STATEMENT

Design and construct Public Works maintenance and Capital Improvement Program (CIP) projects in a timely and cost-effective manner; administer special engineering programs; regulate and inspect construction operations within the public right-of-way.

ONGOING RESPONSIBILITIES

- Perform project planning, engineering design, cost estimating, bid advertisement, and construction management services for Public Works Engineering projects
- Manage schedules and budgets for Public Works Engineering projects
- Conduct periodic street assessment surveys and evaluate and recommend pavement maintenance treatments using the computerized Pavement Management Program
- Participate in MTC's Pavement Maintenance Program
- Issue permits for construction within the public right-of-way
- Perform field inspections of construction within the public right-of-way
- Coordinate one-year maintenance inspections, accept work and release permits/bonds
- Coordinate effectively with other agencies regarding public works construction
- Provide engineering support for Capital Improvement Program development
- Provide engineering support to Traffic Engineering and other departments as needed

WORK PLAN ITEMS FOR FISCAL YEAR 2018 - 2019

- Complete Annual Street Maintenance Project
- Complete project design – Harriet Avenue Traffic Calming Project
- Complete design- Eden Avenue Sidewalk Project
- Complete project design – Campbell Park
- Coordinate with Santa Clara Valley Water District and City of San Jose to complete conceptual design and develop an implementation plan for the San Tomas Aquino Creek Trail
- Seek and secure grant funding to design and provide an All-Inclusive Playground at John D. Morgan Park (Budd Ave. side)
- Develop design standards, policy and ordinance for wireless telecommunications facilities in the public right-of-way

GENERAL FUND - (101)
Public Works - Engineering (730)
Program Manager - City Engineer

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	Average cost of design and construction engineering is 18%	10%	18%	19%
2	75% of City's pavement network is at a PCI of 70 or greater	66.3%	56%	46%
3	Mean PCI of City's pavement network	68	67	66

CITY OF CAMPBELL
 OPERATING BUDGET - Summary of Exhibits
 PROGRAM : PUBLIC WORKS - ENGINEERING

EXHIBIT A
 101.730

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 798,442	\$ 993,009	\$ 1,226,380	\$ 1,294,824
Supplies, Services & Capital Outlay (Exhibit C)	181,563	95,025	108,142	113,592
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	980,004	1,088,034	1,334,522	1,408,416
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 980,004	\$ 1,088,034	\$ 1,334,522	\$ 1,408,416

FUNDING SOURCE(s)				
Program Revenue	\$ 414,279	\$ 355,652	\$ 353,000	\$ 506,000
Transfers from Other Funds 209	-	-	100,000	100,000
Use of Reserves	-	123,313	29,000	29,000
Additional Fund Revenue	565,725	609,070	852,522	773,416
Funding Source Total	\$ 980,004	\$ 1,088,034	\$ 1,334,522	\$ 1,408,416

REVENUE DETAIL					
Description	Fund/Acct.				
Project Overhead Offset	4725	\$ 407,005	\$ 334,876	\$ 350,000	\$ 500,000
Sale of Maps / Publications	4760	2,660	2,313	1,000	2,000
Notice of Improvement Obligation	4924	4,614	18,463	2,000	4,000
Program Revenue		\$ 414,279	\$ 355,652	\$ 353,000	\$ 506,000
Environmental Programs - Solid Waste	209	100,000	100,000	100,000	60,000
Environmental Programs - Storm Water	209	-	-	-	25,000
Environmental Programs - Storm Drain	209	-	-	-	15,000
Transfers from Other Funds		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
CIPR - Limited Term Position		\$ -	\$ 123,313	\$ 29,000	\$ 29,000
Use of Fund Reserves		\$ -	\$ 123,313	\$ 29,000	\$ 29,000
Additional Fund Subsidy		\$ 565,725	\$ 609,070	\$ 852,522	\$ 773,416
TOTAL FUNDING SOURCES		\$ 1,080,004	\$ 1,188,034	\$ 1,334,522	\$ 1,408,416

CITY OF CAMPBELL
 OPERATING BUDGET - Employee Services
 PROGRAM : PUBLIC WORKS - ENGINEERING

EXHIBIT B
 101.730

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 512,453	\$ 659,551	\$ 796,619	\$ 837,564
7002 Personnel - Temporary	43,576	36,258	115,080	105,080
7003 Personnel - Overtime	3,369	200	3,000	3,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 559,398	\$ 696,009	\$ 914,699	\$ 945,644
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	413	490	600	600
7106 Retirement	101,218	129,287	155,549	188,096
7107 Dental Insurance	8,372	10,985	13,559	13,975
7108 Group Health Insurance	58,122	74,369	95,819	94,380
7109 Group Life Insurance	767	961	1,209	1,209
7110 Workers' Compensation Insurance	10,270	18,458	13,609	15,843
7112 Group Disability Insurance	3,321	4,131	5,103	5,103
7113 Medicare	8,926	11,153	12,897	13,678
7114 Auto Allowance	2,492	2,905	2,880	2,880
7115 Cell Phone Allowance	454	684	900	540
7118 Other Benefits Pay	6,878	6,396	-	-
7120 Sick Leave Payout	4,268	-	-	-
7121 Leave Balance Payout	28,462	30,449	-	-
7122 Deferred Compensation Contribution	3,621	4,882	6,500	6,500
7124 VEBA Health Deferred Compensation	1,349	1,682	1,560	5,010
7126 PARS 457 Retirement	109	168	1,496	1,366
Total Benefits	\$ 239,044	\$ 296,999	\$ 311,681	\$ 349,180
Total Salary & Benefits	\$ 798,442	\$ 993,009	\$ 1,226,380	\$ 1,294,824

**CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : PUBLIC WORKS - ENGINEERING**

**EXHIBIT B-1
101.730**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
City Engineer ***	0.50	0.50	0.50	0.50	\$ 90,283
Senior Civil Engineer	1.00	1.00	1.00	1.00	154,461
Assistant Engineer	2.00	1.00	1.00	1.00	126,235
Senior Public Works Inspector	1.00	1.00	1.00	1.00	125,029
Associate Engineer *	-	1.00	1.00	1.00	135,616
Assistant Engineer **	-	1.00	1.00	1.00	114,462
Engineer Technician I **	-	-	1.00	1.00	91,478
* Reclassed from Assistant Engineer					
** 2-Year Limited Term					
*** Balance of Position in Program 740					
TOTAL	4.50	5.50	6.50	6.50	\$ 837,564

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Engineering Assistant (Intern)	0.50	0.50	0.50	0.50	\$ 15,080
Project Engineer	0.50	0.75	0.75	0.70	70,000
GIS Technician	-	-	0.25	-	-
Technician	-	-	-	0.25	20,000
TOTAL	1.00	1.25	1.50	1.45	\$ 105,080

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : PUBLIC WORKS - ENGINEERING

EXHIBIT C
101.730

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	450
7423 Clothing & Personal Expense	-	277	400	400
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	172	1,420	1,500	1,500
7427 Special Departmental Expense	-	-	200	200
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	109,935	17,873	5,000	10,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	1,600	1,808	2,050	2,050
7435 Professional Development & Meetings	2,534	5,200	6,300	6,300
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	16,100	14,804	15,687	15,687
7551 User Charges - IT Pool	51,222	53,644	77,005	77,005
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 181,563	\$ 95,025	\$ 108,142	\$ 113,592

Description	FY 2019 Adopted
7421 <u>Communciations</u> Monthly Fees - Mi-Fi Cellular Devices	\$ 450
7423 <u>Clothing & Personal Expense</u> Safety Clothing and Damaged Clothing Repair	\$ 400
7425 <u>Minor Tools & Equipment</u> Survey Equipment	1,500
7427 <u>Special Departmental Expense</u> Employee Recognition	200
7430 <u>Professional & Specialized Services</u> Supplemental Engineering & Storm Water Consultant Services (As Needed)	10,000
7434 <u>Memberships, Dues, Books</u> Books Dues Subscriptions	500 1,450 100 2,050
7435 <u>Professional Development & Meetings</u> Conferences, Monthly meetings, Training & Teleconferences	6,300
7550 <u>User Charges - Motor Pool</u> Use of City Vehicles	15,687
7551 <u>User Charges - IT Pool</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	77,005
TOTAL	\$ 113,592

**GENERAL FUND - (101)
Public Works - Land Development / Environmental Programs (740)
Program Manager - City Engineer**

MISSION STATEMENT

Provide review of land development and subdivision projects ensuring compliance with appropriate laws, City ordinances, and mitigation of project impacts. Administer, plan and manage the City's solid waste collection and disposal, storm water management, and other environmental programs as needed.

ONGOING RESPONSIBILITIES

- Provide Engineering staff support to the City's Development Review process
- Provide Engineering staff support to the Building Permit process as required
- Plan check maps, street improvement plans, and grading and drainage plans
- Support public counter and issue land development permits for construction within the public right-of-way
- Evaluate and recommend updates of Land Development Engineering fees, permit forms and handouts
- Prepare budget and monitor expenditures and revenues, including cost recovery
- Coordinate and implement solid waste programs to comply with legislative mandates regarding solid waste reduction, monitor annual diversion rates and assist with preparation of annual report
- Manage the City's solid waste franchised refuse collection contract, landfill contract, recycling contract, yard waste contract, and household hazardous waste contract
- Coordinate and facilitate implementation of programs to comply with the City's National Pollutant Discharge Elimination System permit
- Provide staff liaison to West Valley Solid Waste Joint Powers Authority
- Provide storm water management liaison to Santa Clara Valley Water District, County Fire, West Valley Sanitation District, and West Valley Clean Water Program, including budget submittal for program funding and required annual reports
- Administer the City's Lighting and Landscape Assessment District (LLD)

WORK PLAN ITEMS FOR FISCAL YEAR 2018 - 2019

- Develop a Green Infrastructure Plan as required by the recently reissued Storm Water Municipal Regional Permit

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	80% of development application reviews completed within ten working days	90%	94%	93%

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : PUBLIC WORKS - LAND DEVELOPMENT

EXHIBIT A
101.740

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 650,817	\$ 655,274	\$ 699,677	\$ 739,848
Supplies, Services & Capital Outlay (Exhibit C)	461,151	435,100	560,404	530,854
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,111,968	1,090,374	1,260,081	1,270,702
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 1,111,968	\$ 1,090,374	\$ 1,260,081	\$ 1,270,702

FUNDING SOURCE(s)				
Program Revenue	\$ 2,518,082	\$ 2,463,311	\$ 2,180,000	\$ 2,230,000
Transfers from Other Funds 209	595,378	602,277	599,907	573,726
Use of Reserves	-	-	-	-
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ 3,113,460	\$ 3,065,588	\$ 2,779,907	\$ 2,803,726

REVENUE DETAIL					
Description	Fund/Acct.				
Franchise - Garbage	4123	\$ 1,831,301	\$ 1,944,817	\$ 1,830,000	\$ 1,830,000
Engineering & Subdivision Filing Fees	4722	686,781	518,494	350,000	400,000
Program Revenue		\$ 2,518,082	\$ 2,463,311	\$ 2,180,000	\$ 2,230,000
Environmental Services - Storm Water	209	\$ 374,400	\$ 356,307	\$ 355,136	\$ 353,955
Environmental Programs - Solid Waste	209	180,578	205,570	207,771	182,771
Community Facilities District #2	237	5,400	5,400	2,000	2,000
Lighting and Landscape District	207	35,000	35,000	35,000	35,000
Transfers from Other Funds		\$ 595,378	\$ 602,277	\$ 599,907	\$ 573,726
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ 3,113,460	\$ 3,065,588	\$ 2,779,907	\$ 2,803,726

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : PUBLIC WORKS - LAND DEVELOPMENT

EXHIBIT B
101.740

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 413,928	\$ 458,621	\$ 477,525	\$ 493,907
7002 Personnel - Temporary	52,558	11,192	40,080	45,080
7003 Personnel - Overtime	621	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 467,106	\$ 469,813	\$ 517,605	\$ 538,987
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	300	300	300	300
7106 Retirement	87,960	90,300	93,177	110,835
7107 Dental Insurance	6,684	7,319	7,301	7,525
7108 Group Health Insurance	47,236	52,303	52,841	51,900
7109 Group Life Insurance	612	651	651	651
7110 Workers' Compensation Insurance	7,504	11,391	9,281	9,098
7112 Group Disability Insurance	2,714	2,916	2,916	2,916
7113 Medicare	7,208	6,913	7,504	7,821
7114 Auto Allowance	2,492	2,904	2,880	2,880
7115 Cell Phone Allowance	454	505	540	540
7118 Other Benefits Pay	5,361	5,556	-	-
7120 Sick Leave Payout	4,268	-	-	-
7121 Leave Balance Payout	6,850	-	-	-
7122 Deferred Compensation Contribution	2,610	2,621	2,600	2,600
7124 VEBA Health Deferred Compensation	1,349	1,636	1,560	3,210
7126 PARS 457 Retirement	108	145	521	586
Total Benefits	\$ 183,711	\$ 185,461	\$ 182,072	\$ 200,861
Total Salary & Benefits	\$ 650,817	\$ 655,274	\$ 699,677	\$ 739,848

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : PUBLIC WORKS - LAND DEVELOPMENT

EXHIBIT B-1
101.740

Permanent Personnel	Full-Time Equivalentents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Senior Civil Engineer	1.00	1.00	1.00	1.00	\$ 154,461
Assistant Engineer	1.00	1.00	1.00	1.00	126,235
City Engineer *	0.50	0.50	0.50	0.50	90,283
Public Works Inspector	1.00	1.00	1.00	1.00	122,928
* Balance of Position in Program 730					
TOTAL	3.50	3.50	3.50	3.50	\$ 493,907

Temporary Personnel	Full-Time Equivalentents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Engineering Assistant (Intern)	0.50	0.50	0.50	0.50	\$ 15,080
Project Engineer	0.25	0.20	-	-	-
GIS Technician	-	-	0.25	-	-
Technician	-	-	-	0.25	30,000
TOTAL	0.75	0.70	0.75	0.75	\$ 45,080

**CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : PUBLIC WORKS - LAND DEVELOPMENT**

**EXHIBIT C
101.740**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	450
7423 Clothing & Personal Expense	-	-	200	200
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	4,112	3,726	3,000	3,000
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	412,557	389,297	480,029	475,029
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	24,830	22,834	44,187	19,187
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	121	642	1,435	1,435
7435 Professional Development & Meetings	1,494	-	3,900	3,900
7437 Staff Development	-	448	1,600	1,600
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	5,232	4,742	5,052	5,052
7551 User Charges - IT Pool	12,806	13,411	21,001	21,001
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 461,151	\$ 435,100	\$ 560,404	\$ 530,854

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM : PUBLIC WORKS - LAND DEVELOPMENT

EXHIBIT C-1
101.740
Page 1

Description	FY 2019 Adopted
<u>7421</u> Communications	
Monthly Fee - MiFi - Cellular Devices	\$ 450
<u>7423</u> Clothing & Personal Expense	
Safety Clothing	200
<u>7427</u> Special Departmental Expense	
Public Education Material	800
County Recorder Fees	1,000
County Recorder Map Update	1,000
Employee Recognition	200
	3,000
<u>7430</u> Professional & Specialized Services	
Supplemental Land Development Engineering Services	60,000
West Valley Clean Water Program *	355,136
West Valley Solid Waste Management Authority *	48,393
LLA Management Services	11,500
	475,029
<u>7432</u> Other Contractual Services	
Household Hazardous Waste Supplemental Services *	19,187
<u>7434</u> Memberships, Dues, Books	
Books & Subscriptions	500
Dues / Registration	935
	1,435
<u>7435</u> Professional Development & Meetings	
Professional Development & Meetings	3,900
<u>7437</u> Staff Development	
Staff Development	1,600
<u>7550</u> User Charges - Motor Pool	
Use of City Vehicles	5,052
<u>7551</u> User Charges - IT Pool	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	21,001
* Funded by Environmental Services Program (715)	
TOTAL	\$ 511,667

**COMMUNITY FACILITIES DISTRICT #2 FUND- (237)
Public Works – Community Facilities District #2 (741)
Program Manager – City Engineer**

MISSION STATEMENT

Administer the special tax revenues generated from Community Facilities District No. 2 (Public Services – Storm Water Treatment and Related Facilities) and account for related expenditures.

ONGOING RESPONSIBILITIES

- Monitor the special tax revenues generated from the district
- Ensure expenditures are related to costs of maintaining the district
- Administer necessary reporting requirements related to the district including annual reporting

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : PUBLIC WORKS - COMMUNITY FACILITIES DISTRICT #2

EXHIBIT A
237.741

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	346	-	18,000	19,000
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	346	-	18,000	19,000
Transfers Out (Exhibit E)	-	-	4,000	4,000
Appropriation Total	\$ 346	\$ -	\$ 22,000	\$ 23,000

FUNDING SOURCE(s)				
Program Revenue	\$ 34,570	\$ 41,431	\$ 35,250	\$ 35,250
Transfers from Other Funds	-	-	-	-
Use of Reserves	(34,224)	(41,431)	(13,250)	(12,250)
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ 346	\$ -	\$ 22,000	\$ 23,000

REVENUE DETAIL					
Description	Fund/Acct.				
Community Facilities District #2	5005	\$ 34,570	\$ 41,431	\$ 35,250	\$ 35,250
Assessment					
Program Revenue		\$ 34,570	\$ 41,431	\$ 35,250	\$ 35,250
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
CFD #2 - Beginning Fund Balance		\$ (34,224)	\$ (41,431)	\$ (13,250)	\$ (12,250)
Use of Fund Reserves		\$ (34,224)	\$ (41,431)	\$ (13,250)	\$ (12,250)
Additional Fund Subsidy		\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ 346	\$ -	\$ 22,000	\$ 23,000

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : PUBLIC WORKS - COMMUNITY FACILITIES DISTRICT #2

EXHIBIT C
237.741

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ 2,000	\$ 3,000
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	-	-	-	-
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	-	-	4,000	4,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	12,000	12,000
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	346	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	-	-	-	-
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 346	\$ -	\$ 18,000	\$ 19,000

Description	FY 2019 Adopted
<u>7420 Utilities - Electricity/Gas/Water</u> Utilities - Electricity/Gas/Water	\$ 3,000
<u>7430 Professional & Specialized Services</u> CFD #2 - Management Services	4,000
<u>7432 Other Contractual Services</u> Contractual Services Landscape Maintenance	12,000
TOTAL	\$ 19,000

CITY OF CAMPBELL
 OPERATING BUDGET - TRANSFERS OUT
 PROGRAM : PUBLIC WORKS - COMMUNITY FACILITIES DISTRICT #2

EXHIBIT E
 237.741

Description	FY 2018 Adopted	FY 2019 Adopted
<u>9899 Operating Transfers Out</u>		
CFD #2		
Public Works Land Development / Environmental - #101.740	\$ 2,000	\$ 2,000
Public Works - Park Maintenance - #207.775	2,000	2,000
TOTAL	\$ 4,000	\$ 4,000

GENERAL FUND - (101)
Public Works - Maintenance Administration Program (745)
Program Manager - Public Works Superintendent

MISSION STATEMENT

Provide cost-effective management oversight for the maintenance of the City's infrastructure, including public right-of-way facilities, parks, grounds, traffic signals, and streetlights, as well as the City's vehicles and equipment.

ONGOING RESPONSIBILITIES

- Provide personnel and budget administration for the Maintenance Division
- Manage citizen requests for Maintenance Division service
- Provide public information concerning maintenance activities
- Coordinate the annual Arbor Day observance
- Serve as Safety Coordinator for the Maintenance Division
- Assure Maintenance Division adherence to the Injury and Illness Prevention Program
- Administer the City's motor pool, shopping cart collection, integrated pest management program, and the underground storage tank designated operator contract
- Support the Parks and Recreation Commission
- Optimize the use of community volunteers
- Track adherence to performance standards
- Coordinate Maintenance Division Review, as needed, for Capital Improvement Program and private development projects
- Keep the Hazardous Materials Management Plan and Storm Water Pollution Prevention Plans up-to-date
- Oversee and coordinate maintenance personnel for special events
- Participate in Emergency Operation Center (EOC) drills
- Oversee the operation of the Community Garden at Edith Morley Park
- Develop annual sidewalk repair and street tree planting location lists
- Develop and implement cost savings in all Sections
- Coordinate City-wide garage sale, residential clean-up and West Valley Clean Water Program litter pick-up events
- Coordinate home composting classes in the City with the Santa Clara County Home Composting Education Program
- Continue sidewalk inspection program

WORK PLAN ITEMS FOR FISCAL YEAR 2018 - 2019

- Complete Playground Safety Management Plan
- Complete Traffic Signal Inventory and Management Plan
- Complete Urban Forest Management Program

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : PUBLIC WORKS - MAINTENANCE ADMINISTRATION

EXHIBIT A
101.745

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 396,226	\$ 406,894	\$ 421,504	\$ 474,512
Supplies, Services & Capital Outlay (Exhibit C)	63,551	61,948	69,798	65,298
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	459,777	468,842	491,302	539,810
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 459,777	\$ 468,842	\$ 491,302	\$ 539,810

FUNDING SOURCE(s)				
Program Revenue	\$ -	\$ 287	\$ 3,200	\$ 3,600
Transfers from Other Funds 207-209-641	-	-	102,500	102,500
Use of Reserves	-	-	-	-
Additional Fund Revenue	459,777	468,555	385,602	433,710
Funding Source Total	\$ 459,777	\$ 468,842	\$ 491,302	\$ 539,810

REVENUE DETAIL					
Description	Fund/Acct.				
Community Garden Fees	4735	-	287	3,200	3,600
Program Revenue		\$ 18	\$ 287	\$ 3,200	\$ 3,600
Lighting & Landscaping District (LLA-1)	207	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Environmental Programs - Solid Waste *	209	57,500	57,500	57,500	57,500
Motor Vehicle Pool	641	35,000	35,000	35,000	35,000
* Includes Beverage Container Grant Funds					
Transfers from Other Funds		\$ 102,500	\$ 102,500	\$ 102,500	\$ 102,500
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 459,777	\$ 468,555	\$ 385,602	\$ 433,710
TOTAL FUNDING SOURCES		\$ 562,295	\$ 571,342	\$ 491,302	\$ 539,810

**CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : PUBLIC WORKS - MAINTENANCE ADMINISTRATION**

**EXHIBIT B
101.745**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 260,125	\$ 261,305	\$ 293,592	\$ 326,372
7002 Personnel - Temporary	22,000	25,729	-	5,000
7003 Personnel - Overtime	1,277	1,212	1,000	1,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 283,401	\$ 288,246	\$ 294,592	\$ 332,372
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	50,596	51,257	57,283	72,983
7107 Dental Insurance	5,242	5,578	6,258	6,450
7108 Group Health Insurance	36,012	36,844	44,778	44,040
7109 Group Life Insurance	481	481	558	558
7110 Workers' Compensation Insurance	3,405	5,554	3,478	3,359
7112 Group Disability Insurance	2,126	2,126	2,430	2,430
7113 Medicare	4,668	4,765	4,257	4,805
7114 Auto Allowance	-	-	1,920	-
7115 Cell Phone Allowance	362	363	360	360
7118 Other Benefits Pay	6,635	3,616	1,950	1,950
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	4,516	-	-
7122 Deferred Compensation Contribution	2,003	2,111	2,600	2,600
7124 VEBA Health Deferred Compensation	1,046	1,106	1,040	2,540
7126 PARS 457 Retirement	249	332	-	65
Total Benefits	\$ 112,824	\$ 118,648	\$ 126,912	\$ 142,140
Total Salary & Benefits	\$ 396,226	\$ 406,894	\$ 421,504	\$ 474,512

**CITY OF CAMPBELL
 OPERATING BUDGET - Personnel Allocation
 PROGRAM : PUBLIC WORKS - MAINTENANCE ADMINISTRATION**

**EXHIBIT B-1
 101.745**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Public Works Superintendent	1.00	1.00	1.00	1.00	\$ 161,886
Office Assistant	0.90	1.00	1.00	1.00	73,736
Executive Assistant	1.00	1.00	1.00	1.00	90,750
TOTAL	2.90	3.00	3.00	3.00	\$ 326,372

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Engineering Technician	0.25	0.20	-	-	\$ -
Office Assistant	-	-	-	0.10	5,000
TOTAL	0.25	0.20	-	0.10	\$ 5,000

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : PUBLIC WORKS - MAINTENANCE ADMINISTRATION

EXHIBIT C
101.745

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	6,895	6,116	9,400	9,400
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	4,458	4,467	4,500	4,500
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	13,624	14,626	14,000	14,000
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	405	107	6,000	1,500
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	1,900	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	742	340	950	950
7435 Professional Development & Meetings	8,883	8,028	7,300	7,300
7437 Staff Development	2,495	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	6,842	6,246	6,647	6,647
7551 User Charges - IT Pool	19,207	20,117	21,001	21,001
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 63,551	\$ 61,948	\$ 69,798	\$ 65,298

CITY OF CAMPBELL
 OPERATING BUDGET - Supplies & Services Detail
 PROGRAM : PUBLIC WORKS - MAINTENANCE ADMINISTRATION

EXHIBIT C-1
 101.745
 Page 1

Description	FY 2019 Adopted
<u>7421</u> <u>Communications - Phones</u> Cellular Phones & Pager Rentals	\$ 9,400
<u>7424</u> <u>Office Expense</u> Office Supplies, Forms, Diskettes, Etc.	4,500
<u>7427</u> <u>Special Departmental Expense</u> Alarm System, Furniture, Comcast Cable Community Garage Sale Advertising, Publicity, Etc. (Recycling Map) Employee Recognition Great American Litter Pick-Up	5,000 3,000 1,000 5,000 14,000
<u>7430</u> <u>Professional & Specialized Services</u> Blueprints, Drafting & Printing, Safety Programs & Subscriptions	1,500
<u>7434</u> <u>Memberships, Dues, Books</u> Books Dues - Maintenance Superintendents Association; California Parks & Recreation Society; Arbor Day Foundation, American Public Works Associations, Etc.	200 750 950
<u>7435</u> <u>Professional Development & Meetings</u> Professional Development & Meetings	7,300
<u>7550</u> <u>User Charges - Motor Pool</u> Use of City Vehicles	6,647
<u>7551</u> <u>User Charges - IT Pool</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	21,001
TOTAL	\$ 65,298

MOTOR VEHICLE POOL FUND - (641)
Public Works - Vehicle & Equipment Maintenance Services Program (750)
Program Manager - Equipment Maintenance Supervisor

MISSION STATEMENT

Provide quality, timely, and cost-effective maintenance and repair services for the City's vehicles and equipment.

ONGOING RESPONSIBILITIES

- Establish and maintain records and cost accounting information
- Develop, schedule and accomplish preventive maintenance programs for each vehicle and piece of equipment
- Procure parts, supplies, publications, tools, equipment and specialty services
- Provide service and repairs to safety vehicles and equipment on a priority basis
- Provide vehicle inspections for the Police Department as requested for major accidents
- Procure new vehicles and equipment in cooperation with end-users
- Monitor and maintain permits for underground tanks
- Administer the annual fuel contract
- Procure and outfit budgeted vehicles and equipment
- Dispose of all surplus vehicles and equipment

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	80% of preventative maintenance is completed on schedule	93%	92%	93%
2	Public Safety vehicle availability is 85%	90%	90%	90%

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : PUBLIC WORKS - VEHICLE & EQUIPMENT MAINTENANCE

EXHIBIT A
641.750

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 376,445	\$ 425,417	\$ 421,417	\$ 437,746
Supplies, Services & Capital Outlay (Exhibit C)	826,118	802,116	824,513	747,813
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,202,564	1,227,533	1,245,930	1,185,559
Transfers Out (Exhibit E)	35,000	45,000	45,000	50,000
Appropriation Total	\$ 1,237,564	\$ 1,272,533	\$ 1,290,930	\$ 1,235,559

FUNDING SOURCE(s)				
Program Revenue	\$ 1,022,718	\$ 1,201,344	\$ 1,347,900	\$ 1,349,400
Transfers from Other Funds	35,000	45,000	45,000	50,000
Use of Reserves	179,846	26,189	(101,970)	(163,841)
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ 1,237,564	\$ 1,272,533	\$ 1,290,930	\$ 1,235,559

REVENUE DETAIL					
Description	Fund/Acct.				
Sale of Property	4960	\$ 16,140	\$ -	\$ 8,500	\$ 10,000
Insurance Claims Refunds	4962	-	20,400	10,000	-
Motor Pool (Dept Charges)	5101	1,006,578	1,156,974	1,329,400	1,329,400
Reimbursement from SCC (Arson Vehicle)	4559	-	-	-	10,000
Gain on Sale	4961	-	23,969	-	-
Program Revenue		\$ 1,022,718	\$ 1,201,344	\$ 1,347,900	\$ 1,349,400
General Fund - CIPR	101	\$ 35,000	\$ 45,000	\$ 45,000	\$ 50,000
Transfers from Other Funds		\$ 35,000	\$ 45,000	\$ 45,000	\$ 50,000
Motor Pool - Beginning Fund Balance		\$ 179,846	\$ 26,189	\$ (101,970)	\$ (163,841)
Use of Fund Reserves		\$ 179,846	\$ 26,189	\$ (101,970)	\$ (163,841)
Additional Fund Subsidy		\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ 1,237,564	\$ 1,272,533	\$ 1,290,930	\$ 1,235,559

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services
PROGRAM : PUBLIC WORKS - VEHICLE & EQUIPMENT MAINTENANCE

EXHIBIT B
641.750

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 246,093	\$ 262,483	\$ 271,016	\$ 279,421
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	298	520	500	500
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 246,392	\$ 263,003	\$ 271,516	\$ 279,921
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	990	990	-	684
7106 Retirement	46,790	50,290	53,382	61,621
7107 Dental Insurance	6,091	6,274	6,258	6,235
7108 Group Health Insurance	53,679	55,505	61,608	60,482
7109 Group Life Insurance	558	558	558	539
7110 Workers' Compensation Insurance	15,033	37,088	20,794	20,262
7112 Group Disability Insurance	2,173	2,187	2,187	2,114
7113 Medicare	4,124	4,521	3,684	4,098
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	362	363	-	360
7118 Other Benefits Pay	(1,185)	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	3,170	-	-
7122 Deferred Compensation Contribution	1,438	1,469	1,430	1,430
7126 PARS 457 Retirement	-	-	-	-
Total Benefits	\$ 130,054	\$ 162,414	\$ 149,901	\$ 157,825
Total Salary & Benefits	\$ 376,445	\$ 425,417	\$ 421,417	\$ 437,746

**CITY OF CAMPBELL
 OPERATING BUDGET - Personnel Allocation
 PROGRAM : PUBLIC WORKS - VEHICLE & EQUIPMENT MAINTENANCE**

**EXHIBIT B-1
 641.750**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00	\$ 109,762
Mechanic I / II	1.75	1.80	1.90	1.90	169,659
TOTAL	2.75	2.80	2.90	2.90	\$ 279,421

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
TOTAL	-	-	-	-	\$ -

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : PUBLIC WORKS - VEHICLE & EQUIPMENT MAINTENANCE

EXHIBIT C
641.750

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	2,842	4,216	4,000	4,000
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	4,476	5,914	6,000	6,000
7426 Gasoline & Diesel	124,380	118,849	150,000	150,000
7427 Special Departmental Expense	890	4,171	3,500	7,500
7428 Maint of Buildings, Structures & Grounds	587	5	1,000	1,000
7429 Maintenance & Operation of Equipment	201,182	181,148	170,000	174,300
7430 Professional & Specialized Services	5,668	4,490	8,500	10,500
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	39	60	450	450
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7444 Depreciation	243,482	170,474	-	-
7550 User Charges - Motor Pool	160,129	211,654	227,062	227,062
7551 User Charges - IT Pool	25,611	26,822	21,001	21,001
7884 Machinery & Equipment	56,833	74,313	233,000	146,000
Total Supplies, Services & Capital Outlay	\$ 826,118	\$ 802,116	\$ 824,513	\$ 747,813

Description	FY 2019 Adopted
<u>7423 Clothing & Personal Expense</u> Damage to Clothing & Personal Property Uniform/Laundry Service	\$ 4,000
<u>7425 Minor Tools & Equipment</u> Special Automotive Hand Tools and Diagnostic Software	6,000
<u>7426 Gasoline & Diesel</u> Fuel, Oil, Etc.	150,000
<u>7427 Special Departmental Expense</u> Shop Alarm System Charges, Rental of Back-up Equipment, one-time alarm expense, and Misc. Equipment	7,500
<u>7428 Maint of Buildings, Structures & Grounds</u> Shop Equipment Repair & Fuel Island Repair	1,000
<u>7429 Maintenance & Operation of Equipment</u> Commercial Repairs, Painting, Bodywork, Etc.. (Including Reimbursable Repairs to Damaged Property) Electric Vehicle Lease (2 units) Small Equipment Repair Compressor Maintenance Emission Testing / Diesel Testing Miscellaneous Parts	 115,000 4,300 5,000 1,500 8,500 40,000 174,300
<u>7430 Professional & Specialized Services</u> Certified Underground Storage Tank and Liner Inspections Fuel Master Maintenance Agreement (Annual) Fuel Storage Tank Testing, Emergency Repairs, BAAQMD Testing	 2,700 3,800 4,000 10,500
<u>7434 Memberships, Dues, Books</u> Books - Shop Manuals, etc. Dues - Public Fleet Supervisors Association	 370 80 450
SUBTOTAL page 1	\$ 353,750

CITY OF CAMPBELL
 OPERATING BUDGET - TRANSFERS OUT
 PROGRAM : PUBLIC WORKS - VEHICLE & EQUIPMENT MAINTENANCE

EXHIBIT E
 641.750

Description	FY 2018 Adopted	FY 2019 Adopted
<u>9899 Operating Transfers Out</u>		
Public Works Maintenance Administration - # 101.745	\$ 35,000	\$ 35,000
Finance Department - # 101.535	10,000	15,000
TOTAL	\$ 45,000	\$ 50,000

GAS TAX FUND - (204)
Public Works - Street Maintenance Program (760)
Program Manager - Street Maintenance Supervisor

MISSION STATEMENT

Preserve the City’s capital assets and minimize hazards by performing timely and effective right-of-way maintenance by providing preventive maintenance and repair of roadways, pedestrian facilities, storm drains, signs, parking and other City facilities.

ONGOING RESPONSIBILITIES

- Effectively manage the procurement and use of contractors, staff, materials and equipment
- Monitor the condition of facilities within the public rights-of-way for maintenance needs
- Oversee street sweeping, litter pickup, shopping cart removals, and illegal sign and graffiti removal
- Provide clean-up and other support for hazardous materials spills and other accidents
- Assist with the preparation of plans, specifications and estimates for right-of-way maintenance contracts
- Receive, interpret and accomplish work orders for new signing and markings on a timely basis
- Support special events
- Administer street and parking lot sweeping contracts
- Complete repainting of all school crosswalks and legends by the opening of the school year
- Administer the annual centerline striping contract
- Proactively identify and repair sidewalk hazards in high pedestrian traffic areas of the City
- Continue sidewalk inspection and repair program for high use areas
- Coordinate and oversee emergency street repairs

WORK PLAN ITEMS FOR FISCAL YEAR 2018 - 2019

- Initiate Street Sign Replacement Plan to meet federal guidelines
- Complete capital improvement projects at the Community Center, City parks, and other facilities

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	95% of emergency call-outs responded to within two hours	100%	100%	100%
2	90% of sidewalk repair requests are inspected and marked within five working days	100%	100%	98%
3	80% of traffic work orders completed within 20 days	90%	92%	92%

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : PUBLIC WORKS - STREET MAINTENANCE**

**EXHIBIT A
204.760**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 881,823	\$ 956,157	\$ 946,439	\$ 991,889
Supplies, Services & Capital Outlay (Exhibit C)	650,418	604,479	768,090	843,090
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,532,242	1,560,636	1,714,529	1,834,979
Transfers Out (Exhibit E)	77,300	-	78,200	81,000
Appropriation Total	\$ 1,609,542	\$ 1,560,636	\$ 1,792,729	\$ 1,915,979

FUNDING SOURCE(S)				
Program Revenue	\$ 886,056	\$ 758,807	\$ 1,034,600	\$ 1,179,600
Transfers from Other Funds 207-209	504,300	484,300	504,300	583,671
Use of Reserves	219,186	317,529	253,829	152,708
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ 1,609,542	\$ 1,560,636	\$ 1,792,729	\$ 1,915,979

REVENUE DETAIL					
Gas Tax - 2105	4510	\$ 235,126	\$ 218,771	\$ 247,500	\$ 246,000
Gas Tax - 2106	4511	154,582	141,432	154,300	158,400
Gas Tax - 2107	4512	286,689	294,918	319,800	305,200
Gas Tax - 2107.5	4513	6,000	-	6,000	6,000
Rev & Tax Code 7360-Gas Excise Tax 2103	4516	191,925	93,502	170,500	327,500
Metal Recycling Revenue	4965	2,167	2,741	2,500	2,500
Other Revenue	4965	-	-	134,000	134,000
Interest Revenue	4410	8,700	12,788	-	-
GASB 31 Market Value Adjustment	4431	867	(5,345)	-	-
Program Revenue		\$ 886,056	\$ 758,807	\$ 1,034,600	\$ 1,179,600
Lighting & Landscaping District	207	\$ 46,300	\$ 46,300	\$ 46,300	\$ 46,300
Environmental Services - Solid Waste	209	458,000	416,000	458,000	490,371
Environmental Services - Storm Water	209	-	22,000	-	47,000
Transfers from Other Funds		\$ 504,300	\$ 484,300	\$ 504,300	\$ 583,671
Gas Tax - Beginning Fund Balance	204	\$ 219,186	\$ 317,529	\$ 253,829	\$ 152,708
Use of Fund Reserves		\$ 219,186	\$ 317,529	\$ 253,829	\$ 152,708
Additional Fund Subsidy		\$ -	\$ -	\$ -	\$ -
TOTAL FUNDING SOURCES		\$ 1,609,542	\$ 1,560,636	\$ 1,792,729	\$ 1,915,979

**CITY OF CAMPBELL
 OPERATING BUDGET - Employee Services
 PROGRAM : PUBLIC WORKS - STREET MAINTENANCE**

**EXHIBIT B
 204.760**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 453,772	\$ 507,325	\$ 548,018	\$ 569,421
7002 Personnel - Temporary	102,768	74,441	45,000	50,000
7003 Personnel - Overtime	15,599	23,722	15,000	13,000
7005 Personnel - POST	268	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 572,407	\$ 605,489	\$ 608,018	\$ 632,421
7104 Meal Allowance	\$ 9	\$ -	\$ -	\$ -
7105 Uniform Allowance	5,798	4,500	4,500	5,250
7106 Retirement	87,274	99,428	107,803	128,964
7107 Dental Insurance	14,517	14,826	14,602	15,050
7108 Group Health Insurance	134,182	131,128	139,342	140,856
7109 Group Life Insurance	1,315	1,303	1,302	1,302
7110 Workers' Compensation Insurance	32,727	79,018	49,086	45,505
7112 Group Disability Insurance	5,368	5,351	5,346	5,346
7113 Medicare	8,686	9,254	8,665	9,055
7114 Auto Allowance	240	1,088	-	-
7115 Cell Phone Allowance	974	-	1,080	1,080
7118 Other Benefits Pay	5,348	208	1,950	1,950
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	7,930	118	-	-
7122 Deferred Compensation Contribution	3,278	2,943	3,120	3,120
7124 VEBA Health Deferred Compensation	831	1,060	1,040	1,340
7126 PARS 457 Retirement	939	441	585	650
Total Benefits	\$ 309,416	\$ 350,668	\$ 338,421	\$ 359,468
Total Salary & Benefits	\$ 881,823	\$ 956,157	\$ 946,439	\$ 991,889

**CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : PUBLIC WORKS - STREET MAINTENANCE**

**EXHIBIT B-1
204.760**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Street Maintenance Lead Worker	2.00	2.00	2.00	2.00	166,275
Street Maintenance Worker I / II *	4.00	-	-	-	
Maintenance Worker I / II *	-	4.00	4.00	4.00	288,288
Street Maintenance Supervisor	1.00	1.00	1.00	1.00	114,858
*Street Maintenance Worker I/II Reclassed to Maintenance Worker I/II in FY17					
TOTAL	7.00	7.00	7.00	7.00	\$ 569,421

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Temporary Staffing *	0.48	0.65	0.65	0.50	\$ 25,000
Temporary Staffing **	0.48	0.35	0.35	0.50	25,000
* Funded from Environmental Services Fund 209 for Heavy Leaf Pickup					
** Funded from Environmental Services Fund 209 for Street Tree Trimming					
TOTAL	0.96	1.00	1.00	1.00	\$ 50,000

**CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM : PUBLIC WORKS - STREET MAINTENANCE**

**EXHIBIT C
204.760**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	1,274	994	1,000	1,000
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	101	1,307	1,200	1,200
7427 Special Departmental Expense	238	-	-	-
7428 Maintenance of Buildings, Structures & Grounds	119,727	126,453	110,000	115,000
7429 Maintenance & Operation of Equipment	461	-	1,000	1,000
7430 Professional & Specialized Services	1,705	2,000	2,100	2,100
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	326,708	290,295	394,000	464,000
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	-	400	400
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	193,803	176,725	251,390	251,390
7551 User Charges - IT Pool	6,403	6,706	7,000	7,000
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 650,418	\$ 604,479	\$ 768,090	\$ 843,090

CITY OF CAMPBELL
 OPERATING BUDGET - Supplies & Services Detail
 PROGRAM : PUBLIC WORKS - STREET MAINTENANCE

EXHIBIT C-1
 204.760
 Page 1

Description	FY 2019 Adopted
7423 Clothing & Personal Expense Damage to Clothing, Rain Gear Replacement, Temporary Labor Uniforms, Etc.	\$ 1,000
7425 Minor Tools & Equipment Miscellaneous Small Tools & Equipment	1,200
7428 Maintenance of Buildings, Structures & Grounds Asphalt, Crack Sealant, Traffic Paint, Signs, Metal/Wood Posts, Barricades, OverKote, Etc. Street Sweeping Signage* Rental of Equipment	100,000 10,000 5,000 115,000
7429 Maintenance & Operation of Equipment Miscellaneous Equipment Repair: Sign Applicator, Drill Breaker, Paint Shaker, Compressors, Etc.	1,000
7430 Professional & Specialized Services Annual Street Report Preparation	2,100
7432 Other Contractual Services Centerline Striping and Thermoplastic Downtown Sidewalk and Trash Receptacle Cleaning * Emergency and/or Specialized Street Repairs / Traffic Work Orders Miscellaneous Storm Drain Repairs * Parking Lot & Garage Sweeping & Cleaning * Recycled Water Service Recycling Containers (one-time) * Sidewalk Curb / Gutter Repair (Emergencies) Storm Drain Cleaning (West Valley Sanitation District) * Storm Drain Filter & Interceptor Cleaning * Street Sweeping (Including Heavy Leaf Pickup) * Waste Oil / Paint Hauling Weekend Service - Downtown Litter Cans * Traffic Improvements Trash Capture Devices *	40,000 16,000 10,000 22,000 28,000 20,000 45,000 30,000 25,000 6,000 160,000 2,000 20,000 20,000 464,000
7434 Memberships, Dues, Books Books & Training Videos & Dues	400
7550 User Charges - Motor Pool Use of City Vehicles & Other Non-Highway Equipment	251,390
7551 User Charges - IT Pool Use of Computer Hardware/Software; Phones & Photocopier/Fax	7,000
* Funding from Environmental Services Programs	
TOTAL	\$ 843,090

CITY OF CAMPBELL
 OPERATING BUDGET - TRANSFERS OUT
 PROGRAM : PUBLIC WORKS - STREET MAINTENANCE

EXHIBIT E
 204.760

Description	FY 2018 Adopted	FY 2019 Adopted
<u>9899 Operating Transfers Out</u>		
City Council for Congestion Management Association (CMA) Dues - # 101.501	\$ 53,200	\$ 56,000
Transportation Engineering Program - #101.720	25,000	25,000
TOTAL	\$ 78,200	\$ 81,000

LIGHTING AND LANDSCAPE ACT FUND - (207)
Public Works - Signals and Lighting Maintenance Program (770)
Program Manager - Lighting & Traffic Signal Supervisor

MISSION STATEMENT

Provide high quality, cost-effective lighting services for all public streets, City parks, City parking facilities and grounds for City-owned facilities. Maintain and adjust traffic signals to optimize safety, cost-effectiveness and traffic flow.

ONGOING RESPONSIBILITIES

- Operate and maintain over 2000 City-owned street lights and 42 intersections with traffic signal systems
- Remove unauthorized signing and graffiti from lighting and traffic signal standards
- Install new light standards as requested, which meet established criteria
- Test and inspect all new traffic and existing signal cabinets
- Assist with the preparation of plans, specifications and estimates for signal and lighting projects and provide inspection assistance
- Mark City-owned underground lighting and traffic signal facilities at the request of Underground Service Alert
- Assist in implementation of traffic signal upgrades and modifications
- Maintain Special Event lighting and other specialty electrical requirements
- Coordinate traffic signal modifications with multiple agencies

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	95% of emergency call-outs responded to within two (2) hours	100%	100%	100%
2	85% of streetlight outages repaired within ten (10) working day.	98%	98%	97%
3	100% of Underground Service Alert utility location requests responded to within seven (7) working days	100%	100%	100%

CITY OF CAMPBELL
 OPERATING BUDGET - Summary of Exhibits
 PROGRAM : PUBLIC WORKS - SIGNALS & LIGHTING

EXHIBIT A
 207.770

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 385,261	\$ 434,666	\$ 424,839	\$ 447,233
Supplies, Services & Capital Outlay (Exhibit C)	471,877	689,757	483,430	476,430
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	857,137	1,124,423	908,269	923,663
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 857,137	\$ 1,124,423	\$ 908,269	\$ 923,663

FUNDING SOURCE(S)				
Program Revenue	\$ 1,102,143	\$ 1,170,026	\$ 1,160,500	\$ 1,170,500
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	(245,006)	(45,603)	(252,231)	(246,837)
Funding Source Total	\$ 857,137	\$ 1,124,423	\$ 908,269	\$ 923,663

REVENUE DETAIL					
Description	Fund/Acct.				
Campbell Muni Lighting Dist. - Prop. Tax	4001-4582	\$ 946,760	\$ 1,011,743	\$ 1,000,000	\$ 1,010,000
Insurance Claims Refund	4962	3,446	4,650	5,000	5,000
Signal Maintenance Cost Sharing	4542	4,949	1,096	2,500	2,500
Redevelopment Prop Tax Trust Fund	4008	-	-	3,000	3,000
Property Tax Pass-Thru (RDA)	4007	127,880	127,118	130,000	130,000
Electric Vehicle Charging Stations	4709	19,108	20,190	20,000	20,000
Street Lighting Assessments	5001	-	5,229	-	-
Program Revenue		\$ 1,102,143	\$ 1,170,026	\$ 1,160,500	\$ 1,170,500
Transfers from Other Funds		\$ -	\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ (245,006)	\$ (45,603)	\$ (252,231)	\$ (246,837)
TOTAL FUNDING SOURCES		\$ 857,137	\$ 1,124,423	\$ 908,269	\$ 923,663

CITY OF CAMPBELL
 OPERATING BUDGET - Employee Services
 PROGRAM : PUBLIC WORKS - SIGNALS & LIGHTING

EXHIBIT B
 207.770

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 218,862	\$ 257,336	\$ 262,704	\$ 274,311
7002 Personnel - Temporary	41,001	996	-	-
7003 Personnel - Overtime	7,097	11,902	8,000	8,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 266,959	\$ 270,234	\$ 270,704	\$ 282,311
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	1,865	2,250	2,250	2,250
7106 Retirement	41,771	50,322	52,077	62,647
7107 Dental Insurance	5,078	6,274	6,258	6,450
7108 Group Health Insurance	47,478	60,597	61,608	62,568
7109 Group Life Insurance	465	558	558	558
7110 Workers' Compensation Insurance	13,881	36,413	21,817	20,704
7112 Group Disability Insurance	1,823	2,187	2,187	2,187
7113 Medicare	4,100	4,245	3,870	4,048
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	-	-	1,950	1,950
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	1,301	1,573	1,560	1,560
7126 PARS 457 Retirement	540	13	-	-
Total Benefits	\$ 118,301	\$ 164,432	\$ 154,135	\$ 164,922
Total Salary & Benefits	\$ 385,261	\$ 434,666	\$ 424,839	\$ 447,233

**CITY OF CAMPBELL
 OPERATING BUDGET - Personnel Allocation
 PROGRAM : PUBLIC WORKS - SIGNALS & LIGHTING**

**EXHIBIT B-1
 207.770**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Lighting & Traffic Signal Supervisor	1.00	1.00	1.00	1.00	\$ 109,762
Lighting & Traffic Signal Technician	1.00	1.00	1.00	1.00	91,811
Lighting & Traffic Signal Assistant	1.00	1.00	1.00	1.00	72,738
TOTAL	3.00	3.00	3.00	3.00	\$ 274,311

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
	-	-	-	-	\$ -
TOTAL	-	-	-	-	\$ -

**CITY OF CAMPBELL
 OPERATING BUDGET - Supplies & Services Summary
 PROGRAM : PUBLIC WORKS - SIGNALS & LIGHTING**

**EXHIBIT C
 207.770**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ 286,521	\$ 289,681	\$ 250,000	\$ 250,000
7421 Communications - Phones	6,074	6,293	6,000	6,000
7423 Clothing & Personal Expense	1,153	-	900	900
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	360	568	1,000	1,000
7427 Special Departmental Expense	5,551	7,924	8,400	6,400
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	100,855	306,211	136,200	129,200
7430 Professional & Specialized Services	-	-	-	-
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	2,522	2,603	2,300	4,300
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	-	9,177	8,000	8,000
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	36,828	33,772	35,628	35,628
7551 User Charges - IT Pool	32,013	33,528	35,002	35,002
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 471,877	\$ 689,757	\$ 483,430	\$ 476,430

Description	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	
Parks & Other Lighting	\$ 5,000
Street Lighting	200,000
Traffic Signals	45,000
	250,000
7421 Communications - Phones	
Controllers, Modem, Phone Lines, Etc.	6,000
7423 Clothing & Personal Expense	
Repair of Damaged Clothing; Staff Rain Gear; Safety Gear & Vests for Three Temporary Labor Uniforms	900
7425 Minor Tools & Equipment	
Miscellaneous New Tools	1,000
7427 Special Departmental Expense	
Downtown Tree Lighting and Banners	6,200
Trailer & Storage Unit Alarms	200
	6,400
7429 Maintenance & Operation of Equipment	
Cost Share Agreement with the City of San Jose for Operation of Shared Signals	8,500
Cost Share Agreement with Santa Clara County for San Tomas Expressway Shared Signals	1,700
Street Lighting Conversions to LED	5,000
Street Lighting Pole Replacement	9,000
Street Light & Traffic Signal Upgrades, Preventive Maintenance, Scheduled & Emergency Repairs; Video Detection Modifications, Knock-downs, Miscellaneous Repairs of Damaged Equipment (\$5,000 Offset with Insurance Reimbursements)	90,000
Stolen Wire Replacement	5,000
Maintenance / Repair EV Charging Stations (change out terminals)	10,000
	129,200
7434 Memberships, Dues, Books	
Books - National Electrical Manufacturers Association (NEMA) Manual; Elect. Code Updates	400
Dues - California Street Light Association;	1,600
International Municipal Signal Association (IMSA); Traffic Signal Association	300
Underground Service Alert	2,000
	4,300
SUBTOTAL page 1	\$ 397,800

Description	FY 2019 Adopted
7438 Other Charges Property Tax Administration Fees	<u>\$ 8,000</u>
7550 User Charges - Motor Pool Use of City Vehicles & Other Non-Highway Equipment	<u>35,628</u>
7551 User Charges - IT Pool Use of Computer Hardware/Software; Phones & Photocopier/Fax	<u>35,002</u>
SUBTOTAL page 2	<u>78,630</u>
TOTAL Exhibit C-1	<u>\$ 476,430</u>

**LIGHTING AND LANDSCAPE ACT FUND - (207)
Public Works - Parks Maintenance Program (775)
Program Manager - Park Maintenance Supervisor**

MISSION STATEMENT

Preserve the City's investment through quality, cost effective maintenance of all parks, street trees, public facility grounds, and the creek trail in an aesthetic, usable and safe condition.

ONGOING RESPONSIBILITIES

- Effectively manage the procurement and use of staff, contractors, consultants, materials and equipment
- Administer landscape maintenance and parking lot sweeping contracts
- Monitor public parks and grounds for maintenance and repair needs
- Provide horticultural advice for the general public and other City departments
- Serve as the City's Pest Control Advisor
- Support special events
- Assist with the preparation of plans, specifications and estimates for park-related projects and provide inspection assistance
- Coordinate maintenance activities with the Recreation & Community Services Department
- Coordinate the Neighborhood Street Tree Planting Program
- Assist with the Edith Morley Park Community Garden
- Continue to celebrate Arbor Day and maintain Tree City USA status
- Assist Engineering with park related projects

WORK PLAN ITEMS FOR FISCAL YEAR 2018 – 2019

- Complete street tree pruning maintenance for targeted zones of the City
- Complete Measure Q grant-funded neighborhood tree planting project

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	95% of emergency tree work is mitigated within one day	95%	95%	95%
2	90% of landscaped medians, parks and civic grounds maintained at a rating of 3 (4 point scale/bi-annual survey)	82%	90%	80%

CITY OF CAMPBELL
 OPERATING BUDGET - Summary of Exhibits
 PROGRAM : PUBLIC WORKS - PARK MAINTENANCE

EXHIBIT A
 207.775

Description		FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)		\$ 1,669,039	\$ 1,761,926	\$ 1,727,580	\$ 1,777,242
Supplies, Services & Capital Outlay (Exhibit C)		944,848	1,059,516	1,035,638	1,097,138
Debt Service (Exhibit D)		-	-	-	-
Total Before Transfers		2,613,887	2,821,442	2,763,218	2,874,380
Transfers Out (Exhibit E)		111,300	-	111,300	111,300
Appropriation Total		\$ 2,725,187	\$ 2,821,442	\$ 2,874,518	\$ 2,985,680
FUNDING SOURCE(s)					
Program Revenue		\$ 1,183,148	\$ 1,196,541	\$ 1,257,500	\$ 1,257,500
Transfers from Other Funds	207	1,332,044	1,738,968	1,364,787	1,481,343
Use of Reserves		-	-	-	-
Additional Fund Revenue		209,995	(114,067)	252,231	246,837
Funding Source Total		\$ 2,725,187	\$ 2,821,442	\$ 2,874,518	\$ 2,985,680
REVENUE DETAIL					
Description	Fund/Acct.				
Lighting & Landscape Assessment	5001	1,179,007	1,196,541	1,207,500	1,207,500
Cost Recovery	4701	4,177	-	-	-
Project Overhead Offset	4725	-	-	50,000	50,000
Expense Abate-Miscellaneous	4968	(36)	-	-	-
Program Revenue		\$ 1,183,148	\$ 1,196,541	\$ 1,257,500	\$ 1,257,500
Environmental Services - Solid Waste	209	45,000	45,000	45,000	45,000
General Fund Subsidy	101	1,229,110	1,637,639	1,307,787	1,424,343
ABAG Risk Mitigation	212	48,314	46,709	10,000	10,000
Community Facilities District #2	237	9,620	9,620	2,000	2,000
Transfers from Other Funds		\$ 1,332,044	\$ 1,738,968	\$ 1,364,787	\$ 1,481,343
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 209,995	\$ (114,067)	\$ 252,231	\$ 246,837
TOTAL FUNDING SOURCES		\$ 2,725,187	\$ 2,821,442	\$ 2,874,518	\$ 2,985,680

CITY OF CAMPBELL
 OPERATING BUDGET - Employee Services
 PROGRAM : PUBLIC WORKS - PARK MAINTENANCE

EXHIBIT B
 207.775

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 851,440	\$ 886,609	\$ 944,240	\$ 967,595
7002 Personnel - Temporary	191,427	151,448	150,000	150,000
7003 Personnel - Overtime	64,147	50,913	30,000	25,000
7005 Personnel - POST	4,961	5,243	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 1,111,974	\$ 1,094,213	\$ 1,124,240	\$ 1,142,595
7104 Meal Allowance	\$ 99	\$ 63	\$ -	\$ -
7105 Uniform Allowance	7,500	8,423	7,500	7,500
7106 Retirement	167,307	176,951	187,852	221,451
7107 Dental Insurance	23,717	25,601	25,032	25,800
7108 Group Health Insurance	223,128	236,267	242,022	245,136
7109 Group Life Insurance	2,173	2,246	2,232	2,232
7110 Workers' Compensation Insurance	66,452	149,934	91,175	84,354
7112 Group Disability Insurance	8,734	9,047	8,991	8,991
7113 Medicare	18,000	17,923	16,136	16,483
7114 Auto Allowance	-	-	1,920	1,920
7115 Cell Phone Allowance	736	1,100	720	720
7118 Other Benefits Pay	15,335	8,760	11,050	11,050
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	14,719	22,612	-	-
7122 Deferred Compensation Contribution	5,562	5,846	5,720	5,720
7124 VEBA Health Deferred Compensation	1,046	1,060	1,040	1,340
7126 PARS 457 Retirement	2,557	1,881	1,950	1,950
Total Benefits	\$ 557,064	\$ 667,713	\$ 603,340	\$ 634,647
Total Salary & Benefits	\$ 1,669,039	\$ 1,761,926	\$ 1,727,580	\$ 1,777,242

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : PUBLIC WORKS - PARK MAINTENANCE

EXHIBIT B-1
207.775

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Park Maintenance Supervisor	1.00	1.00	1.00	1.00	\$ 117,998
Park Maintenance Lead Worker	3.00	3.00	3.00	3.00	249,413
Park Maintenance Worker I / II	8.00	-	-	-	-
Park Maintenance Worker I / II **	1.00	-	-	-	-
Maintenance Worker I/II *	-	7.00	7.00	7.00	508,747
Maintenance Worker I / II **	1.00	1.00	-	-	-
Senior Park Maint Worker/Arborist	-	1.00	1.00	1.00	91,437
* Street Maintenance Worker I/II Reclassified to Maintenance Worker I/II in FY17					
** 2- Year Limited Term					
TOTAL	14.00	13.00	12.00	12.00	\$ 967,595

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Temporary Labor (Parks)	3.50	3.50	3.50	2.75	\$ 110,000
Temporary Labor (Trees)	-	-	-	0.75	40,000
TOTAL	3.50	3.50	3.50	3.50	\$ 150,000

**CITY OF CAMPBELL
 OPERATING BUDGET - Supplies & Services Summary
 PROGRAM : PUBLIC WORKS - PARK MAINTENANCE**

**EXHIBIT C
 207.775**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ 322,524	\$ 430,212	\$ 320,000	\$ 370,000
7421 Communications - Phones	3,248	3,947	3,000	3,500
7423 Clothing & Personal Expense	2,296	2,996	3,000	3,000
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	4,342	6,460	17,000	17,000
7427 Special Departmental Expense	15,234	7,777	17,000	17,000
7428 Maintenance of Buildings, Structures & Grounds	239,655	213,609	214,000	215,000
7429 Maintenance & Operation of Equipment	2,993	3,938	3,000	3,000
7430 Professional & Specialized Services	1,733	3,796	5,000	5,000
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	157,502	173,929	215,000	225,000
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	959	1,311	1,700	1,700
7435 Professional Development & Meetings	966	10	-	-
7437 Staff Development	-	-	-	-
7438 Other Charges	11,782	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	162,408	191,414	201,936	201,936
7551 User Charges - IT Pool	19,207	20,117	35,002	35,002
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 944,848	\$ 1,059,516	\$ 1,035,638	\$ 1,097,138

Description	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water San Jose Water; Pacific Gas & Electric; West Valley Sanitation District	\$ 370,000
7421 Communications - Phones Irrigation Controller Phone Charges	3,500
7423 Clothing & Personal Expense Damage to Personal Clothing; Rain Gear & Glove Replacement; Temporary Labor Uniforms (Parks - \$2,000 / Trees - \$1,000)	3,000
7425 Minor Tools & Equipment Shovels, Rakes, Small Hand Tools (Pliers, Screwdrivers, Etc.) (Parks - \$4,500 / Trees - \$1,500) Small Power Equipment (Parks - \$8,000 / Trees - \$3,000)	6,000 11,000 17,000
7427 Special Departmental Expense Special Projects / Volunteer Support Play Equipment Replacement	5,000 12,000 17,000
7428 Maintenance of Buildings, Structures & Grounds Backflow Maintenance & Replacements Chemicals, Fertilizer, Seed, Ground Cover, Sod, Shrubs, Trees, Equipment Rental Fibar & Mulch Maint. of Park Furniture, Playground Equip., Irrigation, Fences, Pumps, Elect., Plumbing, Etc. Pest Control Projects (One-Time): John D. Morgan - Ballfield - new water main John D. Morgan - sand conversion Campbell Community Center - marquee sign	12,000 85,000 3,000 15,000 60,000 10,000 20,000 5,000 5,000 215,000
7429 Maintenance & Operation of Equipment Alarms Landscaping Equipment Maintenance & Repairs	2,000 1,000 3,000
7430 Professional & Specialized Services Arborist Consulting and Other Park Consultant Services	5,000
SUBTOTAL page 1	\$ 633,500

CITY OF CAMPBELL
 OPERATING BUDGET - TRANSFERS OUT
 PROGRAM : PUBLIC WORKS - PARK MAINTENANCE

EXHIBIT E
 207.775

Description	FY 2018 Adopted	FY 2019 Adopted
<u>9899 Operating Transfers Out</u>		
Administrative Cost Allocation - Non-Departmental # 101.540	\$ 10,000	\$ 10,000
General Departmental Administration # 101.701	10,000	10,000
Land Development # 101.740	35,000	35,000
Maintenance Administration # 101.745	10,000	10,000
Street Maintenance - Sidewalk Repair # 204.760	46,300	46,300
TOTAL	\$ 111,300	\$ 111,300

**GENERAL FUND - (101)
Public Works - Building Maintenance Program (780)
Program Manager – Building Maintenance Supervisor**

MISSION STATEMENT

Effectively and efficiently maintain all City buildings for maximum operation, safety, comfort and a pleasing visual appearance.

ON-GOING PROGRAM RESPONSIBILITIES

- Provide effective custodial maintenance and repair services to City buildings
- Plan, manage and oversee all improvements, maintenance and repairs to buildings
- Provide efficient, professional and courteous service to all customers
- Coordinate and supervise tenant improvements at the Community Center
- Improve energy efficiency in all City buildings when and wherever possible
- Propose, plan, manage and administer all Capital Improvement Projects related to building preservation, remodeling, safety and operations
- Carryout specified IIPP training and inspection requirements
- Provide set-ups and take-downs for Community Center facility uses, supervise uses; and insure the security of the facility
- Provide support, expertise and equipment to/for community special events, City activities and departmental programs and operations
- Maintain the Community Center swimming pool to required health and safety codes
- Provide support and expertise to other departments on maintenance and repair issues
- Initiate all Building Maintenance Special Projects
- Serve as departmental Safety Coordinator

MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2018 - 2019

- Perform an audit of City energy utilization and develop recommendations
- Complete selected roof repairs at the Community Center
- Complete the delivery of a new pre-fabricated building for the Maintenance Service Center
- Complete tenant improvements at the Community Center

PERFORMANCE OUTCOMES

	Measure	FY 16	FY 17	FY 18
1	Cost per square foot to maintain City buildings	\$4.39	\$4.39	\$4.41
2	50 % of work orders are completed within three working days	90%	90%	90%

CITY OF CAMPBELL
 OPERATING BUDGET - Summary of Exhibits
 PROGRAM : PUBLIC WORKS - BUILDING MAINTENANCE

EXHIBIT A
 101.780

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 594,794	\$ 618,207	\$ 654,681	\$ 659,781
Supplies, Services & Capital Outlay (Exhibit C)	969,334	1,021,056	967,106	883,206
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,564,128	1,639,263	1,621,787	1,542,987
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 1,564,128	\$ 1,639,263	\$ 1,621,787	\$ 1,542,987

FUNDING SOURCE(s)				
Program Revenue	\$ -	\$ 781	\$ -	\$ -
Transfers from Other Funds	15,000	15,000	15,000	15,000
Use of Reserves	-	-	-	-
Additional Fund Revenue	1,549,128	1,623,482	1,606,787	1,527,987
Funding Source Total	\$ 1,564,128	\$ 1,639,263	\$ 1,621,787	\$ 1,542,987

REVENUE DETAIL					
Description	Fund/Acct.				
Cost Recovery	4701	\$ -	\$ 781	\$ -	\$ -
Program Revenue		\$ -	\$ 781	\$ -	\$ -
Environmental Services - Solid Waste	209	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Transfers from Other Funds		\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 1,549,128	\$ 1,623,482	\$ 1,606,787	\$ 1,527,987
TOTAL FUNDING SOURCES		\$ 1,564,128	\$ 1,639,263	\$ 1,621,787	\$ 1,542,987

CITY OF CAMPBELL
 OPERATING BUDGET - Employee Services
 PROGRAM : PUBLIC WORKS - BUILDING MAINTENANCE

EXHIBIT B
 101.780

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7001 Personnel - Regular	\$ 326,988	\$ 350,979	\$ 364,896	\$ 381,701
7002 Personnel - Temporary	89,026	48,706	90,000	70,000
7003 Personnel - Overtime	919	2,238	3,000	3,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
Total Salaries	\$ 416,932	\$ 401,923	\$ 457,896	\$ 454,701
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	1,800	1,800	1,800	-
7106 Retirement	62,878	69,191	71,927	85,646
7107 Dental Insurance	8,121	8,365	8,344	8,600
7108 Group Health Insurance	57,771	58,226	59,104	58,200
7109 Group Life Insurance	744	744	744	744
7110 Workers' Compensation Insurance	21,673	50,657	37,647	32,912
7112 Group Disability Insurance	3,159	3,159	3,159	3,159
7113 Medicare	6,611	6,453	6,650	6,569
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	5,000	4,111	1,300	1,300
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	4,717	8,272	-	-
7122 Deferred Compensation Contribution	3,921	3,932	3,900	3,900
7124 VEBA Health Deferred Compensation	1,046	1,129	1,040	3,140
7126 PARS 457 Retirement	421	245	1,170	910
Total Benefits	\$ 177,862	\$ 216,284	\$ 196,785	\$ 205,080
Total Salary & Benefits	\$ 594,794	\$ 618,207	\$ 654,681	\$ 659,781

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM : PUBLIC WORKS - BUILDING MAINTENANCE

EXHIBIT B-1
101.780

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Building Maintenance Supervisor	1.00	1.00	1.00	1.00	\$ 112,258
Building Maintenance Lead Worker	1.00	1.00	1.00	1.00	95,597
Building Maintenance Worker	2.00	2.00	2.00	2.00	173,846
TOTAL	4.00	4.00	4.00	4.00	\$ 381,701

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2019 Adopted
	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted	
Temporary Building Maintenance Worker	0.80	0.80	0.80	0.50	\$ 30,000
Project Manager (One-Time Projects)	0.25	0.40	0.40	0.40	40,000
TOTAL	1.05	1.20	1.20	0.90	\$ 70,000

**CITY OF CAMPBELL
 OPERATING BUDGET - Supplies & Services Summary
 PROGRAM : PUBLIC WORKS - BUILDING MAINTENANCE**

**EXHIBIT C
 101.780**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water	\$ 77,782	\$ 145,816	\$ 125,000	\$ -
7421 Communications - Phones	1,947	1,892	3,000	3,000
7422 Advertising	-	-	-	-
7423 Clothing & Personal Expense	491	903	900	900
7424 Office Expense	58	-	-	-
7425 Minor Tools & Equipment	1,226	1,223	1,250	1,250
7427 Special Departmental Expense	83,074	99,313	106,000	106,000
7428 Maintenance of Buildings, Structures & Grounds	326,831	313,657	246,000	234,500
7429 Maintenance & Operation of Equipment	124,913	87,460	99,300	104,400
7430 Professional & Specialized Services	185	-	-	-
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	307,346	321,907	320,500	368,000
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	-	200	200
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	286	212	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	13,182	15,146	15,953	15,953
7551 User Charges - IT Pool	32,013	33,528	49,003	49,003
7884 Machinery & Equipment	-	-	-	-
Total Supplies, Services & Capital Outlay	\$ 969,334	\$ 1,021,056	\$ 967,106	\$ 883,206

Description	FY 2019 Adopted
7420 Utilities - Electricity/Gas/Water PG&E, Sewer, Water Services *	\$ -
7421 Communications - Phones Alarms & Telephone Lines / DSL for John D. Morgan Park Video Camera	3,000
7423 Clothing & Personal Expense Damaged Clothing; Replace Rain Gear; City T-Shirts & Uniforms for Part-Time Employees	900
7425 Minor Tools & Equipment Miscellaneous Tools For Shop & Replacement Hammers, Drills, Saws, Shovels, Etc.	1,250
7427 Special Departmental Expense Batteries for Drills, Flashlights, Pagers, Etc. Custodial Supplies & Lights (All Buildings) Miscellaneous Unanticipated Equipment & Supplies Pool Supplies (Salt, Sodium Hypo-Chlorite, & CO2 Test Kits) Rental of Special Maintenance Equipment Signs	500 82,000 1,000 20,000 2,000 500 106,000
7428 Maintenance of Buildings, Structures & Grounds General Maintenance: Ainsley House, Carriage House & Museum City Hall Community Center - Painting / General Downtown Parking Garage Firehouse Museum & Offices Park Buildings - JDM, Campbell, Fischer, & Morley Service Center	5,000 20,000 85,000 4,000 6,000 12,000 6,000 138,000
Subtotal	138,000
* Moved expense to Program 527	
SUBTOTAL page 1	\$ 249,150

Description	FY 2019 Adopted
7428 Maintenance of Buildings, Structures & Grounds (Continued)	
Special Projects:	
Community Center (7 Projects)	92,000
Museum /Ainsley House (2 Projects)	4,500
Subtotal	96,500
	234,500
7429 Maintenance & Operation of Equipment	
Miscellaneous:	
Radios, Overhead Doors, Elevators, High Lift, Ponds (Light Repair, Chlorine Tabs, Cleaning Equip.), Etc.	8,500
Routine Service & Repairs:	
Boilers & HVAC Units	22,000
Fire Alarm Equipment (Heat Detectors, Wiring, Horns, Etc.)	5,000
Fire Extinguisher Re-Charge Program (All City Buildings)	4,500
Microphone & General P.A. System Repairs (Council Chambers & Portable Units)	1,000
Service Agreements:	
Annual Check of Fire Alarm System	5,000
Burglar Alarm (Community Center)	1,500
Elevator Main Streets / Parks - Compact Utility Tool	12,000
Emergency Generators (City Hall, EOC, Service Center, Community Center & Portable) (New Generator at Community Center for Information Technology)	12,000
Emergency Lighting Systems (Theatre & Parking Garage)	2,000
Fire Alarm Monitoring (City Hall)	600
Fire Alarm Monitoring (Community Center)	2,000
Fire Alarm Monitoring (Parking Garage)	650
Heating, Ventilation, Air Conditioning (HVAC) Units	27,000
Panic Alarm Monitoring (City Hall)	650
	104,400
SUBTOTAL page 2	\$ 200,900

Description	FY 2019 Adopted
7432 Other Contractual Services	
Custodial Services:	
Citizen Callouts for Janitorial Services	\$ 500
City Hall, Police Department, Service Center & Downtown Parking Garage	57,000
Community Center	240,000
Parks Buildings	58,000
Upholstery Cleaning	1,000
Battery & Light Recycling	4,000
Emergency Pool Service	1,000
Furniture Moving	2,500
Pest Control/Abatement (All Buildings)	2,000
Removal of Bio-Hazardous Waste	500
Window Washing - Semi-Annual (Ainsley House & Museum)	1,500
	368,000
7434 Memberships, Dues, Books	
Books, Reference & Training Manuals	200
7550 User Charges - Motor Pool	
Use of City Vehicles	15,953
7551 User Charges - IT Pool	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	49,003
SUBTOTAL page 3	433,156
TOTAL Exhibit C-1	\$ 883,206

DEBT SERVICE FUNDS - (370)
Finance Department - Debt Service Programs (548)
Program Manager - Finance Manager

MISSION STATEMENT

Effectively administer the City's long-term debt obligations.

ONGOING RESPONSIBILITIES

- Account for all transactions related to debt issuances and refinancings
- Invest all idle funds in accordance with the City's Investment Policy and ensure safety, provide liquidity, and obtain a market yield in that specific order
- Pay principal and interest on maturities of debt in a timely manner
- Coordinate accounting of bond proceeds subject to arbitrage requirements
- Restructure outstanding debt when economically feasible
- Monitor service levels and performance reporting standards for this program
- Monitor and submit Continuing Disclosure Information by required deadlines

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM : FINANCE - DEBT SERVICE - 2016 REFUNDING LEASE REVENUE BOND

EXHIBIT A
370.548

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	801,462	854,950	849,925
Total Before Transfers	\$ -	\$ 801,462	\$ 854,950	\$ 849,925
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ -	\$ 801,462	\$ 854,950	\$ 849,925

FUNDING SOURCE(s)				
Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	-	801,462	854,950	849,925
Use of Reserves	-	-	-	-
Additional Fund Revenue	-	-	-	-
Funding Source Total	\$ -	\$ 801,462	\$ 854,950	\$ 849,925

REVENUE DETAIL					
Description	Fund / Acct.				
Program Revenue		\$ -	\$ -	\$ -	\$ -
General Fund Subsidy	6899	\$ -	\$ 801,462	\$ 854,950	\$ 849,925
Transfers from Other Funds		\$ -	\$ 801,462	\$ 854,950	\$ 849,925
Use of Fund Reserves		\$ -	\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ -	\$ -	\$ -	\$ -

**CITY OF CAMPBELL
 OPERATING BUDGET - Debt Service
 PROGRAM : FINANCE - DEBT SERVICE - 2016 REFUNDING LEASE REVENUE BOND**

**EXHIBIT D
 370.548**

Description	Due Date	PRINCIPAL 7775	INTEREST 7776	FEES 7777	FY 2019 Adopted
2016 Refunding Lease Revenue Bonds	10/1/18 4/1/19	\$ 605,000 -	\$ 126,000 116,925	\$ 2,000 -	\$ 733,000 116,925
TOTAL		\$ 605,000	\$ 242,925	\$ 2,000	\$ 849,925



Capital Improvement Plan

This section of the budget contains the City's Five-Year Capital Improvement Plan (CIP). It also provides specific capital project details (including projected operating budget impacts) and a listing of carry forward projects.

In conjunction with the annual budget process, the City prepares a CIP that identifies anticipated project expenditures greater than \$25,000 over a multi-year timeframe. The CIP provides the City with a strategic planning document that guides near- and medium-term expenditures for preservation of City infrastructure; major investments in existing or new facilities; and other asset maintenance and investment expenditures, including technology and communications systems. Projects shown in the first year receive budgetary appropriations as part of the FY 19 budget approval process.

Summary

As shown below, the proposed FY 2019-23 CIP contains 21 projects of which 5 are new. The remaining projects were previously included in the City's adopted CIP, including 7 projects requiring additional appropriations.

New Capital Projects	Total Budget	Timing	Source of Funds
Campbell/Leigh Avenues Safety Improvements	\$40,000	Year 1	CIPR
Downtown Campbell Pedestrian Improvements	\$45,000	Year 1	CIPR
East Campbell Avenue Plan Line	\$150,000	Year 1	CIPR
Park In-Lieu Fees Update	\$150,000	Year 1	Park
Traffic and Street Sign Replacement	\$300,000	Annual	CIPR

Additional Appropriations	Total Budget	Timing	Source of Funds
Accessibility Ramps	\$150,000	Biannual	Construction Tax
ADA Transition Plan Improvements	\$150,000	Biannual	CIPR
Annual Street Maintenance	\$14,214,000	Annual	CIPR/Grants/VIF
Bike/Pedestrian Traffic Safety Improvements	\$225,000	Annual	Construction Tax/Grants
JDM Improvements – Budd Avenue	\$880,000	Years 1 & 2	Park
Miscellaneous Storm Drainage Improvements	\$150,000	Biannual	Environmental Services
Sidewalk/Curb and Gutter Replacements	\$500,000	Annual	CIPR/CT

Existing Projects	Total Budget	Timing	Source of Funds
Campbell Park Improvements	\$1,500,000	Year 1	Park
Community Center Pool Design	\$250,000	Year 2	Park
Harriet Ave. Traffic Calming	\$463,600	Year 1	CIPR/Grants
JDM Improvements – Rincon	\$431,000	Years 4 & 5	Park
JDM Park Pathway Reconstruction	\$45,000	Year 1	CT
JDM Rincon Recreation Building Assessment	\$50,000	Year 2	Park
Los Gatos Creek Trail Feasibility Study	\$100,000	Year 2	Park
Traffic Calming	\$50,000	Year 1	CT
Virginia Park Improvements	\$290,000	Years 3 & 4	Park

Total 5-Year Capital Projects	\$20,133,600
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Projects that require appropriations for FY 2019 are as follows:

Year 1 Projects	Budget Appropriation
Accessibility Ramps	\$50,000
ADA Transition Plan Improvements	\$50,000
Annual Street Maintenance	\$3,458,000
Bike/Ped and Traffic Safety Improvements	\$45,000
Campbell/Leigh Aves. Safety Improvements	\$40,000
Downtown Campbell Pedestrian Improvements	\$45,000
East Campbell Avenue Plan Line	\$150,000
Harriet Avenue Traffic Calming	\$463,600
JDM Improvements – Budd	\$180,000
JDM Park Pathway Reconstruction	\$45,000
Misc. Storm Drainage Improvements	\$50,000
Park In-Lieu Fees Update	\$150,000
Sidewalk/Curb and Gutter Replacement	\$100,000
Traffic and Street Sign Replacement	\$60,000
Traffic Calming	\$50,000
TOTAL	\$4,936,600

Project Funding Sources

Revenue for project expenditures comes from a number of funding sources, both restricted and discretionary. For projects appropriated in the 2019-23 CIP, the primary sources of funding for projects are the Grant/Private funds of \$6,346,240, Vehicle Impact Fees of \$3,885,000, Gas Tax (SB1) funds of \$3,500,000, Park Dedication Fees of \$3,651,000, and Capital Improvement Plan Reserves (CIPR) of \$1,856,360. Other funding sources include Construction Tax and Environmental Services fees.

The CIPR, which is part of the General Fund, is the City’s most flexible funding source and has historically been used for a wide range of project expenditures. By established Council Policy, the CIPR receives a portion of available General Fund surplus at fiscal year-end. The availability of funds for the CIPR is dependent on actual expenditures and revenues in a given fiscal year. In years where revenues are strong or expenditures are lower than anticipated, the CIPR increases. In years where revenues are lean and reserves are needed to balance the City’s budget, the CIPR does not increase and proposed projects are required to be deferred or placed on the City’s Unfunded Projects list.

The City projects no operating surplus will be available in FY 2019 to add to CIPR and for the next several years due to the change last year in financial policy over the Economic Fluctuations Reserve that increased the target reserve level from \$6 million to close to \$8.8 million based on two months of operating expenditures. Until the new target is reached, any available surpluses will be deposited in this reserve rather than the CIPR.

Planning Commission Review

On May 8, 2018, the Planning Commission held a Public Hearing to consider the proposed CIP. At this meeting, the Commission accepted the CIP, found it be consistent with the City's General Plan, and recommended that the City Council find the projects in the CIP to be either categorically exempt under the California Environmental Quality Act (CEQA), or to have been considered under previous project approvals.

Assumptions and Operating Budget Impacts

The 2019-23 CIP is prepared in accordance with certain assumptions about funding constraints, operating budget implications, City priorities, and work plans as summarized below:

- Project and equipment costs, where applicable, are based on departmental estimates. Cost estimates are based on current market and contract experience on similar projects, where available, or order of magnitude cost estimates for larger projects in the early phases of design. Projects managed by Public Works include "soft costs" such as staff costs for project management, design, inspection and administration, and consultant services as necessary.
- Ongoing operating costs for annual maintenance and technical support, as well as any new revenues, are projected for each capital project and, as appropriate, are reflected in the operating budget. For the current capital plan, due to the nature of the projects included in the plan, most of the projects are not expected to have a significant operating budget impact. Existing work plans, ongoing programs and service level requirements were taken into consideration in project scheduling.

Project Selection Criteria

Criteria used in evaluating project requests include:

- The project's relationship to the City's strategic goals and objectives.
- The project's impact on the operating budget (if any).
- The nature of the project in terms of preservation of City assets versus new construction or acquisition.
- Available financing.
- Consequences of not completing the project (e.g., public safety)

Exhibits:

- 1 CIP Summaries
- 2 CIP 5-Year Cash Flow Analysis
- 3 Capital Project Descriptions

Capital Improvement Plan Summaries

By Funding Source

	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Capital Improvement Reserve						
Project						
ADA Transition Plan Improvements	\$ 50,000		\$ 50,000		\$ 50,000	\$ 150,000
Annual Street Maintenance	200,000	200,000	200,000	200,000	200,000	1,000,000
Campbell Ave. / Leigh Ave. Safety Improvements	40,000					40,000
Downtown Campbell Pedestrian Improvements	45,000					45,000
East Campbell Avenue Plan Line	150,000					150,000
Harriet Avenue Traffic Calming	46,360					46,360
Sidewalk/Curb and Gutter Improvements	25,000	25,000	25,000	25,000	25,000	125,000
Traffic & Street Sign Replacement	60,000	60,000	60,000	60,000	60,000	300,000
Sub-total	\$ 616,360	\$ 285,000	\$ 335,000	\$ 285,000	\$ 335,000	\$ 1,856,360

Construction Tax						
Project						
Accessibility Ramps	\$ 50,000		\$ 50,000		\$ 50,000	\$ 150,000
Bike/Pedestrian and Traffic Safety Improvements	25,000	25,000	25,000	25,000	25,000	125,000
John D. Morgan (JDM) Park Pathway Reconstructions	45,000					45,000
Sidewalk/Curb and Gutter Replacement	75,000	75,000	75,000	75,000	75,000	375,000
Traffic Calming	50,000					50,000
Sub-total	\$ 245,000	\$ 100,000	\$ 150,000	\$ 100,000	\$ 150,000	\$ 745,000

Environmental Services Funds						
Project						
Miscellaneous Storm Drainage Improvements	\$ 50,000		\$ 50,000		\$ 50,000	\$ 150,000
Sub-total	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 150,000

Gas Tax (SB 1)						
Project						
Annual Street Maintenance	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 3,500,000
Sub-total	\$ 700,000	\$ 3,500,000				

Capital Improvement Plan Summaries

By Funding Source

	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Grants / Private						
Project						
Annual Street Maintenance	\$ 1,781,000	\$ 1,012,000	\$ 1,012,000	\$ 1,012,000	\$ 1,012,000	\$ 5,829,000
Bike/Pedestrian and Traffic Safety Improvements	20,000	20,000	20,000	20,000	20,000	100,000
Harriet Avenue Traffic Calming	417,240					417,240
Sub-total	\$ 2,218,240	\$ 1,032,000	\$ 1,032,000	\$ 1,032,000	\$ 1,032,000	\$ 6,346,240

Parkland Dedication						
Project						
Campbell Park Improvements		\$ 1,500,000				\$ 1,500,000
Community Center Pool Design		250,000				250,000
JDM Improvements - Budd	180,000	650,000	50,000			880,000
JDM Improvements - Rincon				46,000	385,000	431,000
JDM Rincon Recreational Bldg. Assessment		50,000				50,000
Los Gatos Creek Trail Feasibility Study		100,000				100,000
Park In-Lieu Fees Update	150,000					150,000
Virginia Park Improvements			40,000	250,000		290,000
Sub-total	\$ 330,000	\$ 2,550,000	\$ 90,000	\$ 296,000	\$ 385,000	\$ 3,651,000

Vehicle Impact Fees - Building Permits						
Project						
Annual Street Maintenance	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,500,000
Sub-total	\$ 300,000	\$ 1,500,000				

Vehicle Impact Fees -Garbage						
Project						
Annual Street Maintenance	\$ 477,000	\$ 477,000	\$ 477,000	\$ 477,000	\$ 477,000	\$ 2,385,000
Sub-total	\$ 477,000	\$ 2,385,000				

GRAND TOTAL	\$ 4,936,600	\$ 5,444,000	\$ 3,134,000	\$ 3,190,000	\$ 3,429,000	\$ 20,133,600
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Capital Improvement Plan Summaries

By Responsible Department

	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Public Works						
Project						
Accesability Ramps	\$ 50,000		\$ 50,000		\$ 50,000	\$ 150,000
ADA Transition Plan Improvements	50,000		50,000		50,000	150,000
Annual Street Maintenance	3,458,000	2,689,000	2,689,000	2,689,000	2,689,000	14,214,000
Bike/Pedestrian and Traffic Safety Improvements	45,000	45,000	45,000	45,000	45,000	225,000
Campbell Ave. / Leigh Ave. Safety Improvements	40,000					40,000
Campbell Park Improvements		1,500,000				1,500,000
Downtown Campbell Pedestrian Improvements	45,000					45,000
East Campbell Avenue Plan Line	150,000					150,000
Harriet Avenue Traffic Calming	463,600					463,600
JDM Improvements - Budd	180,000	650,000	50000			880,000
JDM Park Pathway Reconstruction	45,000					45,000
JDM Improvements - Rincon				46,000	385,000	431,000
JDM Rincon Recreational Bldg. Assessment		50,000				50,000
Los Gatos Creek Trail Feasibility Study		100,000				100,000
Miscellaneous Storm Drainage Improvements	50,000		50,000		50,000	150,000
Park In-Lieu Fees Update	150,000					150,000
Sidewalk/Curb and Gutter Replacement	100,000	100,000	100,000	100,000	100,000	500,000
Traffic and Street Sign Replacement	60,000	60,000	60,000	60,000	60,000	300,000
Traffic Calming	50,000					50,000
Virginia Park Improvements			40,000	250,000		290,000
Sub-total	\$ 4,936,600	\$ 5,194,000	\$ 3,134,000	\$ 3,190,000	\$ 3,429,000	\$ 19,883,600
Recreation & Community Services						
Project						
Community Center Pool Design		250,000				\$ 250,000
Sub-total	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000
GRAND TOTAL	\$ 4,936,600	\$ 5,444,000	\$ 3,134,000	\$ 3,190,000	\$ 3,429,000	\$ 20,133,600

Capital Improvement Plan Summaries

By Category

	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Community Center						
Project						
Community Center Pool Design		\$ 250,000				\$ 250,000
Sub-total	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000

	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Parks & Open Space						
Project						
Campbell Park Improvements		\$ 1,500,000				\$ 1,500,000
JDM Improvements - Budd	180,000	650,000	50,000			880,000
JDM Park Pathway Reconstruction	45,000					45,000
JDM Improvements - Rincon				46,000	385,000	431,000
JDM Rincon Recreational Bldg. Assessment		50,000				50,000
Los Gatos Creek Trail Feasibility Study		100,000				100,000
Park In-Lieu Fees Update	150,000					150,000
Virginia Park Improvements			40,000	250,000		290,000
Sub-total	\$ 375,000	\$ 2,300,000	\$ 90,000	\$ 296,000	\$ 385,000	\$ 3,446,000

	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Public Facility (Buildings)						
Project						
ADA Transition Plan Improvements	\$ 50,000		\$ 50,000		\$ 50,000	\$ 150,000
Sub-total	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 150,000

	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Public Facility (Equipment)						
Project						
Sub-total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Public Facility (I-T)						
Project						
Sub-total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Streets & Signals						
Project						
Accesability Ramps	\$ 50,000		\$ 50,000		\$ 50,000	\$ 150,000
Annual Street Maintenance	3,458,000	2,689,000	2,689,000	2,689,000	2,689,000	14,214,000
Bike/Pedestrian and Traffic Safety Improvements	45,000	45,000	45,000	45,000	45,000	225,000
Campbell Ave. / Leigh Ave. Safety Improvements	40,000					40,000
Downtown Campbell Pedestrian Improvements	45,000					45,000
East Campbell Avenue Plan Line	150,000					150,000
Harriet Avenue Traffic Calming	463,600					463,600
Miscellaneous Storm Drainage Improvements	50,000		50,000		50,000	150,000
Sidewalk/Curb and Gutter Replacement	100,000	100,000	100,000	100,000	100,000	500,000
Traffic and Street Sign Replacement	60,000	60,000	60,000	60,000	60,000	300,000
Traffic Calming	50,000					50,000
Sub-total	\$ 4,511,600	\$ 2,894,000	\$ 2,994,000	\$ 2,894,000	\$ 2,994,000	\$ 16,287,600

GRAND TOTAL	\$ 4,936,600	\$ 5,444,000	\$ 3,134,000	\$ 3,190,000	\$ 3,429,000	\$ 20,133,600
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**CIP Five Year Cash Flow Analysis
FY 18-19 Through FY 22-23**

CIPR - Designated Fund Balance - Fund 101

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Total FY 19-23
Designated CIP Fund Balance-- July 1	\$ 3,386,890	\$ 1,330,330	\$ 845,330	\$ 310,330	\$ (174,670)	\$ 3,386,890
Add Projected Revenues:						
Projected Surplus Estimated at FYE	-	-	-	-	-	-
Total Projected Resources	-	-	-	-	-	-
Less Projected Expenditures:						
Five Year CIP Proposed	616,360	285,000	335,000	285,000	335,000	1,856,360
Two Year Approved Postions	1,240,200	-	-	-	-	1,240,200
Operating & Capital Budget Adj.	200,000	200,000	200,000	200,000	200,000	1,000,000
Sub-Total Expenditures	2,056,560	485,000	535,000	485,000	535,000	4,096,560
Projected Available Fund Balance	\$ 1,330,330	\$ 845,330	\$ 310,330	\$ (174,670)	\$ (709,670)	\$ (709,670)

FIVE YEAR CIP PROPOSED--RECAP BY PROJECT

ADA Transition Plan	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 150,000
Annual Street Maintenance	200,000	200,000	200,000	200,000	200,000	1,000,000
Campbell Ave / Leigh Ave Safety Improvements	40,000					40,000
Downtown Pedestrian Improvements	45,000	-				45,000
East Campbell Avenue Plan Line	150,000	-	-	-	-	150,000
Harriet Avenue Traffic Calming	46,360	-	-	-	-	46,360
Sidewalk / Curb and Gutter Improvements	25,000	25,000	25,000	25,000	25,000	125,000
Traffic & Street Sign Replacement	60,000	60,000	60,000	60,000	60,000	300,000
Totals	\$ 616,360	\$ 285,000	\$ 335,000	\$ 285,000	\$ 335,000	\$ 1,856,360

CIP Five Year Cash Flow Analysis
FY 18-19 Through FY 22-23
Construction Tax - Designated Fund Balance - Fund 101

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Total FY 19-23
Designated Fund Balance--July 1	\$ 284,634	\$ 119,634	\$ 99,634	\$ 29,634	\$ 9,634	\$ 284,634
Add Projected Revenues:						
Construction Tax	80,000	80,000	80,000	80,000	80,000	400,000
Total Projected Revenues	80,000	80,000	80,000	80,000	80,000	400,000
Less Projected Expenditures:						
Five Year CIP Proposed	245,000	100,000	150,000	100,000	150,000	745,000
Sub-Total Expenditures	245,000	100,000	150,000	100,000	150,000	745,000
Projected Fund Balance Designation	\$ 119,634	\$ 99,634	\$ 29,634	\$ 9,634	\$ (60,366)	\$ (60,366)

FIVE YEAR CIP PROPOSED--RECAP BY PROJECT

Accessibility Ramps	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 150,000
Bike, Ped and Traffic Safety Improvements	25,000	25,000	25,000	25,000	25,000	125,000
JDM Pathway Reconstruction	45,000	-	-	-	-	45,000
Sidewalk / Curb and Gutter Improvements	75,000	75,000	75,000	75,000	75,000	375,000
Traffic Calming	50,000	-	-	-	-	50,000
Totals	\$ 245,000	\$ 100,000	\$ 150,000	\$ 100,000	\$ 150,000	\$ 745,000

Environmental Services-Storm Drain Fund Balance - Fund 209

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Total FY 19-23
Available Reserve--July 1	\$ 130,032	\$ 100,532	\$ 121,032	\$ 91,532	\$ 112,032	\$ 130,032
Add Projected Revenues:						
Storm Drain Fees	20,000	20,000	20,000	20,000	20,000	100,000
Investment income	500	500	500	500	500	2,500
Total Projected Revenues	20,500	20,500	20,500	20,500	20,500	102,500
Less Projected Expenditures:						
Five Year CIP Proposed	50,000	-	50,000	-	50,000	150,000
Sub-Total Expenditures	50,000	-	50,000	-	50,000	150,000
Projected Available Reserve	\$ 100,532	\$ 121,032	\$ 91,532	\$ 112,032	\$ 82,532	\$ 82,532

FIVE YEAR CIP PROPOSED--RECAP BY PROJECT

Misc Storm Drain Improvements	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 150,000
Totals	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 150,000

CIP Five Year Cash Flow Analysis
FY 18-19 Through FY 22-23
Grants/Private - Fund Balance - Funds 212, 216, 218, 435

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Total FY 19-23
Fund Balance--July 1	\$ 215,000	\$ -	\$ -	\$ -	\$ -	\$ 215,000
Add Projected Revenues:						
Federal Grants (HSIP)	417,240	-	-	-	-	417,240
Local Grants (SCC VLF,MTC,VTA)	215,000	215,000	215,000	215,000	215,000	1,075,000
Measure B (SCC)	797,000	797,000	797,000	797,000	797,000	3,985,000
TDA Grants (Fund 216)	20,000	20,000	20,000	20,000	20,000	100,000
OBAG	554,000	-	-	-	-	554,000
Total Projected Revenues	2,003,240	1,032,000	1,032,000	1,032,000	1,032,000	5,714,000
Less Projected Expenditures:						
Five Year CIP Proposed	2,218,240	1,032,000	1,032,000	1,032,000	1,032,000	6,346,240
Sub-Total Expenditures	2,218,240	1,032,000	1,032,000	1,032,000	1,032,000	6,346,240
Projected Available Fund Balance	\$ -					

FIVE YEAR CIP PROPOSED--RECAP BY PROJECT

Annual Street Maintenance	\$ 1,781,000	\$ 1,012,000	\$ 1,012,000	\$ 1,012,000	\$ 1,012,000	\$ 5,829,000
Bike / Ped and Traffic Safety Improvements	20,000	20,000	20,000	20,000	20,000	100,000
Harriet Avenue Traffic Calming	417,240	-	-	-	-	417,240
Totals	\$ 2,218,240	\$ 1,032,000	\$ 1,032,000	\$ 1,032,000	\$ 1,032,000	\$ 6,346,240

Gas Tax (SB1 funds only) - Fund Balance - Fund 204

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Total FY 19-23
Available Reserve--July 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Add Projected Revenues:						
State SB 1 Proceeds	700,000	700,000	700,000	700,000	700,000	3,500,000
Total Projected Revenues	700,000	700,000	700,000	700,000	700,000	3,500,000
Less Projected Expenditures:						
Five Yr. CIP Proposed	700,000	700,000	700,000	700,000	700,000	3,500,000
Sub-Total Expenditures	700,000	700,000	700,000	700,000	700,000	3,500,000
Projected Available Fund Balance	\$ -					

FIVE YEAR CIP PROPOSED--RECAP BY PROJECT

Annual Street Maintenance	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 700,000	\$ 3,500,000
Totals	\$ 700,000	\$ 3,500,000				

**CIP Five Year Cash Flow Analysis
FY 18-19 Through FY 22-23
Vehicle Impact - Fund Balance - Fund 202**

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Total FY 19-23
Available Reserve--July 1	\$ 512,480	\$ 512,730	\$ 512,980	\$ 513,230	\$ 513,480	\$ 512,480
Add Projected Revenues:						
Vehicle Impact Fees	300,000	300,000	300,000	300,000	300,000	1,500,000
Solid Waste Vehicle Impact Fees	477,000	477,000	477,000	477,000	477,000	2,385,000
Investment income	250	250	250	250	250	1,250
Total Projected Revenues	777,250	777,250	777,250	777,250	777,250	3,886,250
Less Projected Expenditures:						
Five Yr. CIP Proposed	777,000	777,000	777,000	777,000	777,000	3,885,000
Sub-Total Expenditures	777,000	777,000	777,000	777,000	777,000	3,885,000
Projected Available Fund Balance	\$ 512,730	\$ 512,980	\$ 513,230	\$ 513,480	\$ 513,730	\$ 513,730

FIVE YEAR CIP PROPOSED--RECAP BY PROJECT

Annual Street Maintenance - Garbage Fees	\$ 477,000	\$ 477,000	\$ 477,000	\$ 477,000	\$ 477,000	\$ 2,385,000
Annual Street Maintenance - Permit Fees	300,000	300,000	300,000	300,000	300,000	1,500,000
Totals	\$ 777,000	\$ 3,885,000				

Parkland Dedication - Undesignated Fund Balance 295

	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	Total FY 19-23
Cash - Liabilities Balance--July 1	\$ 4,138,564	\$ 4,291,335	\$ 2,227,162	\$ 2,581,705	\$ 2,737,339	\$ 4,138,564
Add: Projected Revenues:						
Investment Income	82,771	85,827	44,543	51,634	54,747	319,522
Parkland Ded. Fees	400,000	400,000	400,000	400,000	400,000	2,000,000
Total Projected Revenues	482,771	485,827	444,543	451,634	454,747	2,319,522
Less Projected Expenditures:						
Five Yr. CIP Proposed	330,000	2,550,000	90,000	296,000	385,000	3,651,000
Sub-Total Expenditures	330,000	2,550,000	90,000	296,000	385,000	3,651,000
Projected Available Fund Balance	\$ 4,291,335	\$ 2,227,162	\$ 2,581,705	\$ 2,737,339	\$ 2,807,086	\$ 2,807,086

FIVE YEAR CIP PROPOSED--RECAP BY PROJECT

Campbell Park Improvements	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000
Community Center Pool Design	-	250,000	-	-	-	250,000
JDM Improvements - Budd	180,000	650,000	50,000	-	-	880,000
JDM Improvements - Rincon	-	-	-	46,000	385,000	431,000
JDM Rincon Recreational Bldg Assessment	-	50,000	-	-	-	50,000
Los Gatos Creek Trail Feasability Study	-	100,000	-	-	-	100,000
Park In-Lieu Fees Update	150,000	-	-	-	-	150,000
Virginia Park Improvements	-	-	40,000	250,000	-	290,000
Totals	\$ 330,000	\$ 2,550,000	\$ 90,000	\$ 296,000	\$ 385,000	\$ 3,651,000

CIP Totals--All Funding Sources	\$ 4,936,600	\$ 5,444,000	\$ 3,134,000	\$ 3,190,000	\$ 3,429,000	\$ 20,133,600
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CAPITAL PROJECT

PROJECT #:	18-NN	NEW PROJECT:	
PROGRAM #:	435	ADD'L APPROP:	
DEPARTMENT:	Public Works	USEFUL LIFE:	20 years
CATEGORY:	Streets & Signals		

PROJECT TITLE: Harriet Avenue Traffic Calming

PROJECT DESCRIPTION

This project will provide traffic calming measures on Harriet Avenue and will include:

- A pedestrian hybrid beacon and bulb-out at Harriet Avenue / McCoy Avenue;
- Buffer bike lanes and speed tables; and
- Wider sidewalk over San Tomas Aquino Creek.

Grant funds will be identified as a funding source for the majority of the project. The CIPR funding level is leveraged as a local match.



RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Supports Strategic Objectives 3.1 - Safe residential neighborhoods and 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

ALTERNATIVES

1. Allow the current traffic conditions to remain.

SOURCE OF FUNDING

	CIPR	Grant					TOTAL
2018/19	\$ 46,360	\$ 417,240	\$ -	\$ -	\$ -	\$ -	\$ 463,600
2019/20							-
2020/21							-
2021/22							-
2022/23							-
TOTAL	\$ 46,360	\$ 417,240	\$ -	\$ -	\$ -	\$ -	\$ 463,600

PROJECT MANAGER: Amy Olay, City Engineer

CAPITAL PROJECT

PROJECT #: 18-NN
PROGRAM #: 435
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

PROJECT TITLE: Harriet Avenue Traffic Calming

CAPITAL COST DETAIL						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	403,200					403,200
City Staff	60,400					60,400
Equipment						-
TOTAL	\$ 463,600	\$ -	\$ -	\$ -	\$ -	\$ 463,600
Staff Hours	604	-				604

OPERATING BUDGET IMPACTS						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2018/19				2019/20				2020/21				2021/22				2022/23			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design																				
Bids Received																				
Bid Award	X																			
Construction	X	X	X																	

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:	18-PP	NEW PROJECT:	
PROGRAM #:	730	ADD'L APPROP:	X
DEPARTMENT:	Public Works	USEFUL LIFE:	15 years
CATEGORY:	Parks and Open Space		

PROJECT TITLE: John D. Morgan Park Improvements - Budd Avenue

PROJECT DESCRIPTION

This project will enhance and expand amenities located on the south end of John D. Morgan Park, near Budd Avenue. In March 2018, the City Council approved \$283,000 in additional funding for this project to comply with the requisite match needed for the Santa Clara County All-Inclusive Playground Grant (AIPG) program. If the City is awarded the grant, the budget details will be revised to reflect the combination of local and grant funds. The project will design and reconstruct the playgrounds to increase play value and features to allow all-inclusive play. Other amenities will be determined upon completion of the conceptual design phase.



RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objectives 5.2 - Enhanced recreational opportunities for Campbell residents; and 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit, and enjoyment.

ALTERNATIVES

1. Do not move forward with improvements.
2. Repair as elements fall into despair and pose a safety hazard.

SOURCE OF FUNDING

	Park Fees						TOTAL
2018/19	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,000
2019/20	650,000						650,000
2020/21	50,000						50,000
2021/22							-
2022/23							-
TOTAL	\$ 880,000	\$ -	\$ 880,000				

PROJECT MANAGER: Amy Olay, City Engineer

CAPITAL PROJECT

PROJECT #: 18-PP
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Parks and Open Space

PROJECT TITLE: John D. Morgan Park Improvements - Budd Avenue

CAPITAL COST DETAIL						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	100,000					100,000
Construction		600,000				600,000
City Staff	80,000	50,000	50,000			180,000
Equipment		-				-
TOTAL	\$ 180,000	\$ 650,000	\$ 50,000	\$ -	\$ -	\$ 880,000
Staff Hours	800	500	500	-	-	1,800

OPERATING BUDGET IMPACTS						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2018/19				2019/20				2020/21				2021/22				2022/23				
	Q1	Q2	Q3	Q4																	
Acquisition																					
Design	X	X	X	X	X	X															
Bids Received							X														
Bid Award								X													
Construction									X	X	X	X									

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:	18-RR	NEW PROJECT:	
PROGRAM #:	730	ADD'L APPROP:	
DEPARTMENT:	Public Works	USEFUL LIFE:	20 years
CATEGORY:	Parks and Open Space		

PROJECT TITLE: John D. Morgan Park - Pathway Reconstruction

PROJECT DESCRIPTION

The asphalt pathway that runs through John D. Morgan Park is in need of rehabilitation. The pathway provides a link for park users between the Rincon and Budd Avenue sides of the park. It is also used by pedestrians and bicycles as an off-street connection. The pathway has deteriorated significantly in recent years and is now in need of reconstruction in specific locations and requires an overlay of asphalt to provide value to park users and the community. The total amount of resources required is approximately \$105,000. The work could also be phased over two years: Year 1 - section between the Rincon footbridge and Budd Avenue; Year 2 - section between Rincon footbridge and Campbell Middle School.



RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objectives 5.2 - Enhanced recreational opportunities for Campbell residents; and 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit, and enjoyment.

ALTERNATIVES

1. Defer rehabilitation project.

SOURCE OF FUNDING

	Const. Tax						TOTAL
2018/19	45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
2019/20							-
2020/21							-
2021/22							-
2022/23							-
TOTAL	\$ 45,000	\$ -	\$ 45,000				

PROJECT MANAGER: Alex Mordwinow, Maintenance Superintendent

CAPITAL PROJECT

PROJECT #: 18-RR
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Parks and Open Space

PROJECT TITLE: John D. Morgan Park - Pathway Reconstruction

CAPITAL COST DETAIL						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	45,000					45,000
City Staff						-
Equipment	-	-				-
TOTAL	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000
Staff Hours	120					120

OPERATING BUDGET IMPACTS						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2018/19				2019/20				2020/21				2021/22				2022/23				
	Q1	Q2	Q3	Q4																	
Acquisition																					
Design	X																				
Bids Received		X																			
Bid Award			X																		
Construction				X																	

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #: 19 - AA
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Public Facility

PROJECT TITLE: Accessibility Ramps

CAPITAL COST DETAIL						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						\$ -
Construction	40,000		40,000		40,000	\$ 120,000
City Staff	10,000		10,000		10,000	\$ 30,000
Equipment		-				\$ -
TOTAL	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 150,000
Staff Hours	100		100		100	300

OPERATING BUDGET IMPACTS						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2018/19				2019/20				2020/21				2021/22				2022/23				
	Q1	Q2	Q3	Q4																	
Acquisition																					
Design		X								X										X	
Bids Received			X								X										X
Bid Award			X								X										X
Construction				X								X									X

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #: 19 - BB
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Public Facility - Buildings

PROJECT TITLE: ADA Transition Plan Improvements

CAPITAL COST DETAIL						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	43,000		43,000		43,000	129,000
City Staff	7,000		7,000		7,000	21,000
Equipment	-	-	-	-	-	-
TOTAL	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 150,000
Staff Hours	70	-	70	-	70	210

OPERATING BUDGET IMPACTS						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																							
	2018/19				2019/20				2020/21				2021/22				2022/23						
	Q1	Q2	Q3	Q4																			
Acquisition																							
Design	X								X											X			
Bids Received		X								X											X		
Bid Award		X								X											X		
Construction			X	X							X	X										X	X

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:	19 - CC	NEW PROJECT:	
PROGRAM #:	730	ADD'L APPROP:	X
DEPARTMENT:	Public Works	USEFUL LIFE:	15 years
CATEGORY:	Streets & Signals		

PROJECT TITLE: Annual Street Maintenance

PROJECT DESCRIPTION

This project is for annual street maintenance per the City's Pavement Management Program. The first two years of this CIP will be focused on street resurfacing on Winchester Boulevard from the northern to southern city limits. Project scope will include completion of final design and construction work.

In addition to the Capital Improvement Program Reserve (CIPR), other anticipated funding sources are the City's Vehicle Impact Fee (separate allocations from construction and solid waste collection vehicles), one-time One Bay Area Grant, State SB1 - Road Maintenance and Rehabilitation Account (RMRA), and County of Santa Clara Measure B. Use of Measure B funds is pending resolution of legal action filed against the County of Santa Clara in August 2017.

A maintenance of effort is required for cities to receive Measure B and RMRA funds. The City must maintain an annual expenditure of \$917,000 in general fund monies which can be satisfied through the use of CIPR and Vehicle Impact Fees.



RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project addresses Strategic Plan Objective 3.4 - Streets that are safe, clean, and well-maintained.

ALTERNATIVES

1. Only pursue stop-gap maintenance.
2. Reduce the project limits resulting in decreased Pavement Condition Index (PCI).

SOURCE OF FUNDING

	CIPR	VIF (Building)	VIF (Garbage)	Grants/ VLF	Grant Measure B	State Funding (SB 1)	Grant OBAG2	TOTAL
2018/19	200,000	300,000	\$ 477,000	430,000	797,000	700,000	554,000	3,458,000
2019/20	200,000	300,000	\$ 477,000	215,000	797,000	700,000		2,689,000
2020/21	200,000	300,000	\$ 477,000	215,000	797,000	700,000		2,689,000
2021/22	200,000	300,000	\$ 477,000	215,000	797,000	700,000		2,689,000
2022/23	200,000	300,000	\$ 477,000	215,000	797,000	700,000		2,689,000
TOTAL	\$ 1,000,000	\$ 1,500,000	\$ 2,385,000	\$ 1,290,000	\$ 3,985,000	\$ 3,500,000	\$ 554,000	\$ 14,214,000

PROJECT MANAGER: Amy Olay, City Engineer

CAPITAL PROJECT

PROJECT #: 19-CC
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

PROJECT TITLE: Annual Street Maintenance

CAPITAL COST DETAIL						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	175,000	150,000	50,000	50,000	50,000	475,000
Construction	2,750,000	2,100,000	2,300,000	2,300,000	2,300,000	11,750,000
City Staff	533,000	439,000	339,000	339,000	339,000	1,989,000
Equipment	-	-	-	-	-	-
TOTAL	\$ 3,458,000	\$ 2,689,000	\$ 2,689,000	\$ 2,689,000	\$ 2,689,000	\$ 14,214,000
Staff Hours	5,330	4,390	3,390	3,390	3,390	19,890

OPERATING BUDGET IMPACTS						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2018/19				2019/20				2020/21				2021/22				2022/23			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design	X	X	X						X	X			X	X			X	X		
Bids Received				X							X				X				X	
Bid Award					X							X				X				X
Construction						X	X	X												

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:	19 - DD	NEW PROJECT:	
PROGRAM #:	435	ADD'L APPROP:	X
DEPARTMENT:	Public Works	USEFUL LIFE:	20 years
CATEGORY:	Streets & Signals		

PROJECT TITLE: Bike/Pedestrian and Traffic Safety Improvements

PROJECT DESCRIPTION

This annual project provides minor improvements to streets and signals to increase safety as deemed necessary by the City's Traffic Engineer and City Engineer. This project also constructs Class II bike lanes, sidewalks, paths, and other improvements to enhance pedestrian and bicyclist safety on City streets. The Transportation Development Act (TDA) funds represent the majority of the project funding.

Allocation of the FY 2018-19 TDA funds of \$20,000 is being allocated to the Campbell Downtown Pedestrian Improvements RRFB and Bike Box Project.



RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Supports Strategic Objective 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

ALTERNATIVES

1. Allow the current conditions to remain.
2. Submit each minor project/improvement to the City Council for approval.

SOURCE OF FUNDING

	Const. Tax	Grant					TOTAL
2018/19	\$ 25,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000
2019/20	25,000	20,000					45,000
2020/21	25,000	20,000					45,000
2021/22	25,000	20,000					45,000
2022/23	25,000	20,000					45,000
TOTAL	\$ 125,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 225,000

PROJECT MANAGER: Matthew Jue, Traffic Engineer

CAPITAL PROJECT

PROJECT #: 19 - DD
PROGRAM #: 435
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

PROJECT TITLE: Bike/Pedestrian and Traffic Safety Improvements

CAPITAL COST DETAIL						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	40,000	40,000	40,000	40,000	40,000	200,000
City Staff	5,000	5,000	5,000	5,000	5,000	25,000
Equipment						-
TOTAL	\$ 45,000	\$ 225,000				
Staff Hours	60	60	60	60	60	300

OPERATING BUDGET IMPACTS						
	2018/19	2019/20	2020/21	2021/22	2022/2023	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2018/19				2019/20				2020/21				2021/22				2022/2023				
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4													
Acquisition																					
Design	X				X				X				X				X				
Bids Received		X				X				X				X				X			
Bid Award			X				X				X				X				X		
Construction			X	X			X	X			X	X			X	X			X	X	

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:	19 - EE	NEW PROJECT:	X
PROGRAM #:	730	ADD'L APPROP:	
DEPARTMENT:	Public Works	USEFUL LIFE:	20 years
CATEGORY:	Streets & Signals		

PROJECT TITLE: Campbell Avenue/Leigh Avenue Safety Improvements

PROJECT DESCRIPTION

This project will construct permanent spot islands and associated signs and striping to address crash issue at this intersection. The Cities of Campbell and San Jose share the Leigh Avenue/Campbell Avenue intersection and are working cooperatively to address this issue. Project funding will address the costs related to improvements in Campbell's jurisdiction. Scope includes additional public engagement, design, construction, and construction administration and inspection.



RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Relates to Strategies 3.1 Safe residential neighborhoods, 3.4 Streets that are safe, clean and well maintained, and 3.7 Streets that operate efficiently and effectively.

ALTERNATIVES

1. Allow the current conditions to remain.

Source of Funding

	CIPR						TOTAL
2018/19	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
2019/20							\$ -
2020/21							\$ -
2021/22							\$ -
2022/23							\$ -
TOTAL	\$ 40,000	\$ -	\$ 40,000				

PROJECT MANAGER: Todd Capurso, Public Works Director

CAPITAL PROJECT

PROJECT #: 19-EE
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

PROJECT TITLE: Campbell Avenue/Leigh Avenue Safety Improvements

CAPITAL COST DETAIL						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						\$ -
Construction	30,000					\$ 30,000.00
City Staff	10,000					\$ 10,000.00
Equipment		-				\$ -
TOTAL	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000.00
Staff Hours	100					100

OPERATING BUDGET IMPACTS						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2018/19				2019/20				2020/21				2021/22				2022/23			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design	X	X																		
Bids Received		X																		
Bid Award		X																		
Construction		X	X																	

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:	19 - FF	NEW PROJECT:	X
PROGRAM #:	730	ADD'L APPROP:	
DEPARTMENT:	Public Works	USEFUL LIFE:	15 years
CATEGORY:	Street/Signals		

PROJECT TITLE: Downtown Campbell Pedestrian Improvements - Pedestrian Warning Beacons and Bike Box

PROJECT DESCRIPTION

This project will implement the first phase of the Transportation Improvement Plan for Campbell Priority Development Area (TIPC). The project scope to include installation of pedestrian-oriented improvements such as but not limited to pedestrian warning beacons at two Downtown intersections: 2nd Street and Civic Center Drive and 2nd Street and Orchard City Drive. Additionally, this project will install a green bike lane and bike box and other associated pavement markings on the westbound approach of East Campbell Avenue at Railway Avenue.

The total cost of the project is \$65,000, however, \$20,000 is funded from FY 2018/19 Transportation Development Act (TDA) guaranteed funds that are correspondingly programmed in the Bike/Pedestrian and Traffic Safety Improvements project. Therefore, the balance of \$45,000 funded by CIPR is shown in this project sheet.



ALTERNATIVES

This project addresses Strategic Plan Objective 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles, and Objective 3.4 - Streets that are safe, clean, and well maintained.

ALTERNATIVES

1. Take no action to resolve this issue.

Source of Funding

	CIPR						TOTAL
2018/19	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000
2019/20							\$ -
2020/21							\$ -
2021/22							\$ -
2022/23							\$ -
TOTAL	\$ 45,000	\$ -	\$ 45,000				

PROJECT MANAGER: Amy Olay, City Engineer

CAPITAL PROJECT

PROJECT #: 19 - FF
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

PROJECT TITLE: Campbell Downtown Pedestrian Improvements - Pedestrian Warning Beacons and Bike Box

CAPITAL COST DETAIL						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						\$ -
Construction	35,000					\$ 35,000.00
City Staff	10,000					\$ 10,000.00
Equipment		-				\$ -
TOTAL	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000.00
Staff Hours	100	-				100

OPERATING BUDGET IMPACTS						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2018/19				2019/20				2020/21				2021/22				2022/23			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design	X	X																		
Bids Received			X																	
Bid Award			X																	
Construction				X																

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #: 19-GG
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

PROJECT TITLE: East Campbell Avenue Plan Line

CAPITAL COST DETAIL						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	100,000					\$ 100,000
Construction						\$ -
City Staff	50,000					\$ 50,000
Equipment		-				\$ -
TOTAL	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Staff Hours	500					500

OPERATING BUDGET IMPACTS						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2018/19				2019/20				2020/21				2021/22				2022/23			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design	X	X	X																	
Bids Received																				
Bid Award																				
Construction																				

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:	19-HH	NEW PROJECT:	
PROGRAM #:	730	ADD'L APPROP:	X
DEPARTMENT:	Public Works	USEFUL LIFE:	20 years
CATEGORY:	Streets & Signals		

PROJECT TITLE: Miscellaneous Storm Drainage Improvements

PROJECT DESCRIPTION

This biennial maintenance project provides minor drainage improvements to streets to increase safety and decrease pavement deterioration. Environmental Services Funds support this project.



RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project addresses Strategic Plan Objective 3.4 - Streets that are safe, clean, and well- maintained; and Objective 3.6 - Streets that serve the needs of adjacent land uses.

ALTERNATIVES

1. Allow the current conditions to remain and continue stop gap maintenance efforts.
2. Submit each individual location/project site and improvement to the City Council for approval.

SOURCE OF FUNDING

	Env't'l. Services						TOTAL
2018/19	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
2019/20							-
2020/21	50,000						50,000
2021/22							-
2022/23	50,000						50,000
TOTAL	\$ 150,000	\$ -	\$ 150,000				

PROJECT MANAGER: Amy Olay, City Engineer

CAPITAL PROJECT

PROJECT #: 19-HH
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

PROJECT TITLE: Miscellaneous Storm Drainage Improvements

CAPITAL COST DETAIL						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	43,000		43,000		43,000	129,000
City Staff	7,000		7,000		7,000	21,000
Equipment						-
TOTAL	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 150,000
Staff Hours	100		100		100	200

OPERATING BUDGET IMPACTS						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2018/19				2019/20				2020/21				2021/22				2022/23			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design																				
Bids Received	X								X								X			
Bid Award		X								X									X	
Construction		X								X									X	

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:	19-JJ	NEW PROJECT:	X
PROGRAM #:	730	ADD'L APPROP:	
DEPARTMENT:	Public Works	USEFUL LIFE:	N/A
CATEGORY:	Parks/Open Space		

PROJECT TITLE: Park In-Lieu Fees Update

PROJECT DESCRIPTION

This project will update the Park In-Lieu Fees to reflect current real estate market in accordance with the Municipal Code Chapter 13.08 - Park Impact Fees and Park Land Dedication Developments, and Chapter 20.24 - Park Impact Fees and Park Land Dedication Subdivisions.



RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objectives 5.2 - Enhanced recreational opportunities for Campbell residents.

ALTERNATIVES

1. Take no action to resolve this issue.
2. Defer this project until later date.

Source of Funding

	Park Fees						TOTAL
2018/19	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
2019/20							-
2020/21							-
2021/22							-
2022/23							-
TOTAL	\$ 150,000	\$ -	\$ 150,000				

PROJECT MANAGER: Amy Olay, City Engineer

CAPITAL PROJECT

PROJECT #: 19-JJ
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Parks/Open Space

PROJECT TITLE: Park In-Lieu Fees Update

CAPITAL COST DETAIL						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	100,000					\$ 100,000
Construction						\$ -
City Staff	50,000					\$ 50,000
Equipment	-					\$ -
TOTAL	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Staff Hours	500					500

OPERATING BUDGET IMPACTS						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2018/19				2019/20				2020/21				2021/22				2022/23			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design	X	X	X	X																
Bids Received																				
Bid Award																				
Construction																				

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

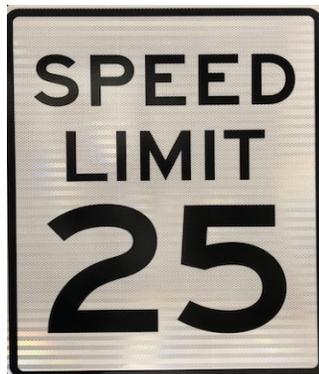
CAPITAL PROJECT

PROJECT #:	19-KK	NEW PROJECT:	X
PROGRAM #:	204	ADD'L APPROP:	
DEPARTMENT:	Public Works	USEFUL LIFE:	8 Years
CATEGORY:	Streets & Signals		

PROJECT TITLE: Traffic & Street Sign Replacement

PROJECT DESCRIPTION

A multi-year project to bring the City's Traffic and Street Name signs into mandatory Federal Reflective compliance. It is estimated that 60% of the City's signs do not meet the current federal guidelines.



RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Supports Strategic Objective 4.4 - a reduced number of traffic accidents and associated injuries.

ALTERNATIVES

1. Increase the annual funding to complete the Federally Required Compliance Project earlier
2. Fund at a reduced amount through the operating budget

Source of Funding

	CIPR						TOTAL
2018/19	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
2019/20	\$ 60,000						\$ 60,000
2020/21	\$ 60,000						\$ 60,000
2021/22	\$ 60,000						\$ 60,000
2022/23	\$ 60,000						\$ 60,000
TOTAL	\$ 300,000	\$ -	\$ 300,000				

PROJECT MANAGER: Ron Taormina, Street Maintenance Field Supervisor

CAPITAL PROJECT

PROJECT #: 19-KK
PROGRAM #: 204
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

PROJECT TITLE: Traffic & Street Sign Replacement

CAPITAL COST DETAIL						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						\$ -
Construction	45,000	45,000	45,000	45,000	45,000	\$ 225,000.00
City Staff	5,000	5,000	5,000	5,000	5,000	\$ 25,000.00
Equipment	10,000	10,000	10,000	10,000	10,000	\$ 50,000.00
TOTAL	\$ 60,000	\$ 300,000.00				
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2018/19				2019/20				2020/21				2021/22				2022/23			
	Q1	Q2	Q3	Q4																
Acquisition	x				x				x				x				x			
Design																				
Bids Received	x				x				x				x				x			
Bid Award	x				x				x				x				x			
Construction		x	x	x		x	x	x		x	x	x		x	x	x		x	x	x

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:	19-LL	NEW PROJECT:	
PROGRAM #:	730	ADD'L APPROP:	X
DEPARTMENT:	Public Works	USEFUL LIFE:	20 years
CATEGORY:	Streets		

PROJECT TITLE: Sidewalk, Curb, & Gutter Improvements

PROJECT DESCRIPTION

This annual project proposes to replace newly damaged sidewalks that are identified for replacement or grinding. The City uses concrete and no longer uses asphalt as sidewalk replacement material when removing sections of sidewalk. Sidewalk grinds are performed on raised sidewalks where the sidewalk deflection is less than 1 and 1/2 inches. Curb and gutters are replaced in kind when the damaged or raised curb and gutter prohibits safe pedestrian access to travel ways. These locations are typically at intersections or in front of crosswalks. Curb and gutter water flow issues are not a criteria for replacement under this ongoing maintenance project proposal.



RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Strategic Plan Objective 3.1 - Safe residential neighborhoods. Strategic Plan Objective 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

ALTERNATIVES

1. Continue to replace damaged sidewalk with asphalt.
2. Do not replace any curb and gutter.

SOURCE OF FUNDING

	Const. Tax	CIPR					TOTAL
2018/19	\$ 75,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
2019/20	75,000	25,000					100,000
2020/21	75,000	25,000					100,000
2021/22	75,000	25,000					100,000
2022/23	75,000	25,000					100,000
TOTAL	\$ 375,000	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000

PROJECT MANAGER: Alex Mordwinow, Public Works Superintendent

CAPITAL PROJECT

PROJECT #: 19-LL
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets

PROJECT TITLE: Sidewalk, Curb, & Gutter Improvements

CAPITAL COST DETAIL						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	100,000	100,000	100,000	100,000	100,000	500,000
City Staff						-
Equipment						-
TOTAL	\$ 100,000	\$ 500,000				
Staff Hours						

OPERATING BUDGET IMPACTS						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2018/19				2019/20				2020/21				2021/22				2022/23			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design																				
Bids Received	X				X				X				X				X			
Bid Award		X				X				X				X				X		
Construction		X	X	X		X	X	X		X	X	X		X	X	X		X	X	X

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:	19-MM	NEW PROJECT:	
PROGRAM #:	435	ADD'L APPROP:	
DEPARTMENT:	Public Works	USEFUL LIFE:	20 years
CATEGORY:	Streets & Signals		

PROJECT TITLE: Traffic Calming Improvements

PROJECT DESCRIPTION

This project will allow staff to address traffic calming issues in various neighborhoods throughout the City - consistent with the Traffic Calming Policy by: engaging the community and constructing improvements to reduce speeds and volume on streets that meet the adopted criteria.



RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Supports Strategic Objectives 3.1 - Safe residential neighborhoods and 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

ALTERNATIVES

1. Allow the current conditions to remain.

SOURCE OF FUNDING

	Const. Tax						TOTAL
2018/19	50,000		\$ -	\$ -	\$ -	\$ -	\$ 50,000
2019/20							-
2020/21							-
2021/22							-
2022/23							-
TOTAL	\$ 50,000	\$ -	\$ 50,000				

PROJECT MANAGER: Matthew Jue, Traffic Engineer

CAPITAL PROJECT

PROJECT #: 19-MM
PROGRAM #: 435
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

PROJECT TITLE: Traffic Calming Improvements

CAPITAL COST DETAIL						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	45,000					45,000
City Staff	5,000					5,000
Equipment						-
TOTAL	\$ 50,000	\$ -				\$ 50,000
Staff Hours	100	100				200

OPERATING BUDGET IMPACTS						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Personnel	\$ 5,000					\$ 5,000
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ 5,000	\$ -				\$ 5,000
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2018/19				2019/20				2020/21				2021/22				2022/23			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design	X																			
Bids Received		X																		
Bid Award			X																	
Construction				X																

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #: XX
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Parks and Open Space

PROJECT TITLE: Campbell Park Improvements

CAPITAL COST DETAIL						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services		50,000				\$ 50,000
Construction		1,300,000				\$ 1,300,000
City Staff		150,000				\$ 150,000
Equipment						\$ -
TOTAL	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000
Staff Hours		1,500				1,500

OPERATING BUDGET IMPACTS						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2018/19				2019/20				2020/21				2021/22				2022/23			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design																				
Bids Received					X															
Bid Award					X															
Construction						X	X	X												

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #: XX
PROGRAM #: 524
DEPARTMENT: RCS
CATEGORY: Community Center

NEW PROJECT:
ADD'L APPROP:
USEFUL LIFE: 7 years

PROJECT TITLE: Community Center Pool Design

PROJECT DESCRIPTION

This project was included in the FY 2017-22 CIP and staff is recommending implementation as a FY 2019-20 project. Based upon the findings from the Aquatics feasibility study funded in FY 16-17, the design of a new or rehabilitated pool and aquatics facilities will be needed. The design process will include community input and provide clear guidelines for any future construction needs.



RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

General Plan OSP -2-2; Maintain and renovate existing open space, park and recreation facilities to improve their usefulness, safety, and appearance.

ALTERNATIVES

1. Do not proceed with findings from Aquatics feasibility study.

SOURCE OF FUNDING

	Park Fees						TOTAL
2018/19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2019/20	250,000						250,000
2020/21							-
2021/22							-
2022/23							-
TOTAL	\$ 250,000	\$ -	\$ 250,000				

PROJECT MANAGER: Regina Maurantonio, Recreation and Community Services Director

CAPITAL PROJECT

PROJECT #: XX
PROGRAM #: 524
DEPARTMENT: RCS
CATEGORY: Community Center

PROJECT TITLE: Community Center Pool Design

CAPITAL COST DETAIL						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services		250,000				250,000
Construction						-
City Staff						-
Equipment		-				-
TOTAL	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2018/19				2019/20				2020/21				2021/22				2022/23			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design					x															
Bids Received					x															
Bid Award					x															
Construction																				

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #: XX
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Parks and Open Space

PROJECT TITLE: John D. Morgan (JDM) Park - Rincon Recreation Building Assessment

CAPITAL COST DETAIL						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services		40,000				40,000
Construction						-
City Staff		10,000				10,000
Equipment		-				-
TOTAL	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000
Staff Hours				-	-	-

OPERATING BUDGET IMPACTS						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2018/19				2019/20				2020/21				2021/22				2022/23			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design					X	X	X													
Bids Received																				
Bid Award																				
Construction																				

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:	XX	NEW PROJECT:	
PROGRAM #:	730	ADD'L APPROP:	
DEPARTMENT:	Public Works	USEFUL LIFE:	10 years
CATEGORY:	Parks & Open Space		

PROJECT TITLE: Los Gatos Creek Trail Feasibility Study

PROJECT DESCRIPTION

This project was approved by the City Council as part of the FY 2017-21 CIP. However, staff is now modifying the project schedule to begin two fiscal years later than anticipated. The scope and costs remain the same. This project will fund a study that will assess the feasibility of constructing a creek trail on the west side of the Los Gatos Creek between Hamilton and Campbell Avenues, and will assess and evaluate environmental issues, ownership issues, and constructability issues. The study will also be used to amend the creek trail master plan and allow the City to pursue grant funding and other outside funding sources.



RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Supports Strategic Goal 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

ALTERNATIVES

1. Defer feasibility study.

SOURCE OF FUNDING

	Park Fees						TOTAL
2018/19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2019/20	100,000						100,000
2020/21							-
2021/22							-
2022/23							-
TOTAL	\$ 100,000	\$ -	\$ 100,000				

PROJECT MANAGER: Amy Olay, City Engineer

CAPITAL PROJECT

PROJECT #: XX
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Parks & Open Space

PROJECT TITLE: Los Gatos Creek Trail Feasibility Study

CAPITAL COST DETAIL						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services		80,000				80,000
Construction						-
City Staff		20,000				20,000
Equipment	-		-	-	-	-
TOTAL	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000
Staff Hours	-	200		-	-	200

OPERATING BUDGET IMPACTS						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2018/19				2019/20				2020/21				2021/22				2022/23			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design					X	X	X	X	X	X	X	X								
Bids Received																				
Bid Award																				
Construction																				

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:	XX	NEW PROJECT:	
PROGRAM #:	730	ADD'L APPROP:	X
DEPARTMENT:	Public Works	USEFUL LIFE:	15 years
CATEGORY:	Parks and Open Space		

PROJECT TITLE: Virginia Park Improvements

PROJECT DESCRIPTION

This project will enhance and expand amenities located at Virginia Park and will include the design and reconstruction of the playgrounds to increase play value that includes a new play structure and surface treatment. Other amenities will be determined as needed upon completion of the conceptual design phase.



RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objectives 5.2 - Enhanced recreational opportunities for Campbell residents; and 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit, and enjoyment.

ALTERNATIVES

1. Do not move forward with improvements.
2. Repair as elements fall into despair which may pose a safety hazard.

Source of Funding

	Park Fees						TOTAL
2018/19	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2019/20							-
2020/21	40,000						40,000
2021/22	250,000						250,000
2022/23							-
TOTAL	\$ 290,000	\$ -	\$ 290,000				

PROJECT MANAGER: Amy Olay, City Engineer

CAPITAL PROJECT

PROJECT #: XX
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Parks and Open Space

PROJECT TITLE: Virginia Park Improvements

CAPITAL COST DETAIL						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services			20,000			\$ 20,000
Construction				200,000		\$ 200,000
City Staff			20,000	50,000		\$ 70,000
Equipment		-				\$ -
TOTAL	\$ -	\$ -	\$ 40,000	\$ 250,000	\$ -	\$ 290,000
Staff Hours			200	500	-	700

OPERATING BUDGET IMPACTS						
	2018/19	2019/20	2020/21	2021/22	2022/23	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2018/19				2019/20				2020/21				2021/22				2022/23			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design									X	X	X									
Bids Received												X								
Bid Award													X							
Construction														X	X	X				

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

FY 2019-2023 CAPITAL IMPROVEMENT PLAN
UNFUNDED PROJECTS--SORTED BY CIP CATEGORY

Streets and Signals

Project	Newly Added	Total	Priority
Campisi Way - South Improvements	X	\$ 300,000	High
Campisi Way - North Sidewalk Improvements	X	500,000	High
City Gateways		100,000	Medium
Citywide LED Streetlight Conversion		550,000	High
Curb Cuts [Biennial Program]		148,000	Medium
Deferred Street Maintenance [Additional Funds]		16,500,000	High
Hamilton / Grace Avenue Pedestrian Improvements	X	60,000	Medium
Hamilton / Hwy 17 Southbound Off Ramp Widening		1,800,000	Medium
Median Landscaping [Campbell, Bascom, Hamilton and Harriet Avenues]		2,065,000	Low
Pollard Road/Burrows Avenue Traffic Signals		300,000	Low
Sub-Total		\$ 22,323,000	

Community Center

Project	Newly Added	Total	Priority
Turf Conversion		\$ 50,000	Medium
Track Resurfacing		300,000	High
Pool Improvements		5,000,000	Medium
Sub-Total		\$ 5,350,000	

Parks and Open Space

Project	Newly Added	Total	Priority
Future Park Acquisition (4-Acres)		\$ 12,000,000	Medium
Los Gatos Creek Trail Extension		3,000,000	Medium
Orchard City Green Safe Zone	X	75,000	High
Sub-Total		\$ 15,075,000	

Public Facility - Building

Project	Newly Added	Total	Priority
Ainsley House Garden Patio	X	\$ 110,000	Medium
Campbell Library - New/Renovated Facility		20,000,000	High
City Hall and Police Department Facility Needs		20,000,000	High
Museum Warehouse Storage		94,000	Medium
Parking Guidance System for City Garages		180,000	High
Resurfacing of Public Parking Lots [Downtown, Parks]		150,000	Medium
Service Center Administrative Building Renovation		900,000	Medium
Sub-Total		\$ 41,434,000	

Public Facility - Equipment

Project	Newly Added	Total	Priority
Cablecasting Equipment Upgrade		\$ 100,000	Medium
Sub-Total		\$ 100,000	

Public Facility - Information Technology

Project	Newly Added	Total	Priority
Telephone System Replacement	X	\$ 400,000	High
Sub-Total		\$ 400,000	

TOTAL UNFUNDED PROJECTS

		Total
TOTAL		\$ 84,682,000

**CITY OF CAMPBELL
CAPITAL BUDGET - Summary of Exhibits
PROGRAM : CAPITAL PROJECTS**

**EXHIBIT A
435.950**

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
Employee Services (Exhibit B)	\$ 438,937	\$ 359,500	\$ 638,800	\$ 832,400
Supplies, Services & Capital Outlay (Exhibit C)	4,908,597	4,151,226	4,104,000	4,104,200
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	5,347,534	4,510,726	4,742,800	4,936,600
Transfers Out (Exhibit E)	-	-	-	-
Appropriation Total	\$ 5,347,534	\$ 4,510,726	\$ 4,742,800	\$ 4,936,600

FUNDING SOURCE(s)

City Funding	\$ 643,385	\$ 3,010,280	\$ 3,271,800	\$ 2,018,360
Government Grants	4,411,963	1,843,718	1,371,000	2,918,240
Private Funding	-	50,669	100,000	-
Funding Source Total	\$ 5,055,348	\$ 4,904,667	\$ 4,742,800	\$ 4,936,600

REVENUE DETAIL

Description	Fund				
Capital Improvement Reserve	101	\$ 411,567	\$ 1,684,318	\$ 618,800	\$ 616,360
Construction Tax Reserve	101	-	75,000	361,000	245,000
Vehicle Impact Fees	202	181,367	464,235	777,000	777,000
Environmental Services	209	-	72,465	74,000	50,000
Parkland Dedication Reserve	295	50,451	624,960	1,196,000	330,000
Information Technologies Pool Fund	647	-	89,302	-	-
				-	-
City Funding		\$ 643,385	\$ 3,010,280	\$ 3,026,800	\$ 2,018,360
Gas Tax Fund	204	\$ 33,524	\$ -	\$ 245,000	\$ 700,000
State/Local Agency Funding	212	1,763,267	723,378	797,000	1,227,000
TDA Grant	216	378,149	163,091	20	20,000
Federal Funding	218	2,237,023	957,249	554,000	971,240
Government Grants		\$ 4,411,963	\$ 1,843,718	\$ 1,596,020	\$ 2,918,240
Private Revenue	435	\$ -	\$ 50,669	\$ 100,000	\$ -
Private Funding		\$ -	\$ 50,669	\$ 100,000	\$ -
TOTAL FUNDING SOURCES		\$ 5,055,348	\$ 4,904,667	\$ 4,722,820	\$ 4,936,600

CITY OF CAMPBELL
CAPITAL BUDGET - Employee Services
PROGRAM : CAPITAL PROJECTS

EXHIBIT B
435.950

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7130 Project Salary & Benefits (Reimb. Dept Chgs)	\$ 438,937	\$ 359,500	\$ 638,800	\$ 832,400
Total Employee Services	\$ 438,937	\$ 359,500	\$ 638,800	\$ 832,400

CITY OF CAMPBELL
CAPITAL BUDGET - Supplies & Services Summary
PROGRAM : CAPITAL PROJECTS

EXHIBIT C
435.950

Description	FY 2016 Actual	FY 2017 Actual	FY 2018 Adopted	FY 2019 Adopted
7424 Office Expense	\$ -	\$ -	\$ -	\$ -
7430 Professional & Specialized Services	230,579	282,539	796,000	475,000
7432 Other Contractual Services	-	-	-	-
7880 Land	-	-	-	-
7881 Right of Way	-	-	-	-
7882 Buildings	-	-	-	-
7883 Improvements	4,648,092	3,583,725	3,148,000	3,619,200
7884 Machinery & Equipment	29,926	284,962	160,000	10,000
Total Supplies, Services & Capital Outlay	\$ 4,908,597	\$ 4,151,226	\$ 4,104,000	\$ 4,104,200



RESOLUTION NO. 12331

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL
ADOPTING THE CITY'S OPERATING AND CAPITAL BUDGET
FOR FISCAL YEAR 2018-19 (FY 19)**

WHEREAS, there has been submitted to the City Council a proposed budget for the operation of all departments and facilities of the City of Campbell for FY 19, and there has been submitted to the City Council a proposed budget for the capital expenditures related to City projects, and

WHEREAS, the City Council held meetings to review the proposed operating and capital budget; and the City Council took action to adopt the proposed budget;

NOW, THEREFORE, BE IT RESOLVED by the City Council that as of July 1, 2018 the amount of \$64,892,456 be fixed as the amount necessary to meet all municipal operating requirements (excluding any further changes resulting from this public hearing and/or any miscellaneous corrections), and that the amount of \$9,873,200 be fixed as the amount necessary to meet the capital requirements of the City and that the same is hereby approved, confirmed and adopted at the combined total of \$74,765,656; and,

BE IT FURTHER RESOLVED that the Finance Director is hereby authorized to make any changes resulting from the public hearing to adopt the FY 19 operating and capital budget or any miscellaneous corrections due to more refined estimates and incorporate these changes into the final published FY 19 operating and capital budget document; and,

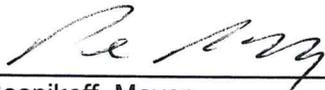
PASSED AND ADOPTED the 19th day of June, 2018, by the following roll call vote:

AYES: Councilmembers: Gibbons, Landry, Cristina, Waterman, Resnikoff

NOES: Councilmembers: None

ABSENT: Councilmembers: None

APPROVED:



Paul Resnikoff, Mayor

ATTEST:



Wendy Wood, City Clerk

THE FOREGOING INSTRUMENT IS A TRUE
AND CORRECT COPY OF THE ORIGINAL
ON FILE IN THIS OFFICE.

ATTEST: WENDY WOOD, CITY CLERK
CITY OF CAMPBELL, CA

BY 

DATED 07/2/19

RESOLUTION NO. 12332

A Resolution of the Campbell City Council Approving the Proposed Fiscal Years 2019-2023 5-Year Capital Improvement Plan (CIP) and Finding the CIP to be Consistent with the City's General Plan Pursuant to § 65401 of the State of California Government Code and the Projects to be Categorically Exempt Under the California Environmental Quality Act

WHEREAS, after due consideration of all evidence presented, the City Council does find as follows with respect to the FY 2019-2023 CIP:

1. The proposed CIP is consistent with the City's General Plan, pursuant to §65401 of the State of California Government Code;
2. That the City Council finds the capital projects to be Categorically Exempt under CEQA and that these projects will not have a significant effect on the environment due to their location, cumulative impact or unusual circumstances; and

WHEREAS, based upon the foregoing findings of fact, the City Council further finds and concludes that:

1. The CIP is consistent with the General Plan; and
2. No substantial evidence has been presented from which a reasonable argument could be made that the CIP projects would have a significant adverse impact on the environment.

NOW, THEREFORE, BE IT RESOLVED that the City Council finds the proposed CIP to be consistent with the City's General Plan pursuant to §65401 of the State of California Government Code and finds the capital projects to be Categorically Exempt; and,

BE IT FURTHER RESOLVED that the City Council approves the Fiscal Year 2019-2023 Capital Improvement Plan with projects totaling \$20,133,600, including first year appropriations of \$4,936,600 for FY 19.

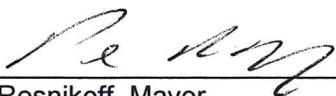
PASSED AND ADOPTED this 19th day of June, 2018, by the following roll call vote:

AYES: Councilmembers: Gibbons, Landry, Cristina, Waterman, Resnikoff

NOES: Councilmembers: None

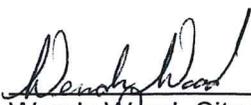
ABSENT: Councilmembers: None

APPROVED:



Paul Resnikoff, Mayor

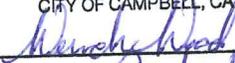
ATTEST:



Wendy Wood, City Clerk

THE FOREGOING INSTRUMENT IS A TRUE AND CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

ATTEST: WENDY WOOD, CITY CLERK
CITY OF CAMPBELL, CA

BY 

DATED 07/12/18

RESOLUTION NO. 12328

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL
ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2018/19
PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA STATE CONSTITUTION**

WHEREAS, Proposition 4 was adopted by the voters of the State of California on November 6, 1979, adding Article XIII B of the California State Constitution; and

WHEREAS, Proposition 111 was adopted by the voters of the State of California on June 5, 1990, amending Article XIII B of the California State Constitution; and

WHEREAS, pursuant to Section 8 of Article XIII B of the California State Constitution, the City Council determines that the change in the cost of living shall be measured by the percentage change in Per Capita Personal Income as provided by the State of California Department of Finance from the preceding year and the change in population shall be measured by the change in the County of Santa Clara's population growth; and

WHEREAS, the City Council of the City of Campbell wishes to establish this appropriations limit for the Fiscal Year 2018/19 pursuant to Article XIII B of the California State Constitution;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Campbell hereby finds and determines that the appropriations limit for Fiscal Year 2018/19 is \$70,508,410.

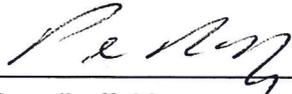
PASSED AND ADOPTED this 19th day of June, 2018 by the following roll call vote:

AYES: Councilmembers: Gbbons, Landry, Crstina, Waterman, Resnikoff

NOES: Councilmembers: None

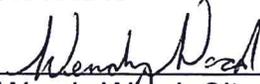
ABSENT: Councilmembers: None

APPROVED:



Paul Resnikoff, Mayor

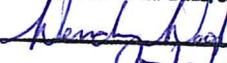
ATTEST:



Wendy Wood, City Clerk

THE FOREGOING INSTRUMENT IS A TRUE
AND CORRECT COPY OF THE ORIGINAL
ON FILE IN THIS OFFICE.

ATTEST: WENDY WOOD, CITY CLERK
CITY OF CAMPBELL, CA

BY  _____

DATED 07/2/18

FY 2019 Budget Development Calendar

2017

NOVEMBER						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

2017

DECEMBER						
S	M	T	W	T	F	S
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

NOVEMBER - DECEMBER 2017

Nov 10	CIP Forms Distributed
Nov 21	IT Equip. & Project Forms & Instructions sent to Depts.
Nov 21	PW Equip. & Project Forms & Instructions sent to Depts.
Dec 8	CIP Project Requests due to CM Office
Dec 11	IT Equipment & Project Requests DUE to IT
Dec 11	PW Equipment & Project Requests DUE to PW
Dec 12	Updated CIP Cash Flows
Dec 12	CIP Kick-Off Meeting
Dec 15	November Reports Avail. for Mid-Year Changes
Dec 22-Jan 1	City Offices Closed

2018

JANUARY						
S	M	T	W	T	F	S
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

2018

FEBRUARY						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3

JANUARY 2018

Jan 9	Mid-Year Changes Due to FIN (based on Nov. Reports)
Jan 11	Distribute Round 1 Packets to Departments
Jan 11	Dept. Mid-Year Status Reports DUE to CM (Budget, FY 18 Work Plans & Performance Outcomes)

FEBRUARY 2018

Feb 2	Council Priority Workshop
Feb 2	Personnel Requests DUE to HR
Feb 6	Mid-Year Update Report to Council
Feb 9	Proposed FY 19 Work Plans DUE to CM
Feb 9	Round 1 Budget Requests DUE to Finance
Feb 9	Changes to Mission State. / Ongoing Resp. DUE to CM
Feb 12-16	Review Proposed Work Plans w/ Dept. Heads @ 1:1's
Feb 23	Distribute Round 1 Budget Pages to Depts. for Proofing

2018

MARCH						
S	M	T	W	T	F	S
25	26	27	28	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2018

APRIL						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Week of

Mar 12-16	Department Budget Meetings with CM & FIN Director
Mar 21	City Clerk to Notice Public Hearing - Fee Schedule Resolution
Mar 23	Final Work Plans DUE from CM to FIN
Mar 23	City Clerk to Notice Public Hearing - Fee Schedule

MARCH 2018

Mar 2	Return Proofed Round 1 Budget pages to FIN
Mar 9	Distribute Final Round 1 Pages to Depts. for Mtgs. w/ CM
Mar 13	Fee Schedule Changes DUE to FIN

2018

MAY						
S	M	T	W	T	F	S
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

2018

JUNE						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

APRIL 2018

Apr 2	Budget Study Session (Program Overviews & Work Plans)
Apr 3	Return Proofed Round 2 Budget Pages to FIN
Apr 17	Public Hearing & Adoption - User Fee Schedule & Charges
Apr 23	Budget Study Session (Program Overviews & Work Plans)
Apr 30	Budget Study Session (Proposed CIP & Operating Budget)

MAY 2018

May 8	CIP - Planning Commission Review - tentative
May 24	City Clerk to Notice Public Hearing - Budget Adoption
May 25	Significant Accomplishments DUE to CM & FIN
May 28	MEMORIAL Day Holiday

JUNE 2018

Jun 05	Introduction of FY 18 Operating & Capital Budget
Jun 19	Public Hearing & Adopt Capital Improvement Budget
Jun 19	Adoption of GANN Spending Limit

KEY:

CITY HOLIDAY
CAPITAL IMPROVEMENT PROJECTS (CIP)
BUDGET DEADLINES TO DEPARTMENTS
BUDGET DEADLINES FROM DEPARTMENTS
STUDY SESSION or COUNCIL MTG

Budget Awards



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Campbell
California**

For the Fiscal Year Beginning

July 1, 2017

Christopher P. Morill

Executive Director

GFOA AWARD

Budget Awards



CSMFO AWARD

SUMMARY OF BUDGET PROCESS

The City of Campbell adopts an annual budget. There is one document containing both summary and detailed information on revenues and expenditure appropriations for the Fiscal Year beginning July 1, and ending June 30. In addition to the operating budget, the City Council adopts a five-year Capital Improvement Plan (CIP) from which new projects for the first year become an integral part of the proposed operating/capital budget. Typically, this process begins in late September with the distribution of CIP request forms and instructions and ends in mid-April or early May with Council's formal adoption of the five-year CIP. Although a CIP document is prepared separate from the budget document, the CIP information is incorporated into the budget document resulting in an operating/capital budget.

The formal operating budget preparation process begins in mid-December with distribution of budget packets containing the appropriate forms and instructions to assist the preparer. If desired, a budget kick-off meeting is scheduled for the purpose of outlining the budget calendar, as well as the process, procedures and forms to be used in the development of the budget. More importantly, this ensures that the budget is prepared in accordance with fiscal policies/guidelines and objectives established by the City Council. The time frames provided in the budget calendar reflect early involvement of City staff and the City Council in review and discussion of policy direction, goals and objectives concurrent with development of financial projections and service level requirements. With this approach, the necessary components that guide the process are incorporated into the proposed budget prior to formal submission to the City Council. Readers may be interested to know that all appropriations, excluding Capital Projects, lapse at year-end. This means that this budget only contains new appropriations for the Fiscal Year.

BUDGET AMENDMENTS

Because the budget is an estimate, from time to time it is necessary to make adjustments to fine-tune the line-items within it. Various levels of administrative control are utilized to maintain the budget's integrity. Program Managers are accountable for the line-item level of control of their individual program budgets for operating revenues and expenditures as well as capital projects. Department Heads are accountable for the fund level of control for funds within their departments. Finance oversees the general level of accountability related to budgetary integrity through systems checks and balances and various internal controls. Budget adjustments can consist of two basic types; administrative adjustments or those requiring additional appropriations. The City Manager can authorize budget adjustments within the adopted budget or those requiring transfers from reserves of less than \$5,000. These are referred to as administrative budget adjustments. All budget adjustments that increase appropriations or any adjustments to capital projects must be approved by resolution of the City Council whether they are for the operating or capital budget.

A General Fund mid-year report is presented to the City Council in February of each year. Budget amendments resulting from that review are authorized by resolution of the City Council. The City strives to publish a budget that will qualify for the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) and the Excellence in Operating Budgeting Award from the California Society of Municipal Finance Officers (CSMFO).

The City Council has established formal Financial and Administrative Policies. These policies require a review of the General Fund (the City's largest fund) at the mid-point of the fiscal year. All appropriation adjustments are approved at that time by resolution of the City Council and implemented by the Finance Department. Excerpts from the Financial Policies Summary are incorporated within the Summary budget document.

BUDGET EXHIBITS

Summary of Exhibits

Exhibit A: This is a three-part summary. The first section, the **Summary of all Expenditures by Major Category**, summarizes total appropriations by program. It is considered to be the program's use of funds. The next Section of the form is the **Funding Source Summary** or source of funds. It identifies the major sources of funding for the program such as General Fund, Gas Tax, Etc.

The source and use sections must be equal in total dollars. In the unlikely circumstance that the two do not equal, budgeting a non-operating funding source such as beginning fund balance may be required.

Revenues Monitored by the Program. This third section of the form reflects revenue accounts that are projected and monitored by the respective program. Revenue titles and account numbers in addition to historical and projected data are reflected in this section. Total revenues may be less than, equal to, or greater than the preceding two sections of the form. Revenue documentation forms for each revenue account are completed to support both the revenue projection and fee resolution changes.

Employee Services Summary

Exhibit B: This exhibit is completed by the Finance Department once final salary and benefit information is available. Department heads and managers contact Finance when specific salary and benefit information is needed.

Personnel Allocation Detail

Exhibit B-1: This two-part exhibit serves as the detail to salary accounts #7001 and #7002 in Exhibit B. The top half of this form is for permanent personnel, and the bottom half is for temporary and contract personnel. The current fiscal years' full-time equivalents (FTE's) and related salary dollars (not including benefits) are identified in the shaded columns.

Supplies and Services Summary

Exhibit C: The line-item detail information that supports this exhibit is contained in Exhibit C-1. Line item total from Exhibit C-1 are brought forward to this exhibit. Both exhibits are equal in total dollars.

Supplies and Services Detail

Exhibit C-1: In this single exhibit, each line-item should contain narrative regarding the specific types of expenditures budgeted. Sub-total by line-item are totaled and transferred to the appropriate location on Exhibit C. Both exhibits are equal in total dollars.

Debt Service Detail

Exhibit D: This exhibit is used by the Finance program area to identify principal and interest payments related to debt service.

Transfers Detail

Exhibit E: This exhibit provides narrative similar to that reflected on Exhibit C-1. The primary difference is that this from pertains to interfund transfers. The information provided on this form rolls forward to the appropriate section of Exhibit A. The recipient fund and program number in addition to the intended use of the transferred funds is provided.

Program / Department / Fund Matrix

<u>Program Name</u>	<u>#</u>	<u>Department Name</u>	<u>Fund Name</u>	<u>#</u>
City Council	501	Legislative Bodies	General Fund	101
City Manager	510	City Manager - Administration	General Fund	101
City Clerk	511	Legislative Bodies	General Fund	101
Human Resources	515	City Manager - Administration	General Fund	101
Workers' Compensation Insurance	516	City Manager - Administration	Workers Comp. Trust	690
Information Technologies	547	City Manager	IT Pool	647
Community Svcs. Administration	524	Recreation & Comm. Services	General Fund	101
Senior Nutrition Program	525	Recreation & Comm. Services	General Fund	101
Adult Services	526	Recreation & Comm. Services	General Fund	101
Campbell Community Center	527	Recreation & Comm. Services	General Fund	101
Museum Services	528	Recreation & Comm. Services	General Fund	101
Heritage Theatre	529	Recreation & Comm. Services	General Fund	101
Sports, Aquatics & Fitness	531	Recreation & Comm. Services	General Fund	101
Preschool, Day Camp & Enrichment Classes	532	Recreation & Comm. Services	General Fund	101
Accounting	535	Finance Department	General Fund	101
Non-Departmental	540	Finance Department	General Fund	101
2016 Refunding Lease Revenue Bond	548	Debt Service	Debt Service	370
Community Facilities District #1	549	Finance Department	Community Facilities District #1	236
Comm. Dev. - Administration	550	Community Development	General Fund	101
Current Planning	551	Community Development	General Fund	101
Policy Development	552	Community Development	General Fund	101
CDBG Housing	553	Community Development	Housing & Comm. Dev.	208
Building	554	Community Development	General Fund	101
Economic Development	556	Community Development	General Fund	101
Housing Assistance	557	Community Development	Low-Moderate Income Housing	233
Legal Services	560	City Manager - Administration	General Fund	101
Police - Administration	601	Police Department	General Fund	101
Communications	602	Police Department	General Fund	101
Records	603	Police Department	General Fund	101
Special Enforcement Services	604	Police Department	General Fund	101
Field Services	605	Police Department	General Fund	101
Fire Protection Services	610	Police Department	General Fund	101
Public Works (PW) - Administration	701	Public Works Department	General Fund	101
Environmental Programs	715	Public Works Department	Solid Waste Mgmt.	209
Transportation Engineering	720	Public Works Department	General Fund	101
Engineering	730	Public Works Department	General Fund	101
Land Dev. / Envir. Programs	740	Public Works Department	General Fund	101
Community Facilities District #2	741	Public Works Department	Community Facilities District #2	237
PW Maintenance Administration	745	Public Works Department	General Fund	101
Vehicle & Equip. Maint. Services	750	Public Works Department	Motor Vehicle Pool	641
Street Maintenance	760	Public Works Department	Gas Tax	204
Signals & Lighting Maint.	770	Public Works Department	Lighting & Lndscp. Dist.	207
Park Maintenance	775	Public Works Department	Lighting & Lndscp. Dist.	207
Building Maintenance	780	Public Works Department	General Fund	101
Capital Projects	950	Capital Project	Capital Projects	435
Transfers-Out	990	Other Financing Sources		

FUND DESCRIPTIONS

The basic accounting and reporting entity for the City is a fund. A fund is "an independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created." Funds are established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Funds used in government are classified into three broad categories: governmental, proprietary and fiduciary. Governmental funds include activities usually associated with a typical state or local government's operations (public safety, general government activities, etc.). Proprietary funds are used to account for activities often found in the private sector (utilities, stadiums and golf courses are prime examples). Trust and Agency funds are utilized in situations where the government is acting in a fiduciary capacity as a trustee or agent. The various funds are grouped in fund types and categories as follows:

GOVERNMENTAL FUNDS - include activities usually associated with the governmental entities' operation (police, fire, and general governmental functions).

General Fund - The General Fund is used as the accounting entity for resources traditionally associated with governments such as administration, engineering and public safety, which are not required to be accounted for in another fund.

Special Revenue Funds - are those which have been created in accordance with the requirements of State and Federal statutes or which requires that the funds be used only for designated functions.

Gas Tax Fund - budgets and accounts for revenues and expenditures pertaining to the maintenance and repair of City streets.

Environmental Services Fund - budgets and accounts for environmental services such as administration of solid waste programs, recycling, storm water and storm drain management, etc.

Lighting and Landscaping District Fund - budgets and accounts for revenues and expenditures providing for City-wide street lighting and landscaping.

Other Grant Funds - budgets and accounts for funds which are provided for specific purposes.

FUND DESCRIPTIONS

Asset Seizure Fund - budgets and accounts for revenues received through asset seizure from any drug related convictions.

Other Special Revenues Fund (Miscellaneous) - budgets and accounts for donations restricted to specific uses within the City.

DEBT SERVICE FUNDS - established to account for the accumulation of resources for, and the payment of, long-term debt principal and interest.

2016 Refunding Lease Revenue Bond - budgets and accounts for City debt service for refunding Lease Revenue bonds.

CAPITAL PROJECTS FUNDS:

City Capital Projects Fund - budgets and accounts for the expenditures and financing of the City's capital improvement projects.

INTERNAL SERVICE FUNDS - budgets and accounts for the financing of goods and services provided by one department to other departments on a cost reimbursement basis.

Motor Vehicle Pool Fund - budgets and accounts for the cost of operating, maintaining and replacing automotive and related equipment used by other City departments. Rental rates charged to the user departments include operating and asset replacement costs.

Information Technologies Fund - budgets and accounts for the costs of operating, maintaining and replacing computer hardware, software and photocopy/fax equipment. Rental rate charges to the user departments include operating and asset replacement costs.

Workers' Compensation Self-Insurance Fund - budgets and accounts for revenues derived from charges made to operating departments at rates based on the State Compensation Fund, annually adjusted to ensure an adequate reserve for future claims. This fund is charged for administrative costs of settling claims as well as material and other costs of job related illness or injury.

List of Funds

101	General Fund *
202	Special Revenue Fund (Vehicle Impact)
204	Gas Tax
205	Asset Forfeiture Fund
207	Lighting & Landscape District
208	Housing & Community Development
209	Environmental Services
210	Supplemental Law Enforcement
212	State & Other Grants (State & Local)
216	TDA Grant
218	Federal Grants
233	Housing Assistance
236	Community Facilities District #1
237	Community Facilities District #2
295	Parkland Dedication
370	Debt Service - 2016 Refunding Lease Revenue Bond
435	Capital Projects Fund *
641	Motor Vehicle Pool
647	Information Technology Pool
690	Workers' Compensation
794	Parks and Museum
797	Adult Center

* Indicates Individual Major Fund

List of Programs

City Council

501 City Council

City Manager

510 Administration
511 City Clerk
515 Human Resources
516 Workers Compensation Self-Insurance
547 Information Technologies

Recreation & Community Services

524 Community Services - Administration
525 Senior Citizen Nutrition Program
526 Adult Services
527 Campbell Community Center
528 Museum Services
529 Heritage Theatre
531 Sports, Aquatics & Fitness
532 Pre-School, Day Camp & Enrichment Classes

Finance

535 Accounting
540 Non-Departmental
548 Refunding Lease Revenue Bonds
549 Community Facilities District #1

Community Development

550 Administration
551 Current Planning
552 Policy Development
554 Building
556 Economic Development
557 Housing Assistance

List of Programs

Legal Services

560 Legal Services

Police

601 Administration
602 Communications
603 Records
604 Special Enforcement Services
605 Field Services
610 Fire Protection Services

Public Works

701 Department Administration
715 Environmental Programs
720 Transportation Engineering
730 Engineering
740 Land Development / Environmental Programs
741 Community Facilities District #2
745 Maintenance Administration
750 Vehicle & Equipment Maintenance
760 Street Maintenance
770 Signals & Lighting Maintenance
775 Park Maintenance
780 Building Maintenance

Capital Projects

950 City Capital Projects.

Transfers

980 Operating Transfers Out
990 Capital Transfers Out

REVENUE DEFINITIONS

The City of Campbell provides many services to its residents such as Police, Fire, Parks, Recreation, etc. These services are not without a cost to the taxpayer. It is the task of City Officials to produce the necessary revenue to satisfy the ever-growing demand for local services.

The City of Campbell receives revenue from many sources to offset the costs of its operations. Revenue is received from sales taxes, property taxes, and many other sources. For each fiscal year, the City's revenues are estimated conservatively and, therefore, actual revenues received often exceed the estimated projections. This section will describe the major revenue sources available to the City. The budget summaries will provide a more detailed breakdown of all revenues. The major revenue sources are as follows:

BUILDING PERMITS - The City requires that building permits be obtained to ensure that structures meet specific standards as identified in the Municipal Code. The City requires various construction permits for activities such as the installation of electrical and plumbing, etc. The City charges a fee for issuing these permits in order to recover the costs incurred.

FRANCHISE FEES - The Franchise Fee is imposed on various utilities and organizations which permits them to use and operate those facilities within the City.

INVESTMENT INCOME - Interest income is earned as the City invests its idle funds in various investment instruments. The goal of the City regarding investments is to ensure the safety of each investment and maintain liquidity while achieving a fair rate of return - in that particular order.

MOTOR VEHICLE LICENSE FEES - The Motor Vehicle License Fee is collected by the State of California as a component of vehicle registration and is apportioned to cities based on population.

OTHER - The City of Campbell also collects revenues from services such as Plan Checks and Recreational programs. A number of Federal, State and County grants are received to help fund specific City services. Other revenue sources include Internal Services Funds, Interfund Transfers, and miscellaneous revenues.

PROPERTY TAX - Property tax is imposed on real property (land and permanently attached improvements, such as buildings) and tangible personal property located within the City. The assessed value of real property appraised by the County Assessor is the 1975-76 assessment role value adjusted after 1975 by a two percent inflation factor per year. When property changes hands or new construction occurs, it is reassessed at its current market value.

REVENUE DEFINITIONS

SALES AND USE TAX - Sales and use tax is imposed on retailers for the privilege of selling, at retail, within the City limits. This tax is based on the sales price of any taxable transaction of tangible personal property. The Bradley-Burns Uniform Local Sales and Use Tax Law, adopted in 1955, extends the authority to impose local sales tax to counties. One percentage point of the sales tax collected by the State Board of Equalization is allocated back to the City for general purposes. This revenue is placed in the General Fund for unrestricted uses.

STATE GAS TAX - The State Gas Tax is derived from State of California taxes on gasoline purchases and is allocated, on a share basis, to cities. The Gas Tax revenues are broken down into Sections 2106, 2107, and 2107.5. Sections 2106 and 2107 funds are restricted to the construction, improvements, and maintenance of public streets. Section 2107.5 funds are restricted to engineering costs and administrative expenses with respect to City streets.

TRANSACTIONS AND USE TAX – In November 2008, voters passed Measure O a ¼ cent Transactions and Use Tax “add on” to the sales tax. This tax is also imposed based on the sales price of tangible goods similar to Sales and Use Tax. However, this tax also applies to goods that are delivered into the City, such as for a sale or Lease of a vehicle or vessel, furniture or appliances. This revenue is placed in the General Fund for unrestricted uses.

TRANSIENT OCCUPANCY TAX - The Transient Occupancy Tax in Campbell is a twelve percent (12%) surcharge on the rental price of a hotel room and imposed on "transients" who occupy a room or rooms in a hotel, inn, motel, tourist home, or other lodging facility within the City's limits, for up to a period of 30 consecutive days.

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>	<u>Acronym</u>	<u>Description</u>
<u>ABAG</u>	Association of Bay Area Governments	<u>CESA</u>	California Emergency Services Association
<u>ADA</u>	American Disabilities Act	<u>CEQA</u>	California Environmental Quality Act
<u>AFIS</u>	Automated Fingerprint Identification System	<u>CFCIA</u>	California Finance Crimes Investigation Association
<u>AICP</u>	American Institute of Certified Planners	<u>CHIA</u>	California Homicide Investigators Association
<u>AMA</u>	American Museum Association	<u>CHP</u>	California Highway Patrol
<u>A/P</u>	Accounts Payable	<u>CIP</u>	Capital Improvement Plan
<u>APA</u>	American Payroll Association	<u>CIPR</u>	Capital Improvement Plan Reserve
<u>APA</u>	American Planning Association	<u>CJIC</u>	Criminal Justice Information Control
<u>APWA</u>	American Public Works Association	<u>CLEARs</u>	California Law Enforcement Association of Records Supervisor
<u>A/R</u>	Accounts Receivable	<u>CLETEP</u>	California Law Enforcement Technology Equipment Purchase
<u>ARRA</u>	Asphalt Recycling & Reclaiming Association	<u>CLETS</u>	California Law Enforcement Telecommunication System
<u>ASCAP</u>	American Society of Composers, Authors & Performers	<u>CMA</u>	Congestion Management Association
<u>ASIS</u>	American Society for Industrial Security	<u>CMEA</u>	Campbell Municipal Employees Association
<u>ATAP</u>	Association of Threat Assessment Professionals	<u>CMP</u>	Congestion Management Program
<u>AWS</u>	Automated Warrant System	<u>CMTA</u>	California Municipal Treasurers Association
<u>BAAQMD</u>	Bay Area Air Quality Management District	<u>CNOA</u>	California Narcotics Officers Association
<u>BFB</u>	Beginning Fund Balance	<u>CNT</u>	Crisis Negotiation Team
<u>BOMA</u>	Building Owners Managers Association	<u>COP</u>	Certificates of Participation
<u>BVP</u>	Bulletproof Vest Program	<u>CPCEA</u>	Campbell Police Civilian Employees Association
<u>CABO</u>	Certified Association of Building Officials	<u>CPOA</u>	California Police Officers Association
<u>CAD</u>	Computer Aided Dispatch	<u>CPR</u>	Cardio Pulmonary Resuscitation
<u>CAFR</u>	Comprehensive Annual Financial Report	<u>CPRS</u>	California Parks & Recreation Society
<u>CAHN</u>	California Association of Hostage Negotiators	<u>CSAIA</u>	California Sexual Assault Investigation Association
<u>CALPELRA</u>	California Public Employers Labor Relations Association	<u>CSMFO</u>	California Society of Municipal Finance Officers
<u>CAPE</u>	California Association of Property & Evidence	<u>CSO</u>	Community Service Officer
<u>CAPIO</u>	California Association of Public Information Officers	<u>CSRT</u>	Crime Scene Response Team
<u>CBO</u>	City Building Official	<u>CUHSD</u>	Campbell Union High School District
<u>CATO</u>	California Association of Tactical Officers	<u>CUSD</u>	Campbell Union School District
<u>CCUG</u>	California CLETS Users Group	<u>CWSA</u>	California Warrant Specialist Association
<u>CDBG</u>	Community Development Block Grant	<u>DA</u>	District Attorney
<u>CERT</u>	Community Emergency Response Team		

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>	<u>Acronym</u>	<u>Description</u>
<u>DCBA</u>	Downtown Campbell Business Association	<u>IIPP</u>	Injury/Illness Prevention Program
<u>DOIR</u>	Department of Industrial Relations	<u>IMLA</u>	International Municipal Lawyer's Association
<u>DRC</u>	Development Review Committee	<u>IMSA</u>	International Municipal Signal Association
<u>DUI</u>	Driving Under the Influence of Drugs or Alcohol	<u>IMIU</u>	Information Management Interface Unit
<u>EBS</u>	Employee Benefit Specialists	<u>ISU</u>	Investigative Services Unit
<u>ECOMM</u>	Emergency Communications	<u>IT</u>	Information Technology
<u>EIR</u>	Environmental Impact Report	<u>ITE</u>	Institute of Transportation Engineering
<u>EMPG</u>	Emergency Management Performance Grant	<u>ITS</u>	Intelligent Transportation Systems
<u>EOC</u>	Emergency Operations Center	<u>IVR</u>	Interactive Voice Response System
<u>EOS</u>	Employer & Occupational Services	<u>JAG</u>	Justice Assistance Grant
<u>ERAF</u>	Educational Revenue Augmentation Fund	<u>LAFCO</u>	Local Agency Formation Commission
<u>ESRI</u>	Environmental Systems Research Institute, Inc.	<u>LAIF</u>	Local Agency Investment Fund
<u>EVOC</u>	Emergency Vehicle Operations Course	<u>LCC</u>	League of California Cities
<u>FBI</u>	Federal Bureau of Investigation	<u>LEEC</u>	Law Enforcement Executive Council
<u>FOHT</u>	Friends of the Heritage Theatre	<u>LED</u>	Light Emitting Diodes
<u>FY</u>	Fiscal Year	<u>LID</u>	Local Improvement District
<u>GAAP</u>	Generally Accepted Accounting Principals	<u>LLD</u>	Lighting & Landscape District
<u>GASB</u>	Government Accounting Standards Board	<u>LLEBG</u>	Local Law Enforcement Block Grant
<u>GF</u>	General Fund	<u>MAC</u>	Moves, Adds & Changes
<u>GFOA</u>	Government Finance Officers Association	<u>MAIT</u>	Major Accident Investigation Team
<u>GIS</u>	Geographical Information Systems	<u>MERGE</u>	Mobile Emergency Response Group & Equipment
<u>GPS</u>	Global Positioning System	<u>MIC</u>	Millmen and Industrial Carpenters
<u>HCD</u>	Housing & Community Development	<u>MISAC</u>	Municipal Information Systems Association of California
<u>HDC</u>	Historic Downtown Campbell	<u>MMANC</u>	Municipal Management Assistants Northern California
<u>HDDTA</u>	High Density Drug Trafficking Area	<u>MOU</u>	Memorandum of Understanding
<u>HSIP</u>	Highway Safety Improvement Program	<u>MTC</u>	Metropolitan Transportation Commission
<u>HPB</u>	Historic Preservation Board	<u>MTEP</u>	Management Talent Exchange Program
<u>HR</u>	Human Resources	<u>NAFTO</u>	National Association of Field Training Officers
<u>HVAC</u>	Heating Ventilation Air Conditioning`	<u>NAGBOR</u>	Net Adjusted Gross Box Office Receipts
<u>ID</u>	Identification	<u>NEMA</u>	National Electrical Manufacturers Association
<u>IAPE</u>	International Association of Property & Evidence	<u>NPDES</u>	National Pollution Discharge Elimination System
<u>ICC</u>	International Code Council	<u>NOCA</u>	North of Campbell Avenue
<u>ICMA</u>	International City Management Association		
<u>ICS</u>	Incident Command System		

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>	<u>Acronym</u>	<u>Description</u>
<u>NRPA</u>	National Recreation Parks Association	<u>SCCSET</u>	Santa Clara County Special Enforcement Team
<u>NTOA</u>	National Tactical Officers Association	<u>SCVIU</u>	Santa Clara Valley Intelligence Unit
<u>NTMP</u>	Neighborhood Traffic Management Plan	<u>SCVWD</u>	Santa Clara Valley Water District
<u>OC</u>	Oleoresin Capsicum	<u>SLETS</u>	Sheriff's Law Enforcement Telecommunication System
<u>OCBH</u>	Orchard City Banquet Hall	<u>SIR</u>	Self Insured Retention
<u>OPEB</u>	Other Post-Employment Benefits	<u>SOCA</u>	South of Campbell Avenue
<u>OTS</u>	Office of Traffic Safety	<u>SSD</u>	Special Services Division
<u>PARS</u>	Public Agency Retirement System	<u>SV-ITS</u>	Silicon Valley-Intelligent Transportation Systems
<u>PAS</u>	Passive Alcohol Sensor	<u>SVACA</u>	Silicon Valley Animal Control Authority
<u>PCI</u>	Pavement Condition Index	<u>SVMG</u>	Silicon Valley Manufacturing Group
<u>PDA</u>	Priority Development Area	<u>SVRIP</u>	Silicon Valley Regional Interoperability Project
<u>PEP</u>	Personal Emergency Preparedness	<u>SWAT</u>	Special Weapons & Tactics
<u>PERS</u>	Public Employees' Retirement System	<u>TABS</u>	Tax Allocation Bonds
<u>PG&E</u>	Pacific Gas and Electric	<u>TOT</u>	Transient Occupancy Tax
<u>POA</u>	Police Officers' Association	<u>TRB</u>	Transportation Resources Board
<u>POST</u>	Peace Officers Training Standards	<u>UPS</u>	Uninterruptible Power Supply
<u>PPE</u>	Personal Protective Equipment	<u>URL</u>	Uniform Resource Locator
<u>PPT</u>	Permanent Part-Time	<u>URM</u>	Un-reinforced Masonry
<u>PSA</u>	Public Safety Assistant	<u>VC</u>	Vehicle Codes
<u>PW</u>	Public Works	<u>VMC</u>	Valley Medical Center
<u>R&CS</u>	Recreation & Community Services	<u>VPN</u>	Virtual Private Network
<u>RFP</u>	Request for Proposal	<u>VTA</u>	Valley Transportation Authority
<u>RMS</u>	Records Management Systems	<u>WAMA</u>	Western American Museum Association
<u>RPTTF</u>	Redevelopment Agency Property Tax Trust Fund	<u>WMD</u>	Weapons of Mass Destruction
<u>RSS</u>	Real Simple Syndication	<u>WWW</u>	World Wide Web
<u>RWQCB</u>	Regional Water Quality Control Board		
<u>SA</u>	Successor Agency		
<u>SAN</u>	Storage Area Network		
<u>SANCRA</u>	Sports Association of Northern California Recreation Agencies		
<u>SARC</u>	Site & Architectural Review Committee		
<u>SCBA</u>	Self-Contained Breathing Apparatus		
<u>SCC</u>	Santa Clara County		
<u>SCCCA</u>	Santa Clara County Cities Association		
<u>SCCAPO</u>	Santa Clara County Association of Planning Officials		
<u>SCCATO</u>	Santa Clara County Association of Training Officers		
<u>SCCFD</u>	Santa Clara County Fire Department		

GLOSSARY OF BUDGET TERMS

ACCRUAL BASIS OF ACCOUNTING - A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.

ADOPTION - Formal action by the City Council which sets the spending limits for the fiscal year. The City's budget is adopted by Council resolution.

APPROPRIATION - Through an appropriation, the City Council legally authorizes the City to spend money and to incur obligations for specific purposes. Budgetary/operating fund appropriations lapse at the end of each fiscal year. Non-operating fund appropriations, on the other hand, continue in force until fully expended or until the City has accomplished or abandoned the purpose for which the Council granted the funds.

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 Assessor 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 of ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal.

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.

BALANCED BUDGET – A budget is considered balanced where operating revenues, including budgeted use of reserves, meet or exceed operating expenditures. The City of Campbell adopts a balanced budget annually.

BONDS - A bond is a written promise to pay a specified sum of money (called the face value or principal amount) at a specified date or dates in the future (called the maturity date) together with period interest at a specified rate.

GLOSSARY OF BUDGET TERMS

BUDGET - As the City's financial operating plan for the fiscal year, the budget displays the estimated expenditures (costs) for providing services and the estimated sources of revenue (income) to pay for them. Once the City Council adopts the budget, the total becomes the maximum spending limit. Campbell's budget operates on a fiscal year (July 1, through June 30) basis.

BUDGET AMENDMENT - The Council may amend or supplement the budget at any time after adoption. The City Manager has the authority to approve administrative adjustments to the budget as outlined in the Financial and Administrative Policies set by Council.

BUDGET DOCUMENT - The instrument used by the City Council to present a comprehensive financial program to the appropriating body. Campbell's budget consists of two documents. The Budget contains a budget message to the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The document consists of exhibits that show, in detail, the information as to the past years' actual revenues, expenditures, and other data used in determining the estimates. In addition to the budget document, the appropriation resolution is necessary to put the budget into effect.

BUDGET MESSAGE - Included in the opening section of the budget, the Budget Message provides the Council and the public with a summary of the most important aspects of the budget, comparative data from previous fiscal years, goals and objectives, and the views and recommendations of the City Manager.

BUDGET POLICIES - General and specific guidelines adopted by the Council that govern the financial plan's preparation and administration.

CAPITAL IMPROVEMENT PLAN (CIP) - The plan or schedule of expenditures for major construction of roads, sidewalks, City facilities and/or park improvements and for the purchase of equipment. Campbell's CIP follows a five-year schedule and includes projects which cost \$25,000 or more to complete. The CIP is approved along with the adoption of the budget, which appropriates the first year of the CIP.

CONTINGENCY - A reserve set aside for emergency or unanticipated appropriations.

DEBT INSTRUMENT - Methods of borrowing funds, including General Obligation (G.O.) bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, tax allocation bonds, and Certificates of Participation (COPs). (See Bonds.)

DEBT SERVICE - Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes, or Certificates of Participation (COP's).

GLOSSARY OF BUDGET TERMS

DEBT SERVICE FUNDS - Are used to account for the accumulation of resources and the payment of, principal and interest on the City's bonds, Certificates of Participation (C.O.P.), and other long-term obligations.

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. In Campbell, Department Heads are the chief administrators within a department. Program Managers typically report to either the Department Head or his/her assistant.

EMPLOYEE SERVICES - A budget category which generally accounts for salaries of full-time and temporary employees, overtime expenses, and all employee benefits, such as medical, dental, and retirement.

ENCUMBRANCES - Commitments against an approved budget for unperformed (executory) contracts for goods or services. They cease to be encumbrances when the obligations are paid or otherwise terminated.

EXPENDITURE - The outflow of funds paid or to be paid for an asset obtained or goods and services obtained. Note: An encumbrance is not an expenditure; an encumbrance is a commitment of funds to be expended. (See Encumbrances.)

FISCAL YEAR - The period designated by the City for the beginning and ending of financial transactions. The fiscal year begins July 1 and ends June 30.

FIXED ASSETS - Non-consumable assets of a 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 \$5000.

FULL-TIME EQUIVALENTS (FTE) - The amount of time a position has been budgeted for in terms of the amount of time a regular, full-time employee normally works in a year. Full-time employees are paid for 2,080 hours in a year equating to 1.0 FTE. Correspondingly, a part-time employee who works 1,040 hours would equate to 0.5 FTE. Elected positions are budgeted, however, are not included in net FTE totals.

FUND - Municipal governments organize and operate their accounting systems on a fund basis. The formal definition of the fund is an independent financial and accounting entity with a self-balancing set of accounts in which cities record financial transactions relating to revenues, expenditures, assets and liabilities. Each fund has a budget with exception of the General Fund (which accounts for general purpose actions and has unrestricted revenue sources). Each remaining fund typically has a unique funding source and purpose. Establishing funds enables the City to account for the use of restricted revenue sources and carry on specific activities or pursue specific objectives.

GLOSSARY OF BUDGET TERMS

FUND BALANCE - Fund balance is the excess of assets over liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses.

GAAP - (Generally Accepted Accounting Principles) - Both industry and governments use Generally Accepted Accounting Principles as standards for accounting and reporting financial activity. The Governmental Accounting Standards Board (GASB) is the primary source of governmental GAAP.

GENERAL FUND - The primary operating fund of the City, all revenues that are not required by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

GENERAL OBLIGATION BONDS - Bonds for which the City pledges its full faith and credit for repayment. Debt Service is paid from property tax revenue levied (in the case of voter-approved bonds) or other general revenue.

GOAL - A statement of broad direction, purpose, or intent. In Campbell's budget, goals are synonymous with mission statements.

GRANT - External contributions, and/or gifts of cash, or other assets typically from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is Community Development Block Grant funding from the Federal Government.

INTERFUND TRANSFERS - When the City moves money between its various funds, it makes an interfund transfer, referred to as transfers-in and transfers-out. In aggregate, transfers in and out offset each other for the fiscal year.

INTERNAL SERVICE FUNDS - Are used to finance and account for goods and/or services provided by one City department to other City departments on a cost reimbursement basis.

LINE-ITEM BUDGET - A budget that lists detailed expenditure categories (salaries & benefits, office supplies, travel, dues, rents, etc.) separately, along with the amount budgeted for each specified category. The Summary Budget reflects the program rather than line-item budgets. The Detail Budget reflects the line-item detail. In Campbell, the line-item level is the level of accountability in a fiscal year.

MODIFIED ACCRUAL BASIS OF ACCOUNTING - Basis of accounting according to which (a) revenues are recognized in the accounting period in which they have become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.

GLOSSARY OF BUDGET TERMS

MUNICIPAL CODE - A book that codifies the City Council approved ordinances currently in effect. The Code defines City policy with respect to all areas of municipal jurisdictions and administration.

NON-DEPARTMENTAL - This program accounts for all expenditures that are not specifically designated to any operating department within the General Fund. Examples of expenses include insurance costs, general utilities and claims costs.

NON-OPERATING BUDGET - The non-operating budget contains non-operating funds which the City uses to finance projects with limited objectives and/or finite life spans. These budgets do not lapse at year end and are carried forward from year to year until the monies are fully expended or their purposes are accomplished or abandoned. As a matter of practice, Campbell budgets for all non-operating funds. The non-operating portion of the budget typically accounts for debts, reserves and capital projects funds.

OBJECTIVE - A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program or service level.

OBJECTS OF EXPENDITURE - The individual expenditure accounts used to record each type of expenditure incurred in City operations. For budgeting purposes, objects of expenditure are categorized into groups of similar types of expenditures called major objects or types of expenditure. The major objects of expenditure used in the budget are:

Employee Services - Salaries and benefits paid to City employees (permanent and temporary).

Supplies and Other Services - Office supplies; travel and related expenses; rents; contractual services; and memberships, dues and books.

Debt Service - Payments of principal and interest on debt instruments.

Capital Outlay - The purchase of non-consumable assets that exceed the capitalization limit of \$5000 and that are expected to have a useful life of more than one year. These would include furniture, fixtures, machinery and equipment.

Transfers - (See Interfund Transfers)

GLOSSARY OF BUDGET TERMS

ORDINANCE - A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless pre-empted by a higher form of law. An Ordinance has a higher legal standing than a Resolution and is typically codified in a city's municipal code.

OPERATING BUDGET - The operating budget provides a plan for current expenditures and the proposed means of financing them. In a broader sense, the annual operating budget is a statement of what services the municipality will deliver to its citizens over the course of the fiscal year.

PARS - Public Agency Retirement System (PARS) for the City's temporary employees.

PERS - The State of California's Public Employee's Retirement System (PERS) for the City's employees.

PROGRAM - As subdivisions of departments, programs are budgetary or organizational units of government with limited sets of work responsibilities within their respective departments. Programs also serve to increase budgetary accountability. Campbell's budget is compiled on a program basis, each with an identified program manager.

RESERVE - An account which the City uses either to set aside revenues that it does not need to spend in the current fiscal year or to earmark revenues for a specific future purpose. Reserves are typically established and budgeted through Council policy action.

RESOLUTION - A special order of the City Council which has a lower legal standing than an ordinance.

RESOURCES - Total amounts available for appropriation including estimated revenues, interfund transfers, and beginning fund balances.

REVENUE - Sources of income which the City receives during a fiscal year. Examples of revenue include taxes, intergovernmental grants, charges for services, resources forward from the prior year, operating transfers from other funds, and other financing sources such as the proceeds derived from the sale of fixed assets.

SPECIAL REVENUE FUNDS - Are those which have been created in accordance with the requirements of State and Federal statutes or which require that the funds be used only for specific purposes.

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