



CITY OF CAMPBELL, CALIFORNIA

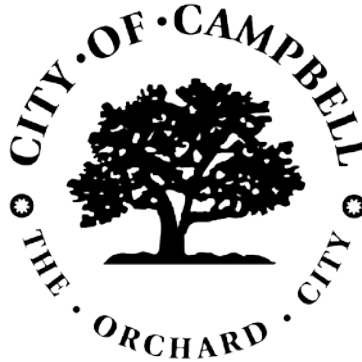
FISCAL YEAR 2014-2015 OPERATING AND CAPITAL BUDGET

2015-2019 FIVE YEAR CAPITAL IMPROVEMENT PLAN



A place to gather

City of Campbell, California



Fiscal Year 2014-2015 Operating / Capital Budget & 2015 - 2019 Five-Year Capital Improvement Plan

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

Under the Direction of Mark Linder, City Manager

*Cover Design by:
Mosaic*





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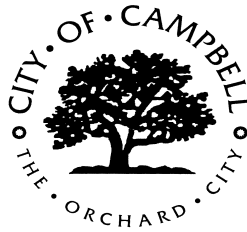
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July 1, 2014

Honorable Mayor and Members of the City Council:

I am pleased to present to you the fiscal year 2014-15 (FY 15) operating and capital budget. 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.

Through much of the past 10 years, the City has weathered the effects of an economic recession that required a significant amount of collaboration from affected stakeholders to reduce expenditures and enhance revenues until such time as the City's fiscal situation could improve and return to stability. With the replenishment of key reserves over the past several years, attention turned to re-assessing organizational staffing levels and operational needs of the community after years of budget tightening and reduced financial resources. For many years, the City struggled to maintain its high level of service to the public with dwindling revenues. With the cooperation of the community, we were able to make it through the challenges until a more stable economy returned. Having reached this point, it has become necessary to take a closer look at our current service delivery models and determine whether they would achieve organizational objectives for sustainability over the long-term. We began this process last year.

Part of this year's budget development included a Council priority workshop that brought together the City Council with Executive Staff and members of the public to ascertain the priorities for the City to determine what the necessary levels of resources were needed to provide the services desired by Council and the community. These priorities were incorporated as work plan items for each department; these are included in this budget document.

From the priority workshop emerged several key themes for the budget process. They were: to provide staff adequate resources to do their job, assess infrastructure needs and to improve service to the public. As a result, the following are some of the highlights for this year's budget:

- Increasing funding of technology needs to help our employees in their work and increase communication with our community
- Restoring a Public Safety Systems Specialist position who will serve as project manager for a number of technology upgrades for the Police Department while freeing up Information Technology staff for other projects Citywide
- Converting four Recreation and Community Services staff and one Police Department staff from temporary to permanent status

- Bringing on two full-time two-year limited term staff to Community Development to address the increased development and home renovation activity
- Converting a part-time temporary Collections specialist to a full-time two-year limited term position to assess the state of the collection at the Campbell Historical Museum and Ainsley House
- Restoring a Senior Planner position that can work on more complex reviews and policy issues

Other highlights included in this year's budget are funding for a Civic Center financing analysis, completion of an assessment on alleyways, increased trash removal services and restoration of the heavy leaf pickup program. Vehicle and equipment replacements for an aging fleet are funded as well as some minor restructurings in several departments that should result in improvements in operational efficiencies.

The increased expenditures reflect a combination of both ongoing and one-time costs. Accordingly, reserves were generally used to fund the one-time expenditures leaving on-going expenditures to be funded from recurring revenue sources. The budgeted level of proposed expenditures is considered necessary for the reliable delivery of public services, taking into consideration the City's Strategic Plan objectives of providing quality services to our residents. Reserve requirements have been maintained consistent with established financial policies.

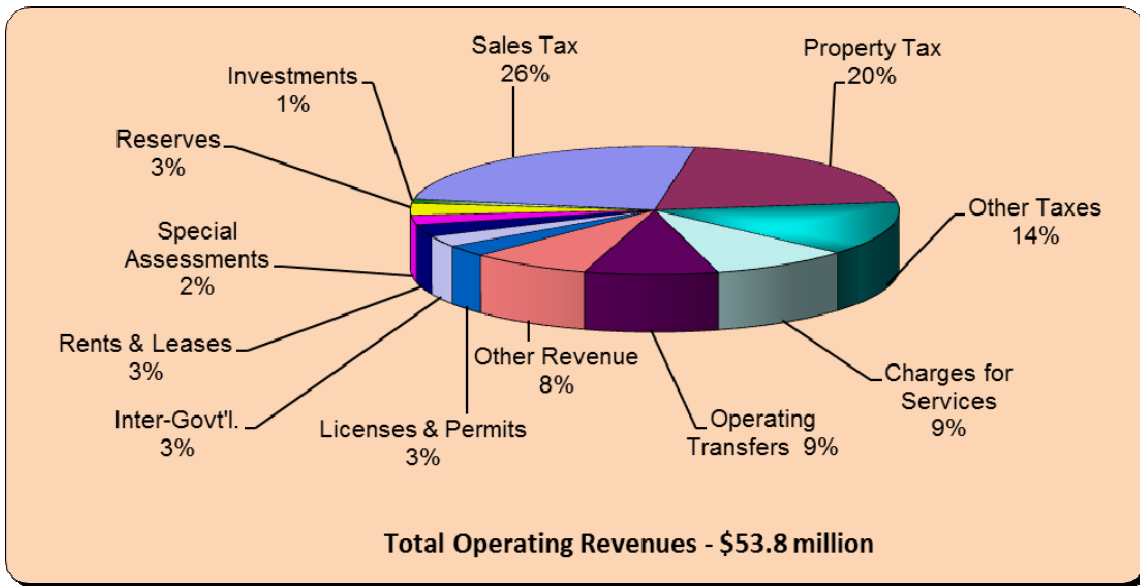
BUDGET SUMMARY

The combined FY 15 operating and capital budgets total \$60.5 million including \$3.5 million in capital transfers. Related revenue sources total \$60.7 million indicating a balanced budget in which total revenues, including the use of reserves, meet or exceed total expenditures. The excess of total combined revenue over expenditures represents a modest surplus reflecting a balanced budget for all the City's funds.

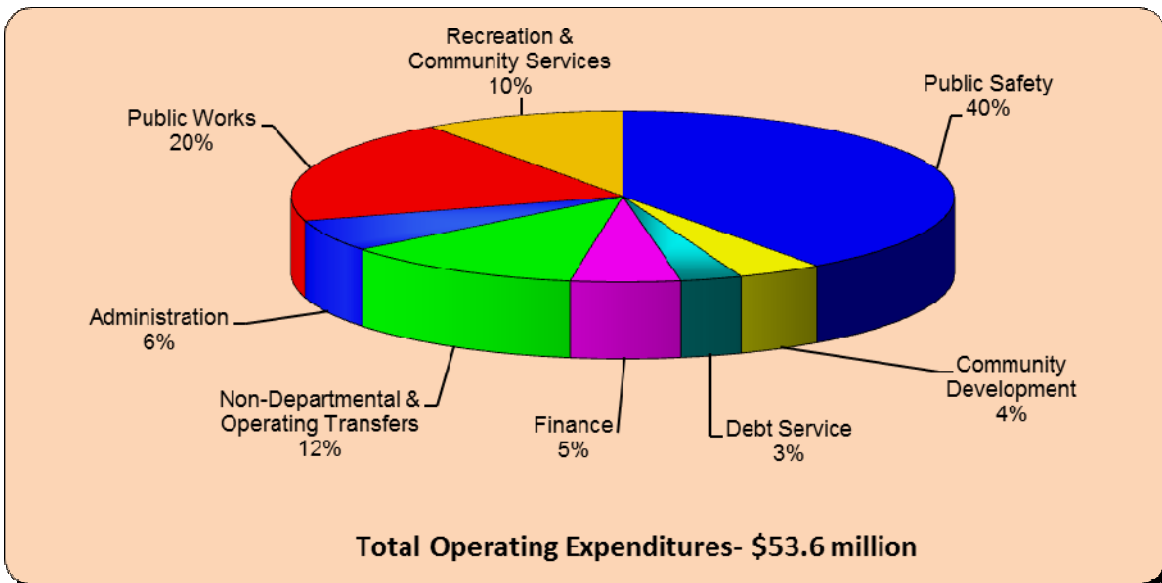
The following table depicts the total operating and capital budget for the City compared to the prior fiscal year:

	FY 2014 - 15			FY 2013 - 14			\$ Change Operating Budget	% Change
	Operating Budget	Capital Budget	Total Adopted Budget	Operating Budget	Capital Budget	Total Adopted Budget		
Expenditures	\$ 53,617,838	\$ 3,455,000	\$ 57,072,838	\$ 50,698,150	\$ 7,906,960	\$58,605,110	\$ 2,919,688	5.8%
Transfers	-	3,455,000	3,455,000	-	7,906,960	7,906,960	-	n/a
Total	\$ 53,617,838	\$ 6,910,000	\$ 60,527,838	\$ 50,698,150	\$15,813,920	\$66,512,070	\$ 2,919,688	5.8%

Operating Budget: Overall, the operating budget increased 5.8% over the previous year, attributable to numerous factors, many of which were previously discussed. The total operating portion of the budget is \$53.6 million with related revenue sources of \$53.8 million. The budget reflects expenditures that are expected to recur annually as well as those that may be non-recurring or one-time in nature. As previously discussed, included in this year's budget are several two-year limited term positions that are being funded with Capital Improvement Plan Reserve (CIPR) funds since they are not expected to continue beyond that timeframe.



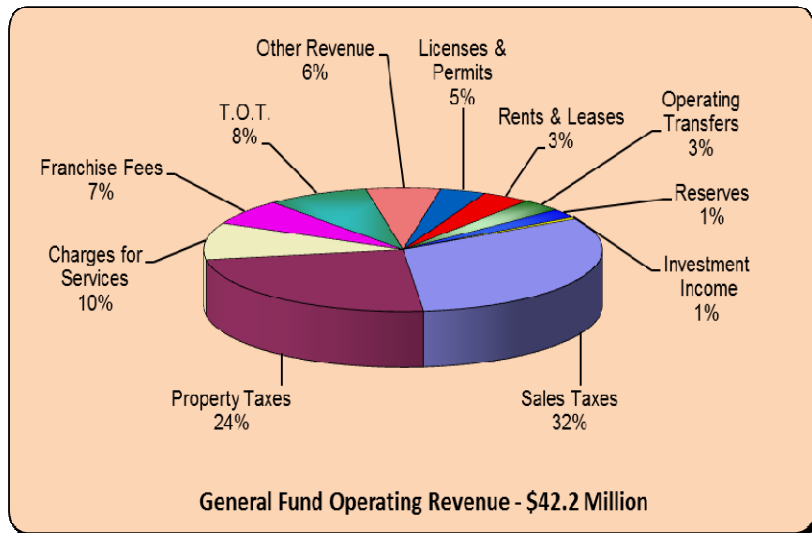
The chart above illustrates the various revenues sources that are collected by the City. Sales tax is the largest component followed by property tax making both of them critical components to the City's fiscal health. Unfortunately, these revenues are not always stable, and they are subject to fluctuations from year to year depending on the health of the economy. Other Taxes, such as franchise, transient occupancy and business license taxes comprise approximately 14% of all revenues. These, too, are impacted by the current business climate and can vary as well.



The chart above illustrates how the City's revenues are spent. The largest percentage of the budget is spent on public safety, comprised of 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 15 operating budget relies on a total of \$1.6 million in non-recurring revenues, reserves and fund balances, to fund operating expenditures. The largest component is \$1.0 million in General Fund reserves, which includes \$0.5 million for funding the two-year limited term positions previously discussed, and \$0.7 million in various non-General Fund reserves needed primarily for replacement and upgrade of vehicles and various technology equipment.

General Fund operating revenues and expenditures are each budgeted at \$42.2 million, indicating a balanced budget, but with no anticipated surplus. For the past several years, surpluses were used to fund the City's Economic Fluctuations Reserve to a targeted policy level of \$6 million. Amounts in excess of this target were deposited to the City's CIPR reserve for capital and other one-time funding for capital projects per the City's financial policies.



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 5 year CIP decreased compared to the previous year resulting primarily from several large projects being approved last year.

There are 10 capital projects requiring funding in FY 15. Project expenditures of \$3.45 million plus related inter-fund transfers of an additional \$3.45 million total \$6.9 million in capital

appropriations. The largest component of these projects is \$1.2 million which will be spent on new park system improvements, \$0.9 million for street maintenance projects, and \$0.9 million for replacing the Police Department's Computer Aided Dispatch and Records Management Systems. The full CIP, along with details of specific projects, can be found in the Capital Improvement Plan tab of this document.

REVENUES

Revenue estimation is not an easy task for cities, especially in times of economic downturn or during periods of economic recovery. In such an environment, past results are often not reliable indicators for predicting future outcomes or the magnitude of change from year-to-year. In addition, there is often a time lag between when the economy begins to change and the impact is felt by the City. Nevertheless, program managers evaluate comparative historical data and factor in necessary adjustments for inflation, changes in assumptions for anticipated volume or activity, and any fee increases. Lastly, the most current economic outlook is taken into consideration to derive the final and best estimates for the upcoming year. Total estimated revenue for FY 15 is \$60.7 million, including capital funding sources of \$6.9 million. This reflects a decrease of \$6.2 million (9.2%) from the previous year. In looking at just the operating budget component, total revenue is estimated at \$53.8 million, an increase of \$2.7 million (5.4%) from the previous year.

It is important to note 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 and long-term in nature, and they are funded with non-operating revenue so there is no impact on the operating budget funding sources. The operating and capital budgets contain transfers-in totaling \$4.7 million and \$3.45 million, respectively. 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 \$42.2 million, an increase of \$1.8 million (4.4%) from the FY 14 adopted budget. The largest component of this increase is attributable to continued growth in sales tax receipts stemming from growth in retail sales. The other significant component is the growth in Transient Occupancy Tax (TOT) receipts realized during the past year reflecting the strength of this industry that appears will continue into next year. Lastly, property tax revenue has also improved from the previous year due to the continued improvement in the real estate market.

Sales Tax: Sales tax, the single largest revenue source for the General Fund, comprises approximately 32% 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 more than 1,300 diverse businesses throughout the City. While most of the City's largest sales tax producers can be considered stable businesses, they are still subject to fluctuations from

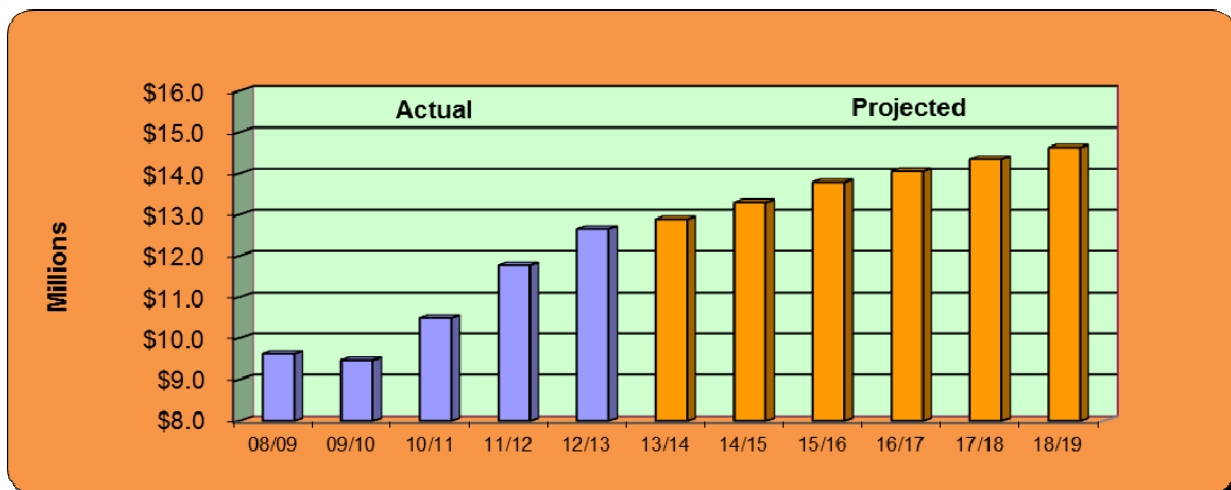
regional and national economic conditions which can have a direct impact on the sales tax revenue base. The loss of any one of these top revenue generators could have a significant financial impact to the City.

Growth in the sales tax base is challenging because the City is essentially “built out” with limited space for new and larger retail development; rather, there is a growing reliance on “in-fill” projects of smaller scale and reuse of existing parcels. In addition, increased regional competition and the financial impact of electronic commerce continue to affect 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. Nonetheless, Campbell continues to enjoy a favorable reputation as a destination for many leisure activities such as shopping, dining and partaking in the many year-round festivals and activities that occur in the City. This has played a significant role in bringing people into the City and has had a positive effect on the City’s sales tax revenues.

Consequently, the FY 15 Sales Tax revenue estimate of \$13.4 million is \$0.5 million (4%) higher than FY 14 estimated actual revenue. The anticipated growth is based, in part, on recent performance and forecasts provided to the City by its sales tax consulting firm, MuniServices. Beyond that time, the growth assumption is conservatively estimated at 2% based on continued economic growth in addition to some modest new retail additions planned to come on line during the next couple of years.

The graph below reflects actual sales tax performance for the past five fiscal years and projected revenue through FY 19.

Sales Tax Trend - General Fund



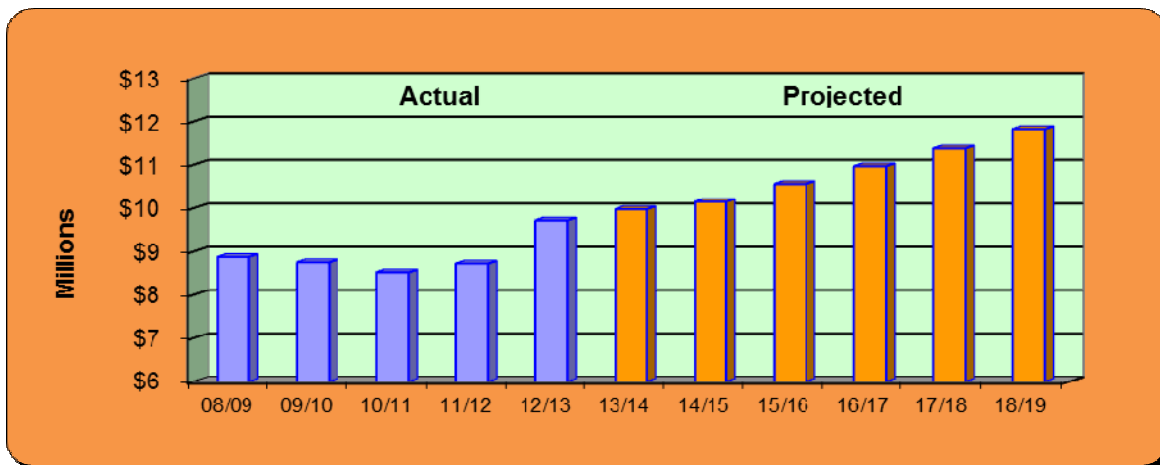
Property Tax: Property tax revenue is the second largest source of revenue to the General Fund. Estimated FY 15 revenue is \$10.2 million, or 24% of net operating revenue, and is \$0.6 million (5.9%) higher than adopted FY 14 revenue. Real property continues to see improvement with both residential and commercial property markets experiencing strong demand, the latter being bolstered from the continued growth of Silicon Valley notable companies such as Apple, Facebook and Google, which have a significant impact on real estate values around the region

as they seek more space for expanding operations in a competitive market. Silicon Valley, and the greater Bay Area metropolitan region, continues to see increased real estate prices where demand for housing exceeds the supply. Commercial properties, as well, are also seeing increases in value as demand continues for desirable space and location. The overall outlook for property value remains positive for the foreseeable future.

Beginning in fiscal year 1993, and continuing for the past 21 years, the City has cumulatively lost in excess of \$24 million in property tax revenue due to State legislated takeaways. Under the enabling “Education Revenue Augmentation Fund” (ERAF) legislation, the State, as a means to fix a significant budgetary deficit, began diverting local government property tax revenues to the ERAF to help fund its fiscal obligation to schools. The *ongoing revenue loss to the City* is approximately *\$1.5 million annually*.

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 4% for the next several years.

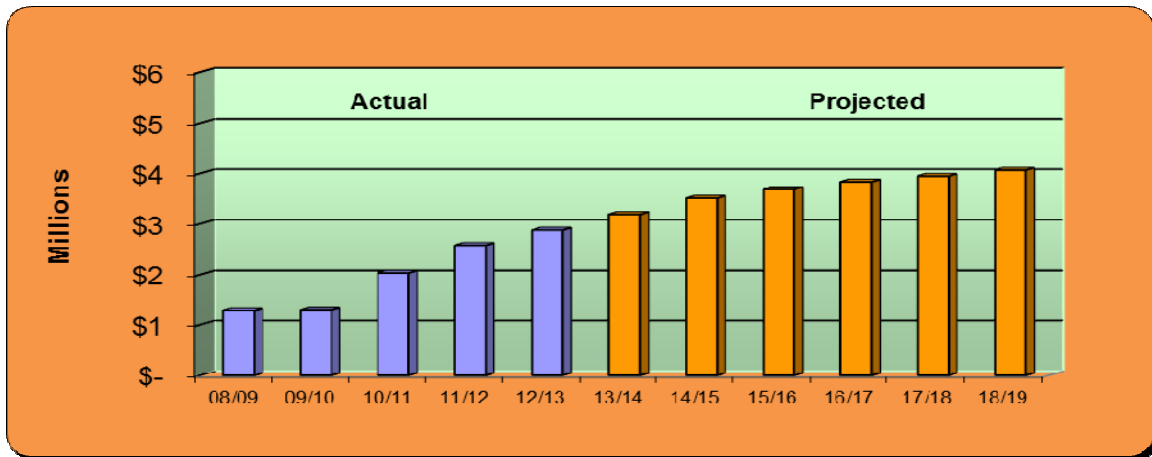
Property Tax Trend - General Fund



Transient Occupancy Tax: This tax, 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 15 is budgeted at \$3.5 million, reflecting a \$0.1 million (2.6%) increase from revised FY 14 projections. For the past several years, average room revenue and occupancies have improved consistently. It is expected that this will continue to follow the path of the economy which has continued to grow at a modest pace.

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. Historically, Campbell hotels/motels have averaged occupancy rates of 85%. While occupancy rates have exceeded this average over the past year, future growth is expected to level out around 3% annually. The following chart depicts historical activity and projections for current and future years.

Transient Occupancy Tax (TOT) Trend - General Fund

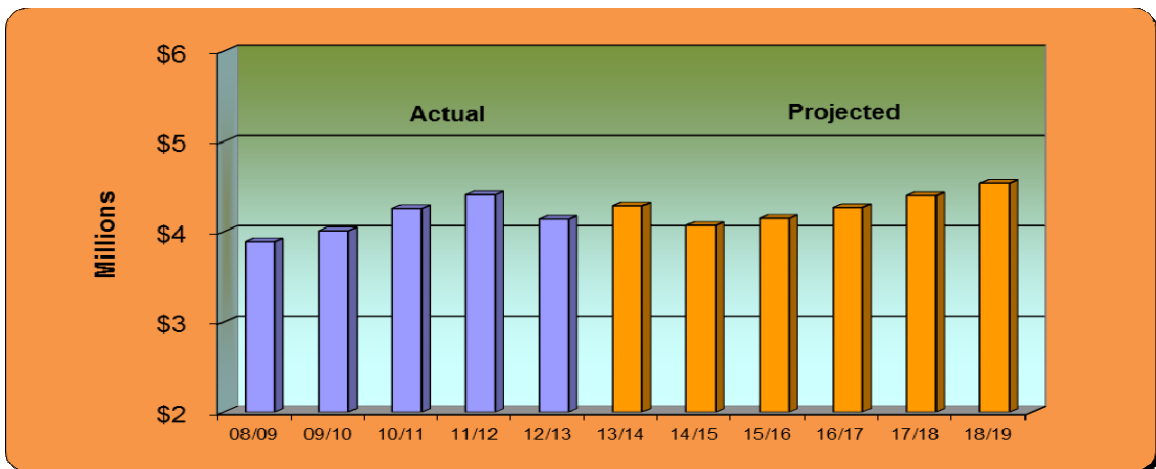


Charges for Services: Charges for services include revenues derived from a variety of sources, the largest being Recreation program fees that consist of classes/lessons, trips/tours, preschool and theater revenues. Other fees are charged for Police and Fire services; engineering services; zoning review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

The City maintains a cost allocation plan and user fee model, which serves as the basis for the Schedule of Fees and Charges. A Council-established User Fee Policy framework for establishing appropriate percentages of recovery is the guideline 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.

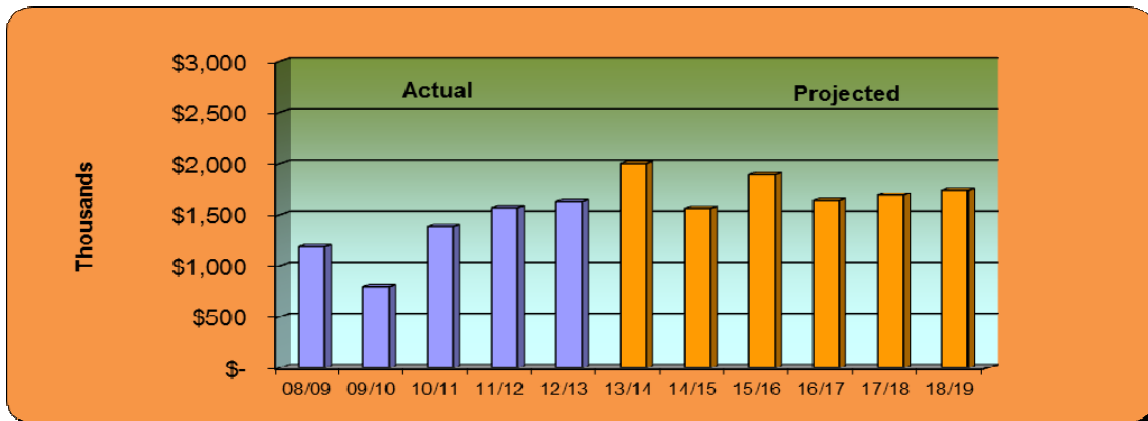
In addition to the cost of providing the service, other factors such as the allowable percentage of recovery, number of participants or attendees, inflationary factor, comparison to other agencies, and the historical trends are analyzed for nearly all fees and charges. The combined revenue for all user fees and charges is anticipated to generate \$4.1 million for the General Fund during FY 15, which is \$0.2 million (4.5%) lower than FY 14 projected 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 comprised 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 below, revenues from this category fluctuate significantly with the level of development activity from year-to-year and are a challenge to estimate. The numbers, however, do serve as a measure of how the local economy is faring. Future estimates are based largely on historical averages adjusted for upcoming projects. Budgeted FY 15 revenues are \$1.6 million representing a 33% decrease from projected FY 14 revenue which was, historically, a peak year comprised of several large development projects along with a significant number of smaller projects. It is expected future activity will be closer to historical averages.

Licenses & Permits Trend - General Fund



Lease Rental Income: The City collects rental income by leasing out space to tenants at its Community Center facility. Lease rental income represents approximately 3.9% of net General Fund operating revenues. FY 15 revenue is budgeted to increase 3.3% from FY 14 projections to \$1.65 million. Rental income from this source is generally consistent from year-to-year, which is attributable to having a consistent tenant base and stable rents. Occupancy is expected to continue at or near capacity for the next year. However, the City is aware that occupancy levels can change unexpectedly. 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 budgeted to generate revenue of approximately \$2.8 million for FY 15, an increase of \$0.1 million from the previous year. 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 revenues will remain stable with the prior year.

Other General Fund Revenues: The remaining significant General Fund revenue sources consist of other miscellaneous income of \$0.9 million, operating transfers-in of \$1.4 million, representing reimbursements from other funds for services provided by the General Fund, and reserves of \$0.9 million used to fund operating expenditures. 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 programs. 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 a new fund—Community Facilities District #2—which will account for special tax proceeds related to the operations and maintenance of storm water treatment facilities.

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 15 are \$6.1 million, an increase of \$0.1 million (1.6%).

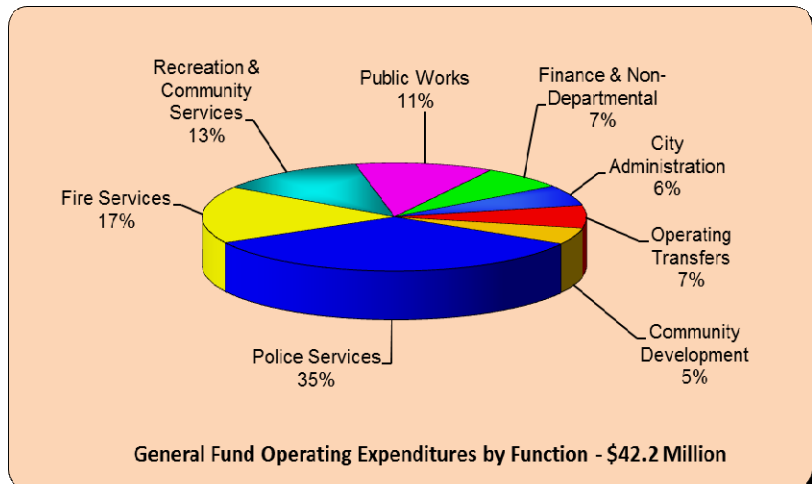
Debt Service Funds are incorporated within the budget due to various bond covenant requirements. Certificates of Participation (COP) debt service is funded by the General Fund with a partial reimbursement that is funded from monies provided by the County Redevelopment Property Tax Trust Fund (RPTTF). Effective February 1, 2012, pursuant to State legislation, the City's Redevelopment Agency was dissolved and provision made for tax increment revenue to flow through the County with only State-approved expenditures, including the COP debt, being funded via semi-annual payments to the City. Total funding sources for Debt Service funds for FY 15 are \$1.6 million, consistent with the previous year.

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 15 are \$3.7 million, up \$0.8 million from the previous year, reflecting an increase in user charges for operations as well as funding for purchase of new and replacement equipment in both the Motor Vehicle and Information Technology funds.

EXPENDITURES

As previously noted, the budget is comprised of operating and capital expenditures totaling \$60.5 million. Operating expenditures alone total \$53.6 million.

The General Fund, which is the primary operating fund for the City, comprises approximately 80% of total City operating expenditures. Special Revenue funds comprise 12%, Internal Service funds comprise 6% and other funds make up the balance at 3% of the total. Operating expenditures in the General Fund are budgeted at \$42.2 million which is 5.0% higher than the prior year adopted budget.



Employee Services: Staffing resources represent an integral part of the City's annual budget. The combined number of budgeted permanent and permanent part-time FTE positions proposed in FY 15 is 164, a net increase of twelve positions from FY 14. Among the changes for this year-- in the City Manager's Office, a 0.9 FTE Executive Assistant to the City Manager had 0.1 FTE restored. In Community Development, a Senior Planner position is being brought back after it was eliminated as part of the 2011 Budget Correction Strategy; in addition, a limited-term Assistant/Associate Planner and a limited-term Senior Building Inspector are being added. In Recreation and Community Services, four positions are being converted from temporary part-time to permanent full-time Recreation Specialists; additionally, a limited-term Collections Specialist is being added for the Museum program. In Finance, a limited-term Information Technology Administrator is being added. In Police, two positions that were eliminated in the 2011 Budget Correction Strategy are being restored: a Public Safety Systems Specialist and a Records Clerk that was backfilled by a temporary clerk. In Public Works, a 0.5 FTE Mechanic was increased to 0.75 FTE. Additionally, a one-year limited-term Park Maintenance Worker is being added in the budget.

In addition to these permanent position changes, there are increases in various temporary staffing across departments to help with needed short-term projects.

Salaries and Benefits: Salary and benefit summaries including charts can be found within the financial summaries section of this document, and 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.

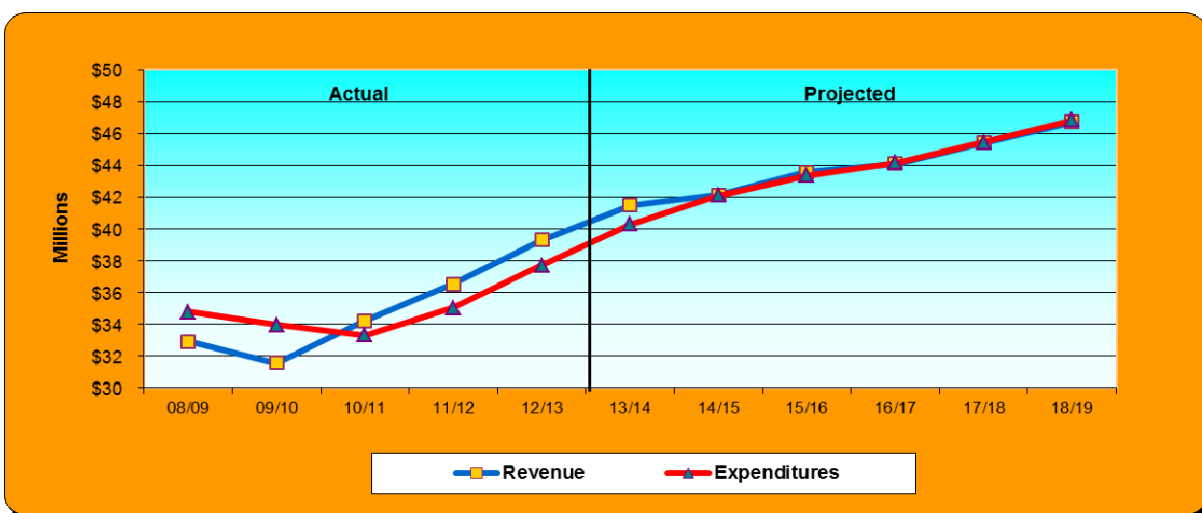
The salaries and benefits category represents all personnel-related costs and makes up the largest component of the General Fund expenditures. In fact, personnel costs are approximately 52% of the total budget. This percentage is relatively low compared to many other cities because fire personnel are provided by contract with the County and, therefore, do not show up as City personnel costs. For FY 15, salaries and benefits in the operating budget total \$27.8 million for all City funds, which is a \$2.1 million (7.9%) increase from the previous fiscal year. The primary reasons for the growth were the increased staffing, described above, as well as modest employee wage increases and anticipated increases for City 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 19. For a number of years, City revenues were unstable and did not keep up with increased service costs, creating two consecutive years of significant budget deficits during this time. To address this situation, the City developed a Budget Correction Strategy that resulted in numerous cutbacks and aligned expenditures with lowered revenue levels. New tax measures were also enacted to help bolster revenue. The result was a re-balancing of the budget that also provided for some replenishment of reserves that were drawn upon to fund the existing deficits.

The following chart depicts actual and projected operating revenues and expenditures, and illustrates the relative alignment of expenditures and revenues three years after implementing the Budget Corrections Strategy and for the years that follow. As is depicted, the City expects to break even in FY 15 and beyond based on recurring revenues and/or expenditures. This also is based on the assumption that there is no major downturn in the economy.

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 15, revenues and expenditures in these funds total \$3.4 million. Expenditures increased \$0.6 million from the previous year's adopted budget reflecting the acquisition of new assets as well as an increase in Workers' Compensation claims. Annually, any assets scheduled for replacement are funded from reserves within the respective fund. This can and does result 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 subsidization from the General Fund. In any case, the goal is 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 adjusted for any known variances.

Expenditures in this fund are used for on-going maintenance of the City's street infrastructure. Revenue and expenditure totals for FY 15 are projected to be \$1.5 million, the same as the previous year's adopted budget. Projections for future years utilize a modest inflationary factor approximating 2% for revenues and expenditures.

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 15, operating revenues and expenditures total \$3.1 million. This includes operating transfers-in of \$1.1 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 15 are \$1.4 million, \$0.2 million higher than last fiscal year's adopted budget. Future years' costs are based on inflationary increases approximating 2%.

ECONOMIC AND FISCAL ISSUES FACING THE CITY

Although the City has been experiencing good economic growth in recent years, maintaining good fiscal health remains a key ongoing priority. Meeting this objective preserves the City's ability to continue providing important programs and services to the community. Through the past decade of economic difficulties, solutions were developed to address lost revenues while preserving vital services. The community played a critical role in helping the City to provide the desired services by voting to support several revenue measures over the years. This was combined with expenditure reductions that reduced the City workforce and required shifting of priorities to maintain service levels. These combined efforts provided a needed measure of stability to offset the decline in economic activity. Now that revenues have improved considerably since that time, cost containment efforts are still necessary to ensure the future sustainability of important City programs and services.

One of the biggest historical threats to the City's fiscal health has been, the State of California. Over the years, the State has found ways to divert revenues previously counted on by local governments to help balance budgets. The most recent take-away was the State's initiative in 2011 to dissolve redevelopment agencies and use the monies gained as a result to help balance its own budget deficit. The City was impacted in a number of ways. First, the loss of RDA revenues severely curtailed the City's ability to provide low and moderate income housing in the future. Also constrained were resources devoted to economic development. The ongoing impact to the General Fund is estimated at \$0.8 million annually in additional debt service payment and staffing costs previously funded by the RDA. Fortunately, a healthier economy has helped mitigate the overall impact of this significant revenue loss. Nonetheless, these are funds that could have been used to provide additional services to the community. Instead, they will now serve as backfill for lost RDA funding.

The unemployment rate is also an important economic statistic as to the state of the economy in general. As of June 2014, the State seasonally adjusted unemployment rate was 7.4% compared to 8.5% the prior year. For Santa Clara County, the unadjusted rate was 5.4%, a 1.4% reduction from last year's June rate of 6.8%. Campbell has historically trended better than both the County and the State in its unemployment rate. In fact, as of June 2014, Campbell's unemployment rate was 4.6%, unadjusted, down from 5.8% 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 a prior period.

Due to being "landlocked" on all sides, 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, the challenge is to focus on "in-fill" projects, consisting of smaller individual parcels of land dispersed

throughout the City or redevelopment of existing parcels whose current use may be enhanced by new development. 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 board and community business groups to obtain feedback on how best to approach various issues, maintaining a diversified and stable economic base, marketing the community to targeted businesses, and working to retain and grow existing businesses. The City is currently developing a master plan to expand an existing research and development park by adding 1 million square feet of new space to the area. This has the potential to allow growing companies already in Campbell to remain in the City by having larger sites available to relocate as well as attract new businesses to the City.

Along the lines of growth and new development, an area of specific concern is limited capacity for long-term retail growth. The City's largest source of revenue is sales tax, which is used to fund a variety of City services such as police patrol and emergency response, fire and paramedic services, road improvements and other amenities such as parks and senior services. The existing sales tax base is expected to see 2-3% growth over the next several years and beyond which includes a limited amount of new development.

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 recent economic upturn has seen several large high density development projects come our way, 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 will continue exploring ways to promote this in the community.

The City is also committed to providing reasonable health care coverage to its employees. As the general population ages, more reliance is placed upon the health care system to provide comprehensive coverage for employees and their families. However, the cost of providing health care and other post-retirement benefits coverage continues to escalate each year, often outpacing revenue growth. 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 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 is also committed to pre-funding its obligation to provide retiree health benefits and has budgeted \$375,000 to partially pre-fund this obligation. Furthermore, it has built into its 5-year projections additional increases so as to meet the required contribution targets with a goal to eventually achieve full funding.

Employee retirement costs have also been an ongoing challenge to maintaining a balanced budget. Although the City's retirement contribution budget increased by over 10% for FY 15, it is expected future changes in assumptions by CalPERS will result in additional rate increases beginning next year and continuing for several years beyond. As a long-term strategy to combat the rising pension costs, several years ago the City enacted pension reform, with the help of its labor groups. Campbell was one of the first cities in the region to implement a lower second tier of retirement benefits for new hires of both its safety and non-safety personnel. As staff retire from the City or move to other employment and new staff is hired, increasingly larger savings are expected to accumulate over time. Additional solutions will be sought out over the ensuing year for managing this critical issue.

Another significant and ongoing challenge is the need to maintain the City's infrastructure, particularly its streets and sidewalks. More than \$25 million dollars have been invested in the City's street infrastructure over the past 16 fiscal years, including \$2.3 million in FY 14 alone, and work will continue into this year with additional dollars set aside for this purpose. 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 maintaining this level will continue to be a challenge in the foreseeable future. The City plans to apply for various Federal and State grant funds to assist in funding annual needs. However, these are one time funds that are not guaranteed for the future. The 5-year Capital Improvement Plan (see CIP section of document) continues to commit annual funding dollars for street maintenance to address this important need.

The deployment of technology remains an important issue for the City. To maintain the City's current and proposed standards of performance, and to protect systems from outside attacks and viruses, resources are required to ensure systems remain stable and reliable for all users. Additionally, the City's technology infrastructure is aging and many components have reached "end of life". Building upon last year's increase in the technology budget, the current budget allocates additional funding for needed replacements and upgrades. Some of the projects slated for this budget year that address some of these issues are: completing a technology needs assessment and update of the City's Technology Master Plan, completing the replacement of desktop computers including the use of virtual desktop infrastructure, upgrading engineering class workstations and applications, replacement of the Police Department's Computer Aided Dispatch and Records Management Systems, evaluating possible solutions for replacing the Email server, and upgrading the City's financial system software.

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 physical 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 5-year operating projections for revenues and expenditures that are revised several times throughout 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.

FISCAL 15 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 15th. Major work plan items, in addition to a list of the ongoing responsibilities of each department, can be found within the department program sections of the budget document.

FY 14 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 Council, staff, and the community to assess trends and strive for continual improvement. Performance reporting assists the 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 City & Community Information 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 May 5th to discuss the operating budget and capital improvement plan and the proposed budget was introduced on June 2nd.

This budget document is arranged by department/function, then by program. Each program budget consists of a series of exhibits that are presented at a summary level followed by additional levels of detail. A flow chart of the budget exhibits and narrative on each exhibit, along with a Program/Department/Fund matrix and other reference information, are contained within the budget reference materials section of the document along with an index to facilitate locating specific information.

The City's budget presentation and format incorporate many of the best features of fund order and program order budgets, and provide a document that is distinctive for its readability as well as its utility 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 21st consecutive year, the City's budget received national recognition by earning the Government Finance Officer's 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 15 budget conforms to GFOA program requirements. Additionally, this is the 16th 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 15 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. Although the City's budget challenges have eased for the time being, difficult economic times can return very quickly. Consequently, we continue to prioritize what is important for the City and to allocate available resources to those programs and services deemed to be critical to improving our community. 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, under the direction of Jesse Takahashi, and his Executive Assistant, Shannon Brangan, for their dedication and hard work that went into coordinating, developing, and publishing this budget document.

Respectfully submitted,



Mark Linder
City Manager

FY 14 SIGNIFICANT ACCOMPLISHMENTS**City Manager's Department:****Program 510 – Administration:**

- Conducted public awareness campaign on new regulation on single-use plastic bags
- Campbell received highest letter grade among Santa Clara County cities from the “2014 Tobacco Report Card” by American Lung Association
- Integrated Council Priorities from the May 5th study session into the City's Work Plans
- Studied the impact of the Affordable Health Care Act on temporary employees
- Studied how and when to convert long-time, full-time, temporary employees into regular full-time employees

Program 511 - City Clerk:

- Coordinated annual Advisory Commission recognition dinner
- Served on State of the City Planning Committee
- Served on Civic Center Master Plan Core Team

Program 515 - Human Resources:

- Provided a successful volunteer luncheon honoring 220 volunteers
- Administered the Employee Service Awards in recognition of 27 employees
- Provided mandatory AB 1825 harassment training for all staff
- Performed classification audits for positions in the Recreation/Community Services Department and the Police Department
- Conducted benchmark position total compensation salary surveys for affected bargaining units and unrepresented employees
- Participated in the Santa Clara County Leadership Academy Committee
- Performed salary survey analysis for specified management classifications
- Participated in the Regional Internship Program
- Completed 12 recruitments in accordance with performance measure outcomes
- Conducted annual open enrollment for all employees and hosted Health and Benefits Fair
- Processed and administered 13 new Workers' Compensation claims
- Processed and managed eight new Long Term Disability claims
- Managed seven new FMLA leaves
- Partnered with El Camino Hospital for a Wellness Initiative

Recreation & Community Services Department:

- Realigned work assignments within the Department so that the workload was spread evenly among all Divisions

Recreation & Community Services Department (Continued):

- Initiated the “Parks Make Life Better” campaign to build awareness of the benefits that Recreation and Parks programs provide to the Campbell community
- Successfully updated the Disaster Plan for the Historical Museum and Ainsley House
- Completed phase one of inventorying collection items within the Ainsley House
- Organized an exhibit in conjunction with 17 local artists/community members to be displayed inside the Ainsley House
- Completed the recruitment of a part-time Recreation Specialist to assist with special interest class programming
- Oversaw successful completion of SJSU undergraduate Recreation internship
- Successfully implemented the Aquatic Staff Audit Program in efforts to ensure Campbell Recreation Lifeguards are training and performing at the highest lifeguarding industry standards
- Restructured and streamlined the Adult Women's Basketball Leagues registration processes to enhance the registration experience for customers and simplify processing for staff
- The Adult Center hosted its first annual Chinese New Year Celebration. Due to the positive response of 180 attendees, the Adult Center will offer this event annually
- In collaboration with the Santa Clara County Aging Services Collaborative, the Adult Center hosted the 5th annual Caregivers Count Conference. 150 caregivers attended the conference which included a panel on Long-Term Care, Resource Fair, and educational breakout sessions
- The Senior Nutrition Program successfully implemented the County's new Mobility Management Program. Under the Mobility Management Program, seniors are matched with transportation options which include paratransit services, carpooling, or a bus pass
- With the success of the “Taking Care of SoMEone Else” seminar for caregivers, the Adult Center launched a monthly caregiver's support group. The Caregivers Support Group aims to provide a forum for those caring for a loved one to seek emotional support and learn community resources
- Since the opening of the new Merrill Gardens senior housing in November 2013, the Adult Center staff has made concerted efforts in reaching out to the new residents and staff. Staff made a presentation at Merrill Gardens to introduce the Adult Center programs and also hosted a newcomer's orientation for their residents
- Completed the configuration and implementation for the new registration software ActiveNet
- Successfully celebrated the 10th anniversary of the Heritage Theatre
- Assisted the continued development of the Museum Foundation/Friends of the Heritage Theatre by providing technical resources on fundraising and strategic planning as well as providing on-going staff support for special events and programs
- Increased consistency in the operation of special interest classes by establishing guidelines and protocols for registration as well as the hiring and training of instructors
- Redesigned the Recreation and Community Services Department web pages
- Facilitated Youth Sports Organization Working Group to review proposed changes to the Resident Youth Sports Organization policy

Finance Department:

Program 535 – Accounting Services Program:

- Received an unqualified audit opinion on the City's FY 13 Comprehensive Annual Financial Report (CAFR) and received a national Certificate of Achievement award from the Government Finance Officers Association (GFOA)
- Received a Distinguished Budget Award from GFOA for the FY 2013-14 Budget document
- Worked with Community Development on a loan refinancing and renovation of the Sharmon Palms complex of affordable housing units

Program 547 – Information Technologies:

- Successfully completed California Department of Justice CLETS Network Upgrade designed and approved by Department of Justice
- Upgraded Granicus Webcasting to support Apple and Tablet computers
- Completed new website design and implemented Content Management System
- Downtown Wi-Fi Request for Proposal issued and results presented to Council
- Open Data Services – Evaluated options to provide City Data via web services
- Ordered and Installed Veripic Digital Evidence Repository
- SunGard Pentamotion Financial System upgrade configured and ordered
- Disk to disk to tape backup tape solution designed, ordered and installed in network
- Installed Wi-Fi Network in City Hall and at the Community Center for Employee and Vendor use
- Installed high-speed data (cellular data) for patrol vehicles
- Continue work replacement of desktop personal computers and virtual desktop infrastructure
- Replaced license plate recognition (LPR) reader

Community Development Department

Program 550 – Administration:

- Initiated a more active program of Economic Development
- Conducted outreach efforts with Barracuda Networks regarding parking issues and growth potential
- Performed outreach to the building industry stakeholders to learn what the City is doing well in working with the development community and what could be improved
- Submitted application to ABAG for a "Growing Smarter Together Award" and won in the Public Private Partnership category for the Maravilla Development
- Participated in the Silicon Valley Economic Development Alliance (SVEDA)

Community Development Department (Continued):

Program 551 – Current Planning:

- Hired a consultant to prepare the Dell Avenue Area Plan and began the preparation process consisting of various community outreach meetings
- Modified the City's Tree Protection Ordinance
- Designated 17 properties on the Historic Resources Inventory
- Designated a property for Mills Act status
- Conducted a City Council Study Session to consider a proposal to develop the former Biddle Roofing Company
- Conducted a City Council Study Session to consider a proposal to develop properties on Railway Avenue
- Authorized a Mobile Home Rent Stabilization Tri-Partite Agreement for the Timber Cove Mobile Homeowner's Association

Program 552 – Policy Development:

- Began the update of the Housing Element
- Conducted a City Council Study Session on the mix of downtown uses and possible need to establish a Conditional Use Permit
- Conducted a City Council Study Session to consider the merits of creating an Affordable Housing Impact Fee
- Amended Chapter 21.22 of the Municipal Code to remain consistent with Federal Laws pertaining to Flood Damage Prevention
- Amended Chapter 21.10 of the Municipal Code to identify ancillary retail operation as a conditionally permitted use within the M-1 Zone District

Program 554 – Building Codes Regulation:

- Issued Certificate of Occupancy for Merrill Gardens
- Conducted a Study Session to begin discussion of potential improvements to the City's Green Building Code
- Issued over 1,300 Building Permits
- Adopted the 2013 Editions to the International Fire and Building Codes

Legal Services:

- Assisted with preparation of amendment to Freeway Oriented Sign Ordinance
- Assisted in preparation and negotiation of Equipment Sharing Agreement with Los Gatos and Cupertino
- Prepared Agreement for Levi Stadium Law Enforcement

Legal Services (Continued):

- Negotiated settlement with Verizon over antennae at 700 W. Hamilton
- Obtained dismissal and payment of costs in *Naymark* Case
- Obtained abatement of public nuisance in *People v. Badal*
- Obtained penalties and closure of illegal massage operations in *People v. Steele*
- Obtained judgment in favor of City in *DMV v. Campbell* contempt case
- Obtained injunction in *Campbell v. Arosio* vandalism case

Police Department:**Program 601 - Administration:**

- Police Managers and Supervisors attended a three day P.O.S.T. Team Building Workshop and worked on eleven goals and objectives.

Program 602 - Support Services:

- Worked with Human Resources to conduct a recruitment to hire two vacant Public Safety Dispatcher positions.
- Recruited and hired a full-time, temporary Police Clerk to fill a vacancy due to the retirement of a Police Records Specialist.
- A Police Department representative worked with the City New Media and Communications Committee to implement the new Content Management System and newly redesigned City website.

Program 603 - Special Enforcement Division:

- Prostitution Stings – Officers worked undercover operations at several massage parlors in the City, resulting in multiple arrests for prostitution.
- Impersonating a Peace Officer – A robbery occurred where two suspects presented themselves as police officers and stole property from the Victims. Investigators were able to identify and arrest the suspects as well as retrieve the stolen property
- Homicide Investigations – In addition to an infant death case, Officers investigated two homicide cases: one Murder-Suicide and one gang related homicide which was filed on by the District Attorney's Office.
- Infant Death – Officers responded to an infant death incident. The investigation showed significant neglect by the parents. We are working closely with the District Attorney's Office and will be pursuing manslaughter charges.
- Attempted Homicide – A shooting occurred in the parking lot of The Spot nightclub resulting in serious injury to the Victim. An extensive investigation led to the arrest of 3 suspects for their involvement in this crime.
- Residential Burglary – A residential burglary investigation led to the arrest of the involved suspects and the return of property from 7 other residential burglaries in Campbell, San Jose, Martinez, and Hillsborough.

Police Department (Continued):

- Traffic Enforcement Programs – Officers participated in state and countywide traffic enforcement programs focusing on Distracted Driving, Seatbelt Usage, and DUI.
- Tobacco Enforcement – Conducted tobacco sales sting operations in an effort to reduce the usage and purchase of tobacco products by minors.
- “Bait Bike” Program – The Bait Bike program continues to be a productive tool and has resulted in the arrest of numerous suspects throughout the year.

Program 605 - Field Services Division:

- Partnered with the Santa Clara County Police Chief’s Association and other law enforcement agencies in the county to develop a new county-wide policy on response to Active Shooter situations. This included a detailed training component, with a professionally produced video, which will be presented to all school districts in the county.
- Hired one new Police Officer and two new Police Recruits in order to fill current vacancies as well as prepare for planned retirements.
- Recruited three additional Police Explorer volunteers to boost our existing ranks. Promoted three Explorers to the rank of Sergeant to give them more responsibility and enhance the command structure of the program.
- Implemented an enforcement program for Homeless Encampments throughout the City of Campbell. Partnered with several agencies including the Santa Clara County Water District, Santa Clara County District Attorney’s Office, and the California Department of Fish and Wildlife to ensure success of the program.
- Participated in the Best of the West Competition with 30 other SWAT teams from throughout California and surrounding states. The team took fourth place overall and was the highest ranked team from Northern California. The team also took first place overall on the jungle trail event.

Public Works Department:

Program 701 – Administration:

- Initiated Civic Center Master Plan community input process
- Initiated update of City’s Land Use/Transportation Element
- Completed Equipment Sharing Agreement between the cities of Campbell, Cupertino, and Los Gatos

Program 720 - Traffic Engineering:

- Applied for and was awarded \$516,900 in Highway Safety Improvement Program (HSIP) grant funds for the Harriet Avenue/McCoy Avenue/San Tomas Aquino Road Signalization Project

Public Works Department (Continued):

- Applied for Transportation Development Act (TDA) Discretionary funds and was awarded \$432,000 for the San Tomas Aquino Creek Trail Project and an additional \$100,000 for the Campbell Avenue Portals Project
- Completed the retiming of traffic signals on East Hamilton Avenue between Winchester Boulevard and Leigh Avenue for both weekdays and weekends

Program 730 - Engineering:

- Completed construction of the 2013 Annual Street Maintenance Project - Residential and Collector Street Rehabilitation Project
- Completed construction of the Winchester Boulevard Phase II Improvement Project
- Completed the design and construction of the 2014 ADA Accessibility Ramp Project
- Completed the design and began construction of the 2014 Annual Street Maintenance Projects – Hamilton Avenue Rehabilitation Project A & B
- Coordinated and assisted in the switch over phase of Underground Utility District #9
- Completed design for the Hacienda Avenue Green Street Improvement Project
- Completed design of the East Campbell Avenue Portals Project
- Completed the update to the City's Pavement Maintenance Program, including total street condition survey
- Continued coordination with the Public Artist selected for the East Campbell Avenue Portals Project

Program 740 - Land Development and Environmental Programs:

- Amended and extended the City's Land Surveyor consultant services contract
- Implemented an ordinance for restrictions on the use of single use carry-out bags
- Provided support of West Valley Solid Waste JPA through final negotiations with solid waste collection contractor for extension of collection agreement beyond the 2014 expiration date
- Began preparation of an ordinance regarding reduction or elimination of expanded polystyrene.
- Established a Community Facilities District for management of stormwater facilities associated with new development.
- Continued to divert more locally generated solid waste from landfills, through recycling and reuse, than State AB 939 legislation requires (3.8 lbs./person landfilled instead of allowable 5.2 lbs./person).
- Monitored, documented and reported on activities in response to NPDES, MRP and Annual Report requirements.
- Incorporated newly annexed areas into the City's Lighting and Landscaping assessments.

Public Works Department (Continued):

- Investigated potential asset inventory management opportunities and initiated inventory process
- Began negotiations on a development agreement for transfer of City corporation yard property in exchange for new yard buildings and related facilities

Program 745 – Administration:

- Revised the Annual Street Sweeping Contract to include the Town of Los Gatos (joint procurement)
- Reviewed the long term trash plan (trash assessments, litter collection) with WVCWP

Program 750 - Vehicle and Equipment Maintenance:

- Rebuilt the Rescue 25 Engine and Transmission

Program 760 - Street Maintenance:

- Extended the existing retaining wall located behind the Administration Building.
- Installed pipe and two box drain inlets at the rear of the service center to achieve proper site drainage.
- Performed various cleanups of homeless encampments along the Los Gatos Creek Trail with the assistance of the Water District and San Jose Conservation Corps.
- Installed under bridge fencing near Bascom Avenue and Hamilton Avenue to deter further re-occupation of homeless encampments.

Program 770 - Signals and Lighting Maintenance:

- Replaced stolen copper wire at John D. Morgan Park and the Community Center's parking lot, track and bleacher areas.
- Implemented the upgrade of all the controllers along Winchester Blvd.
- Spearheaded the review and repair by VTA of the timing and coordination malfunctions of the rail arms at Campbell/Railway & Civic Center.

Program 775 - Parks Maintenance:

- Implemented the Alternative Work Program
- Installed water saving mulch on bare ground in the park system
- Re-landscaped the East Historic Downtown median nose
- Reduced pesticide use by 28 percent throughout the park section

Public Works Department (Continued):

Program 780 - Building Maintenance:

- Painted all of the exterior trim on City Hall building
- Restored the fire damaged restroom building at Jack Fischer Park
- Completed the installation of 5 hydration stations around the Campbell Community Center
- Replaced roof and installed new lights in the main gym at the Community Center
- Completed improvements to Room M50 including energy efficient windows, new lights, blackout shades and motorized door

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 30 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 insure 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.

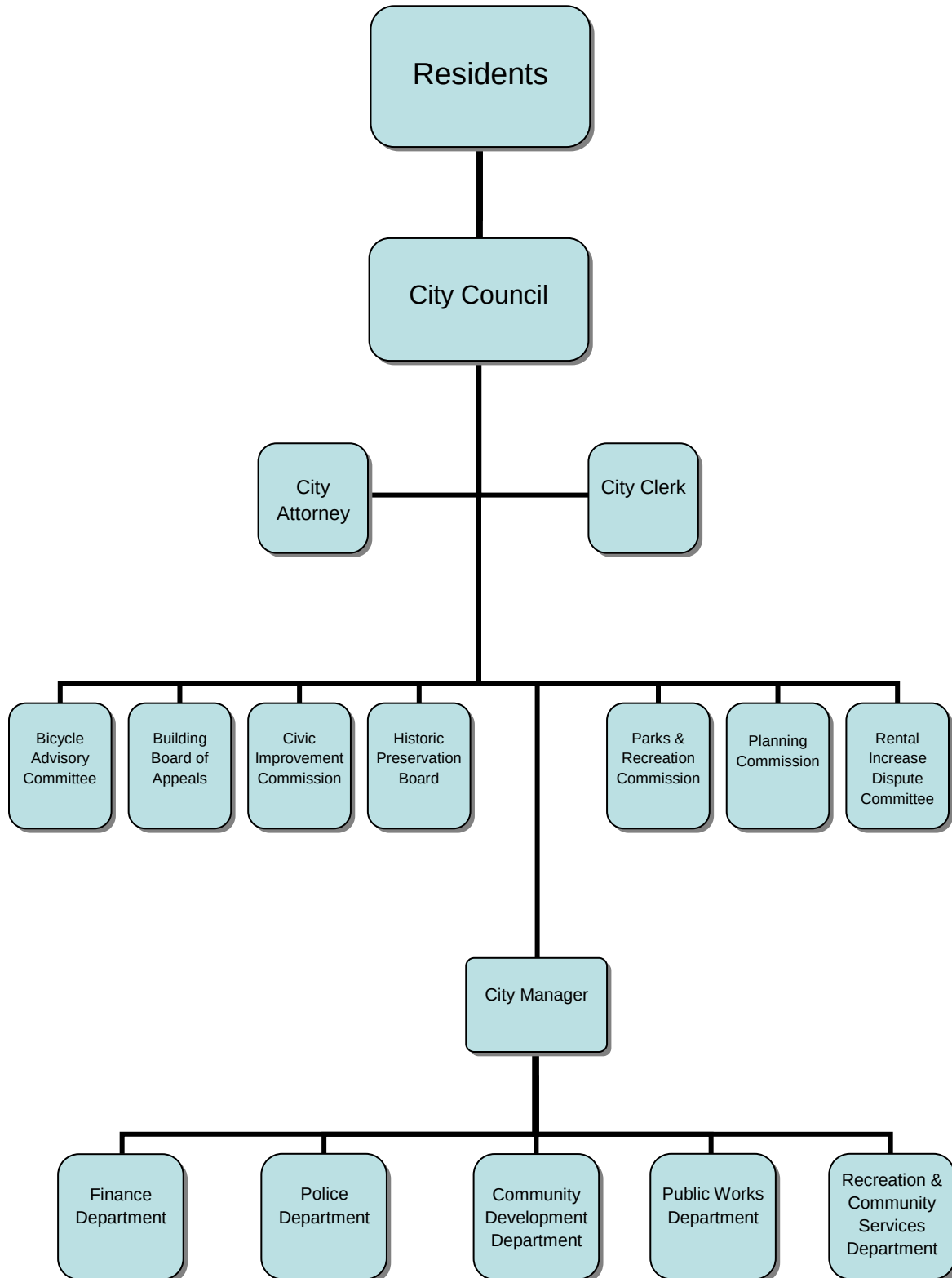
The City will restrict long-term borrowing to the funding of capital improvement projects and equipment. The term of debt shall not exceed the expected useful life of the capital improvement project or equipment. General obligation debt will not exceed 3.75% of the City's assessed value in accordance 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

2014 - 2015



CITY OFFICIALS

City Council

Mayor – Richard M. Waterman

Vice Mayor – Jeffrey R. Cristina

Councilmember – Jason T. Baker

Councilmember – Evan D. Low

Councilmember – Michael F. Kotowski

Note: Mayor serves an annual term from December to December. Names and positions are as of July 1, 2014.

City Administrative Staff

City Manager – Mark Linder

Assistant to the City Manager – Al Bito

City Clerk – Anne Bybee

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 February 15, 2011

Council reviewed / reaffirmed February 19, 2013

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 WATERMAN

Association of Bay Area Governments
Campbell Historical Museum & Ainsley House Foundation Liaison (Alternate)
Cities Association of Santa Clara County Board of Directors
City Attorney, City Clerk and City Manager Performance Compensation Subcommittee
County Library District JPA Board of Directors (Alternate)
Downtown Subcommittee
Economic Development Subcommittee
Finance Subcommittee
Housing Rehab Loan Subcommittee (Alternate)
*League of Cities - Revenue and Taxation Committee***
Santa Clara Valley Water District:
- County Water Commission (Alternate)
- Flood Control Advisory Committee (Alternate)
Silicon Valley Animal Control Authority Board (SVACA) (Alternate)
20% Housing Committee (Successor Agency)
Valley Transportation Authority Policy Advisory Committee
West Valley Mayors and Managers

VICE-MAYOR CRISTINA

City Attorney, City Clerk and City Manager
Performance Compensation Subcommittee
County Expressway Policy Advisory Board
Economic Development Subcommittee
Friends of the Heritage Theatre Liaison
(Alternate)
*League of California Cities***
*Transportation, Communication and Public
Works Policy Committee*
Santa Clara Valley Water District:
County Water Commission
Flood Control Advisory Comm.
Silicon Valley Animal Control Authority
Board (SVACA)
West Valley Mayors and Managers (Alternate)

COUNCILMEMBER BAKER

Advisory Commissioner Appointment Interview
Subcommittee
Cities Association of Santa Clara County:
Board of Directors (Alternate)
Selection Committee
CDBG Program Committee (County) (Alternate)
County Library District JPA Board of Dir.
Housing Rehabilitation Loan Subcommittee
*League of California Cities***
Public Safety Policy Committee
Legislative Subcommittee
*Santa Clara County Operational Area Council
(Chair)***
20% Housing Committee (Successor Agency)
*West Valley Cities Representative to Silicon
Valley Interoperability Authority (Chair)***

COUNCILMEMBER KOTOWSKI

Association of Bay Area Governments
(Alternate)
Campbell Historical Museum & Ainsley House
Foundation Liaison
CDBG Program Committee (County)
County Expressway Policy Adv. Board (Alternate)
Downtown Subcommittee
Education Liaison Subcommittee
Finance Subcommittee
Friends of the Heritage Theatre Liaison
*League of California Cities:***
Community Services Policy Committee
*Recycling Waste Reduction Commission***
Valley Transportation Authority Policy Advisory
Committee (Alternate)
West Valley Sanitation District (Alternate)
West Valley Solid Waste Authority JPA (Alternate)

COUNCILMEMBER LOW

Advisory Commissioner Appointment
Interview Subcommittee
Education Liaison Subcommittee
Legislative Subcommittee
*National League of Cities:***
President, Asian Pacific Municipal Officials
*Valley Transportation Authority:***
Board Member (Alternate)
West Valley Sanitation District
West Valley Solid Waste Authority JPA

Council Responsibilities Effective 02/12/2014

*****Appointed by other agencies***

COMMISSIONS, COMMITTEES AND ADVISORY BOARDS

Planning Commission

Paul Resnikoff, Chairperson
Pamela Finch, Vice Chairperson
Cynthia Dodd
Yvonne Kendall
Philip Reynolds, Jr.
Michael Rich
Donald Young

Parks and Recreation Commission

Jacquie Davidson, Chairperson
Scott Johnson, Vice Chairperson
Charles Gibson
Scott Hughes
Rich Ptaszynski
Christine Scholberg
Renee Small

Civic Improvement Commission

Alan Zisser, Chairperson
Jill Brewer, Vice Chairperson
Ann Herosy
Carol Hoffman
Traci Mitchell
Madalyn Perrine
Sharon Teeter

Building Board of Appeals

Bruno Marcelic
Jim Morelan
Jay Perrine
Kevin Salazar
Todd Zeman

Historical Preservation Board

JoElle Hernandez, Chairperson
Susan Blake, Vice Chairperson
George Niczewicz
Laura Taylor Moore
Todd Walter

Rental Increase Fact Finding Committee

Lucy Zheng, Chairperson
Eric Bracher, Landlord Representative
John W. Figueroa, Landlord Representative
Phil Doetsch, Tenant Representative
Marla Sierras, Tenant Representative

Bicycle Committee

Herman Wadler, Chairperson
Laura Smith, Vice Chairperson
Brian Conroy
David Passfield
Paul Tuttle

Note: Names and positions as of July 1, 2014

Permanent Authorized Budgeted Personnel Positions

Job Classification	FY 13 Number of Positions	FY 14 Number of Positions	FY 15 Number of Positions
Accountant	2	2	2
Accounting Clerk II	2	2	2
Accounting Technician	1	1	1
Assistant Engineer	2	2	3
Assistant to the City Manager	1	1	1
Assistant/Associate Planner	2	2	1
Associate Civil Engineer	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
Building Maintenance Worker	2	2	2
City Clerk	1	1	1
City Engineer	1	1	1
City Manager	1	1	1
Code Enforcement Officer/Inspector	1	1	1
Communications Supervisor	1	1	1
Community Development Director	1	1	1
Community Services Officer	5	5	5
Deputy City Clerk	1	1	1
Equipment Maintenance Supervisor	1	1	1
Executive Assistant	4	4	4
Executive Assistant to the City Manager	1	1	1
Facilities Maintenance Manager	1	1	-
Finance Director	1	1	1
Finance Manager	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	1	1
Lighting & Traffic Signal Supervisor	1	1	1
Lighting & Traffic Signal Technician	1	1	1
Mechanic I/II	1	1	1
Office Assistant	4	5	4
Office Specialist	-	-	1
Park Maintenance Lead Worker	2	2	3
Park Maintenance Supervisor	1	1	1
Park Maintenance Worker I/II	9	9	9
Permit Technician	1	1	1
Planning Manager	1	1	1
Police Agent	6	6	6
Police Captain	2	2	2
Police Chief	1	1	1
Police Officer	25	26	26
Police Officer Trainee	-	-	-

Permanent Authorized Budgeted Personnel Positions

Job Classification	FY 13 Number of Positions	FY 14 Number of Positions	FY 15 Number of Positions
Police Records Specialist	4	4	5
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
Public Works Director	-	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 Program Supervisor	3	3	3
Recreation Services Manager	1	1	1
Recreation Specialist	-	-	4
Senior Civil Engineer	2	2	2
Senior Museum Specialist	1	1	-
Senior Office Assistant	1	1	1
Senior Planner	-	-	1
Senior Public Works Inspector	1	1	1
Senior Services Supervisor	1	1	1
Street Maintenance Field Supervisor	1	1	1
Street Maintenance Lead Worker	1	1	2
Street Maintenance Worker I/II	5	5	4
Support Services Manager	1	1	1
Traffic Engineer	1	1	1
Utility Worker	1	1	1
Total Permanent Full-Time Positions	144	147	153
Assistant/Associate Planner	-	-	1
Information Technology Administrator	-	-	1
Museum Collections Specialist	-	-	1
Park Maintenance Worker	-	-	1
Senior Building Inspector	-	-	1
Total Limited-Term Positions	-	-	5
Executive Assistant	0.80	1.60	1.60
Human Resources Representative	1.50	0.75	0.75
Mechanic I/II	0.50	0.50	0.75
Museum Education Coordinator	0.75	0.75	0.75
Nutrition Site Manager	0.50	0.50	0.50
Total Permanent Part-Time Positions	4.05	4.10	4.35



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."

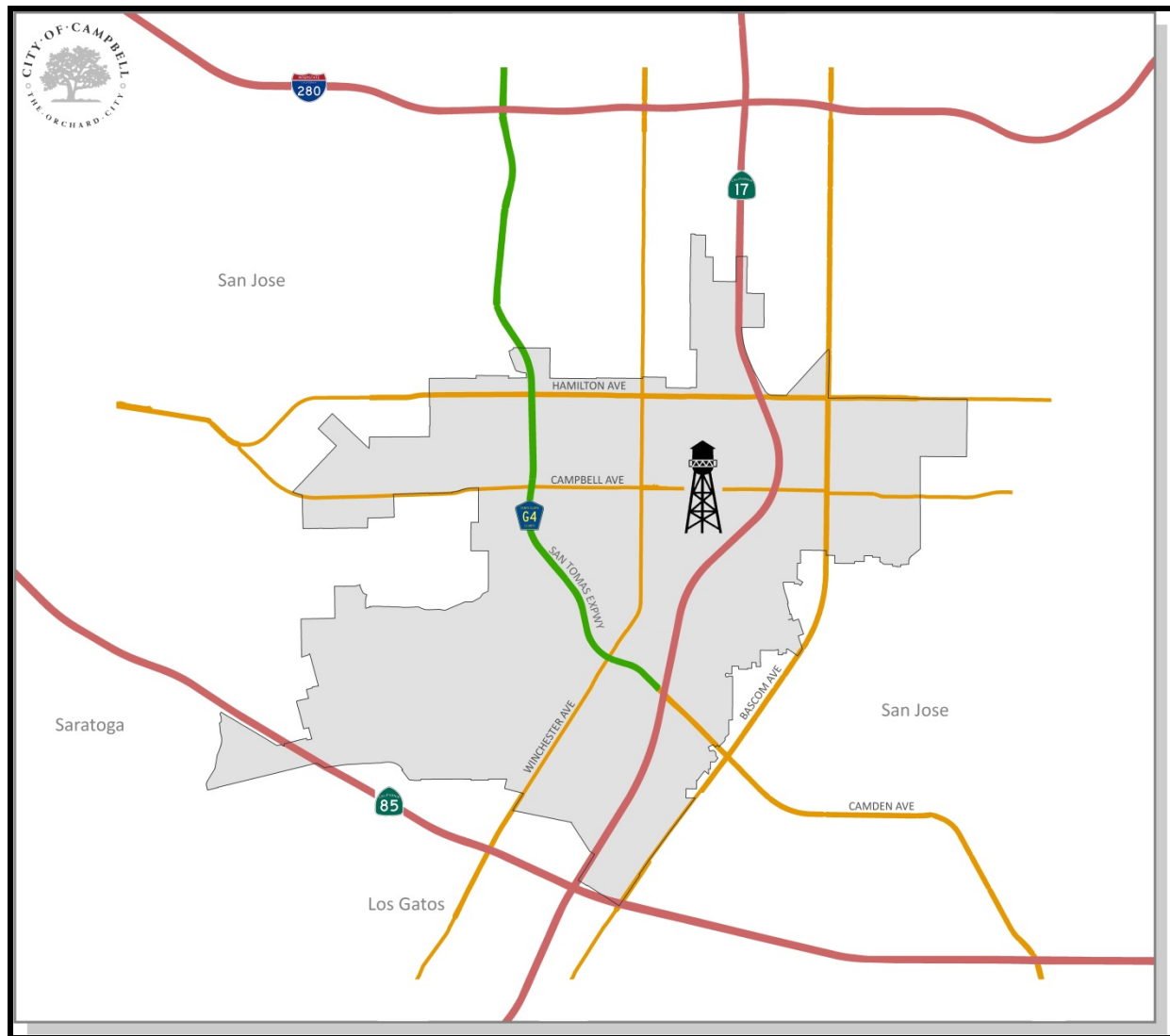
Your faithful servant, JMW

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 – 41,993
(As of 1/1/14- CA Department of Finance)
- 20,873 Registered Voters
- 13,753 (68.4%) Votes Cast in Last General Election
- Public Safety – 61 Police Employees (42 Sworn)
- Public Safety - Two Fire Stations
- Public Safety - Fire Services Contracted with the County of Santa Clara
- Total Permanent Positions - 157

Campbell Community Profile - Demographic Statistics (Infrastructure)



Stojanovich Family Park



Community Center



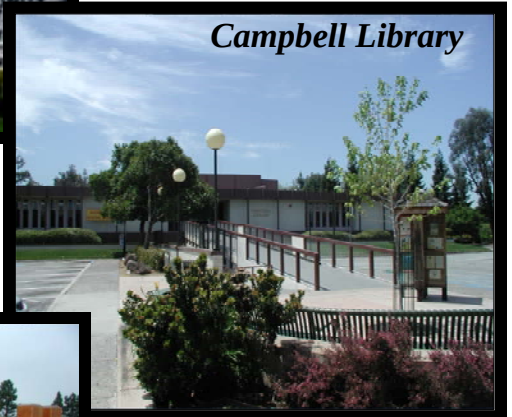
City Hall



Ainsley House



Edith Morley Park



Campbell Library

<u>Category</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
Miles of Streets (Major / Secondary)	14.6 / 89.0	14.6 / 89.0	14.6 / 89.0	14.3 / 89.0
Miles of Sewers (Storm / Sanitary) ⁽¹⁾	52.00 / 591.0	52.00 / 591.0	52.00 / 591.0	42.25 / 484.0
Miles of Sidewalks	78.5	78.5	78.5	78.5
Street Lights	2,500	2,500	2,500	2,500
Parks - Number of Acres	107	107	107	107

⁽¹⁾ West Valley Sanitation District

Campbell Community Profile - Demographic Statistics (Housing)



Apartments



Single Family Homes



Condominiums

<u>Category</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
Average Household Size ⁽¹⁾	2.47	2.39	2.42	2.33
Number of Households ⁽¹⁾	17,852	17,852	17,010	17,035
Median Age ⁽¹⁾	37.4	37.0	38.3	37.4
Average Single Family Home ⁽²⁾	\$1,004,380	\$857,505	\$764,111	\$643,600
% of Households with Income of \$75,000 or Greater ⁽¹⁾	65.00%	69.90%	62.30%	51.30%

⁽¹⁾ US Census Bureau - American Fact Finder/Campbell

⁽²⁾ SCC Association of Realtors 04/2014

Campbell Community Profile - Demographic Statistics (Employment & Education)



<u>Category</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
Jobs per Household ⁽¹⁾	1.66	1.66	1.63	1.60
Employment Status ⁽¹⁾	32,337	31,674	31,298	31,246
Mean Family Income ⁽¹⁾	\$127,096	\$121,793	\$116,389	\$97,295
% of Adults over 25 with Bachelor's Degree or Higher ⁽¹⁾	39.7%	45.9%	43.9%	44.0%

⁽¹⁾ US Census Bureau - American Fact Finder/Campbell

Major Employers

(100 or More Employees - Listed Alphabetically)

24/7 Customer, Inc. ~ Service (150)
Adorno Construction, Inc. ~ Construction (144)
Barracuda Networks Inc ~ Manufacturing (393)
Bioreference Laboratories, Inc ~ Medical Lab (190)
Chargepoint, Inc. ~ Service (105)
Children's Recovery Center ~ Hospital (111)
City of Campbell ~ Government (157)
Durham School Services LP ~ Service (124)
Fry's Electronics, Inc. ~ Retail (184)
Home Depot ~ Retail (189)
Kaiser Permanente Medical Group ~ Outpatient (145)
Kohl's ~ Retail (112)
Moss Adams ~Service (161)
On-Site.com ~ Service (120)
Pacific Netsoft, Inc. ~ Service (138)
The Right Stuff Health Club ~ Fitness (120)
Saama Technologies ~ Manufacturing (200)
Safeway ~ Retail / Grocery / Service Station (263 -Two Locations)
Senior Living Solutions, LLC ~ Service (130)
South Bay Senior Solutions ~ (120)
Whole Foods ~ Retail / Grocery (250)

Principal Property Taxpayers

(Listed Alphabetically)

Bay Apartment Communities Inc. ~ Residential Real Estate
Blackhawk Parent LLC ~ Retail / Electronics
Buzolich Marc W Trustee & Etal. ~ Commercial Real Estate
Campbell Technology Park LLC ~ Commercial Real Estate
EQR - Connor, LLC
Fund X PY Campbell, LLC
Hamilton Plaza Investors, LLC ~ Commercial Real Estate
Hines Vaf Northern Cal Properties LP ~ Commercial Real Estate
Legacy III Campbell LLC ~ Residential Real Estate
Lyons The Commons Apartments LLC ~ Residential Real Estate

Top 40 Sales Tax Producers

(Listed Alphabetically)

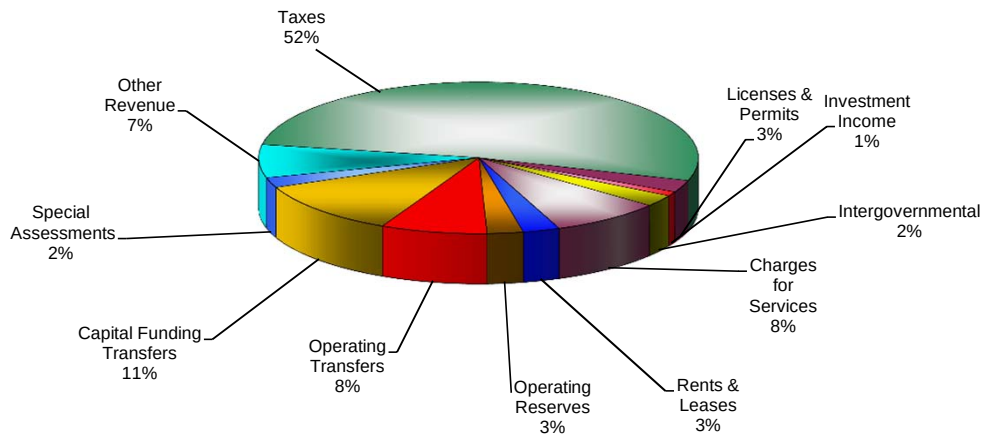
America's Tire ~ Retail Auto Supply
Aqui's ~ Restaurant
Arco AM/PM Mini-Mart ~ Service Station
Barracuda Networks ~ Electronic Networking
Bed Bath & Beyond ~ Retail Store
C V S / Pharmacy ~ Retail Drug Store
Chevron Station ~ Service Stations
Cornerstone Technologies ~ Office Machinery
Coulomb Technologies ~ Business Services
Dasher Technologies ~ Retail Office Equipment
Economy Lumber ~ Retail Building Materials
Foundation Building Materials ~ Building Materials
Fry's Electronics ~ Retail Appliance Store
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
Outback Steakhouse ~ Restaurant
Petsmart ~ Retail Pet Supplies
Roadsport ~ Used Car Sales
Rock Bottom Brewery ~ Restaurant
Ross Dress for Less ~ Department Store
Rotten Robbie ~ Service Station
R V Cloud Company ~ Retail Building Materials
Safeway Service Stations ~ Service Station
Safeway Stores ~ Retail Grocery Store
San Jose Camera Shop ~ Retail Camera Store
Shell Service Stations ~ Service Station
Shibatec ~ Office Equipment
Sierra Pacific Turf Supply ~ Retail Nursery
Sports Basement ~ Sporting Goods
Sportsmen's Supply ~ Sporting Goods
Telecom Management Solutions ~ Business Services
Tesoro Service Stations ~ Service Station
Trudy's ~ Retail Women's Apparel
Valero Service Stations ~ Service Station
Walgreens Drug Store ~ Retail Drug Store
Whole Foods Market ~ Grocery Store



Total City Revenue Summary

Revenue Source	12/13 Actual	13/14 Adopted	% Change	14/15 Adopted	% Change
Taxes:					
Property	\$ 10,575,033	\$ 10,365,000	-2.0%	\$ 10,928,000	5.4%
Sales	12,649,768	13,017,000	2.9%	13,384,000	2.8%
Franchise	2,776,192	2,726,000	-1.8%	2,813,500	3.2%
Transient Occupancy Taxes	2,875,976	2,990,000	4.0%	3,509,000	17.4%
Other Taxes	922,343	850,000	-7.8%	990,000	16.5%
Total Taxes	29,799,312	29,948,000	0.5%	31,624,500	5.6%
Licenses & Permits	1,626,462	1,679,059	3.2%	1,558,500	-7.2%
Fines & Forfeitures	256,247	250,000	-2.4%	300,000	20.0%
Investment Income	326,226	632,940	94.0%	567,900	-10.3%
Intergovernmental Revenues:					
In-Lieu Tax	20,946	23,000	9.8%	23,000	0.0%
Gasoline Tax	934,956	1,190,600	27.3%	1,028,100	-13.6%
Community Development Block Grant	40,000	40,000	0.0%	10,000	-75.0%
Other	453,080	375,620	-17.1%	427,714	13.9%
Total Intergovernmental Revenue	1,448,982	1,629,220	12.4%	1,488,814	-8.6%
Charges for Services	4,801,791	4,866,747	1.4%	4,973,525	2.2%
Other Revenue	2,233,839	1,343,500	-39.9%	1,396,820	4.0%
Rentals/Leases	1,456,333	1,504,500	3.3%	1,650,000	9.7%
Special Assessments	1,139,132	1,287,000	13.0%	1,303,094	1.3%
Charges to Operating Departments	2,062,318	2,203,178	6.8%	2,574,178	16.8%
Operating Fund Reserves (Beg. Fund Bal.)	-	1,268,973	100.0%	1,607,492	26.7%
Interfund Operating Transfers	4,214,524	4,420,769	4.9%	4,732,964	7.1%
Total Operating Revenue	49,365,166	51,033,886	3.4%	53,777,787	5.4%
Capital Project Funding (Beg. Fund Bal.)	-	1,730,960	100.0%	2,775,000	60.3%
Capital Project Funding (Rev./Grants/Debt)	1,607,143	6,186,818	285.0%	685,000	-88.9%
Interfund Capital Transfers	3,495,039	7,906,960	126.2%	3,455,000	-56.3%
Total Revenue	\$ 54,467,348	\$ 66,858,624	22.7%	\$ 60,692,787	-9.2%

Total City Revenue Summary - \$60,692,787



Total City Revenue by Fund

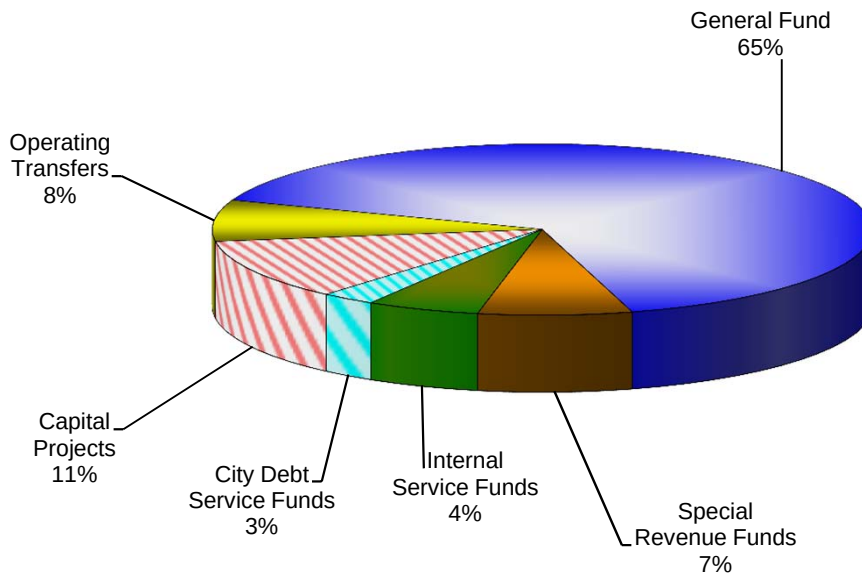
(Includes Capital Project Revenue & Transfers-In)

Fund	Fund Description	12/13 Actual	13/14 Adopted	14/15 Adopted	\$ Change	% Change
101	General Fund	\$ 39,409,486	\$ 42,180,754	\$ 43,557,832	\$ 1,377,078	3.3%
202	Vehicle Impact Fees	354,509	330,000	365,000	35,000	10.6%
204	Gas Tax	1,261,852	1,546,400	1,469,900	(76,500)	-4.9%
205	Asset Forfeiture (Drug Enforcement)	23,413	4,000	13,600	9,600	240.0%
207	Lighting District	2,928,947	2,900,255	3,147,073	246,818	8.5%
208	Housing & Community Develop.	102,930	40,000	10,000	(30,000)	-75.0%
209	Environmental Services	1,161,600	1,203,405	1,447,283	243,878	20.3%
210	Supplemental Law Enforcement	100,003	-	-	-	0.0%
212	State/County Grants	445,424	498,575	295,000	(203,575)	-40.8%
216	TDA Grant (Federal)	-	50,000	50,000	-	0.0%
218	Other Federal Grants	818,117	5,354,750	79,000	(5,275,750)	-98.5%
233	Housing Assistance	91,053	107,027	109,598	2,571	2.4%
236	Community Facilities District #1	-	145,000	145,000	-	0.0%
237	Community Facilities District #2	-	-	16,094	16,094	100.0%
295	Parkland Dedication	701,680	3,000	1,203,000	1,200,000	40000.0%
366	Debt Service - 1993/2002 COP	574,569	868,674	874,233	5,559	0.6%
368	Debt Service - 1997 COP	736,796	733,500	730,210	(3,290)	-0.4%
435	Capital Projects	3,525,353	7,906,960	3,455,000	(4,451,960)	-56.3%
641	Motor Vehicle Pool	982,467	1,280,278	1,381,678	101,400	7.9%
647	Information Technology Pool	845,200	1,181,199	1,730,286	549,087	46.5%
690	Worker's Compensation	357,535	484,111	586,000	101,889	21.0%
794	Museum Trust	42,551	30,000	20,000	(10,000)	-33.3%
795	Recreation Grants	853	7,000	7,000	-	0.0%
797	Senior Center Trust	3,010	3,736	-	(3,736)	-100.0%
Total Revenue & Transfers-In		\$ 54,467,348	\$ 66,858,624	\$ 60,692,787	\$ (6,165,837)	-9.2%

Total City Expenditure Summary

Fund	Fund Description	12/13 Actual	13/14 Adopted	% Change	14/15 Adopted	% Change
101	General Fund	\$ 35,332,463	\$ 37,680,755	6.6%	\$ 39,378,688	4.5%
	Special Revenue Funds:					
204	Gas Tax	1,024,091	1,262,116	23.2%	1,391,020	10.2%
207	Lighting District	2,822,648	2,793,955	-1.0%	3,035,773	8.7%
208/233	Housing & Community Develop.	582,659	146,844	-74.8%	119,231	-18.8%
Misc.	Grants & Other Special Revenue	100,768	-	-100.0%	5,000	0.0%
	Total City Special Revenue	4,530,166	4,202,915	-7.2%	4,551,024	8.3%
Misc.	City Debt Service Funds	1,607,369	1,602,174	-0.3%	1,604,443	0.1%
	Internal Service Funds:					
641	Motor Vehicle Pool	915,527	1,151,127	25.7%	1,270,559	10.4%
647	Information Technology Pool	1,034,520	1,156,299	11.8%	1,494,586	29.3%
690	Worker's Compensation	1,291,443	484,111	-62.5%	585,574	21.0%
	Total Internal Service Funds	3,241,490	2,791,537	-13.9%	3,350,719	20.0%
Misc.	Interfund Operating Transfers	4,053,063	4,420,769	9.1%	4,732,964	7.1%
	Total Operating Expenditures	48,764,551	50,698,150	4.0%	53,617,838	5.8%
Misc.	Capital Projects & Capital Transfers	7,061,723	15,813,920	123.9%	6,910,000	-56.3%
	Total Expenditures	\$ 55,826,274	\$ 66,512,070	19.1%	\$ 60,527,838	-9.0%

Total City Expenditure Summary - \$60,527,838



Total City Expenditures by Fund

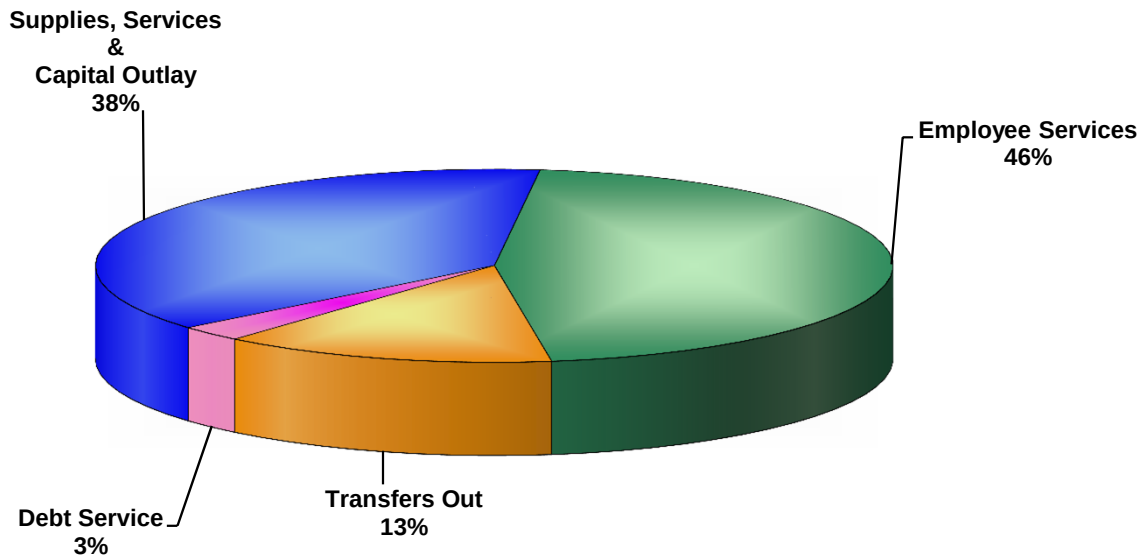
(Includes Capital Project Expenditures & Transfers-Out)

Fund	Fund Description	12/13 Actual	13/14 Adopted	14/15 Adopted	\$ Change	% Change
101	General Fund	\$ 38,224,082	\$ 41,923,534	\$ 43,557,134	\$ 1,633,600	3.9%
202	Vehicle Impact Fees	212,175	330,000	365,000	35,000	10.6%
204	Gas Tax	1,318,832	1,546,400	1,469,900	(76,500)	-4.9%
205	Asset Forfeiture (Drug Enforcement)	3,500	4,000	13,600	9,600	240.0%
207	Lighting District	2,928,948	2,900,255	3,147,073	246,818	8.5%
208	Housing & Community Develop.	115,607	39,817	9,633	(30,184)	-75.8%
209	Environmental Services	1,129,174	1,201,405	1,356,754	155,349	12.9%
210	Supplemental Law Enforcement	100,768	-	-	-	0.0%
212	State/County Grants	414,923	498,575	295,000	(203,575)	-40.8%
216	TDA Grant (Federal)	-	50,000	50,000	-	0.0%
218	Other Federal Grants	2,329,850	5,354,750	79,000	(5,275,750)	-98.5%
233	Housing Assistance	467,052	107,027	109,598	2,571	2.4%
236	Community Facilities District #1	-	145,000	145,000	-	0.0%
237	Community Facilities District #2	-	-	12,284	12,284	100.0%
295	Parkland Dedication	30,913	-	1,200,000	1,200,000	100.0%
366	Debt Service - 1993/2002 COP	870,573	868,674	874,233	5,559	0.6%
368	Debt Service - 1997 COP	736,796	733,500	730,210	(3,290)	-0.4%
435	Capital Projects	3,566,684	7,906,960	3,455,000	(4,451,960)	-56.3%
641	Motor Vehicle Pool	960,527	1,196,127	1,315,559	119,432	10.0%
647	Information Technology Pool	1,059,420	1,181,199	1,730,286	549,087	46.5%
687	Long-Term Disability Insurance	-	-	-	-	0.0%
690	Worker's Compensation	1,291,443	484,111	585,574	101,463	21.0%
692	Federal Unemployment	-	-	-	-	0.0%
794	Museum Trust	54,000	30,000	20,000	(10,000)	-33.3%
795	Recreation Grants	6,317	7,000	7,000	-	0.0%
797	Senior Center Trust	4,690	3,736	-	(3,736)	-100.0%
Total Expenditures & Transfers-Out		\$ 55,826,274	\$ 66,512,070	\$ 60,527,838	\$ (5,984,232)	-9.0%

Total City Expenditures by Type

Description	12/13 Actual	13/14 Adopted	% Change	14/15 Adopted	% Change
Employee Services	\$ 25,275,466	\$ 25,733,485	1.8%	\$ 27,769,647	7.9%
Supplies, Services & Capital Outlay	21,395,337	26,848,682	25.5%	22,965,784	-14.5%
Debt Service	1,607,369	1,602,174	-0.3%	1,604,443	0.1%
Transfers Out (Operating & Capital)	7,548,102	12,327,729	63.3%	8,187,964	-33.6%
Total Expenditures	\$ 55,826,274	\$ 66,512,070	19.1%	\$ 60,527,838	-9.0%

Total City Expenditures by Type - \$60,527,838



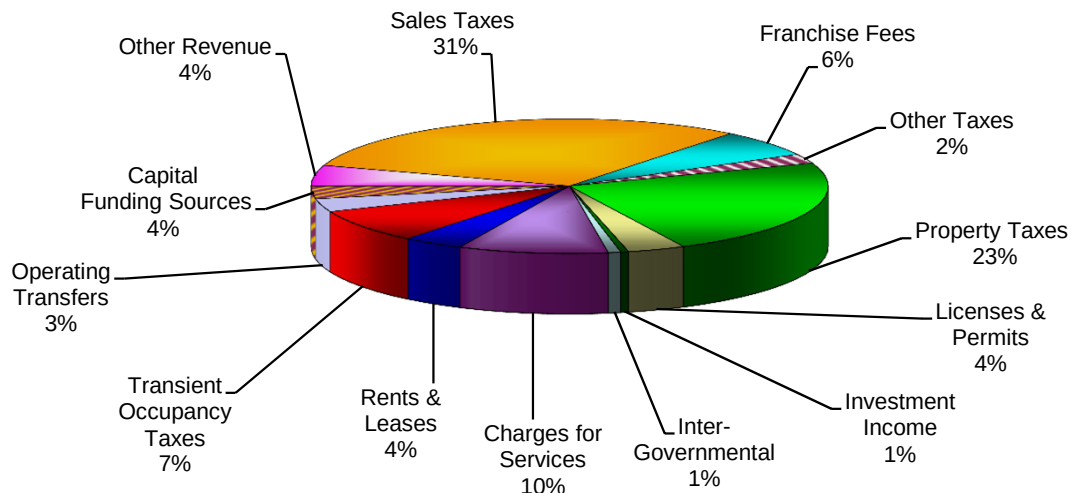
Schedule of Interfund Transfers (Operating & Capital)
Fiscal Year 2014-2015

Fund	Fund Description	Adopted		Adopted	
		13/14 Transfers-In	13/14 Transfers-Out	14/15 Transfers-In	14/15 Transfers-Out
101	General Fund	\$ 1,495,650	\$ 4,242,779	\$ 1,375,598	\$ 4,178,446
Special Revenue Funds:					
204	Gas Tax	353,300	284,284	439,300	78,880
202	Vehicle Impact Fees	-	330,000	-	365,000
205	Drug Enforcement/Asset Forfeiture	-	4,000	-	13,600
207	Lighting District	970,755	106,300	1,121,573	111,300
208	Housing & Community Development	-	-	-	-
209	Environmental Services	511,940	1,201,405	521,500	1,356,754
210	Supplemental Law Enforcement	-	-	-	-
212	State/Other Grants	-	498,575	-	295,000
216	TDA Grant	-	50,000	-	50,000
218	Other Federal Grants	-	5,354,750	-	79,000
236	Community Facilities District #1	-	145,000	-	140,000
237	Community Facilities District #2	-	-	-	12,284
295	Parkland Dedication Trust	-	-	-	1,200,000
Debt Service Funds:					
366	Debt Service - 1993/2002 COP	509,043	-	513,045	-
368	Debt Service - 1997 COP	429,831	-	428,648	-
Capital Project Funds:					
435	Capital Projects Fund	7,906,960	-	3,455,000	-
Internal Service Funds:					
641	Motor Vehicle Pool	45,000	45,000	102,000	45,000
647	Information Technology Pool	105,250	24,900	231,300	235,700
690	Workers Compensation Pool	-	-	-	-
Fiduciary Funds:					
794	Parks & Museum Trust	-	30,000	-	20,000
795	Recreation Grants	-	7,000	-	7,000
797	Senior Center Trust	-	3,736	-	-
Total Transfers		\$ 12,327,729	\$ 12,327,729	\$ 8,187,964	\$ 8,187,964

General Fund Revenue Summary

Revenue Source	12/13 Actual	13/14 Adopted	% Change	14/15 Adopted	% Change
Taxes:					
Property	\$ 9,728,905	\$ 9,585,000	-1.5%	\$ 10,155,000	5.95%
Sales	12,649,768	13,017,000	2.9%	13,384,000	2.82%
Franchise	2,776,192	2,726,000	-1.8%	2,813,500	3.21%
Transient Occupancy Taxes	2,875,976	2,990,000	4.0%	3,509,000	17.36%
Other Taxes	922,343	850,000	-7.8%	990,000	16.47%
Total Taxes	28,953,184	29,168,000	0.7%	30,851,500	5.77%
Licenses & Permits	1,626,462	1,679,059	3.2%	1,558,500	-7.18%
Investment Income	(38,665)	265,000	-785.4%	215,000	-18.87%
Intergovernmental Revenues:					
In-Lieu Tax	20,946	23,000	9.8%	23,000	0.00%
Other	243,441	310,795	27.7%	316,214	1.74%
Total Intergovernmental Revenue	264,387	333,795	26.3%	339,214	1.62%
Charges for Services	4,162,694	4,258,318	2.3%	4,066,218	-4.51%
Other Revenue:					
Rentals/Leases	1,452,170	1,504,500	3.6%	1,650,000	9.67%
Fines & Forfeitures	256,247	250,000	-2.4%	300,000	20.00%
Other Miscellaneous Revenue	1,168,383	879,404	-24.7%	922,370	4.89%
Reserves (Beg. Fund Balance)	-	610,250	100.0%	954,432	56.40%
Interfund Operating Transfers	1,496,704	1,495,650	-0.1%	1,375,598	-8.03%
Total Other Revenue	4,373,504	4,739,804	8.4%	5,202,400	9.76%
Total Operating Revenue	39,341,566	40,443,976	2.8%	42,232,832	4.42%
Capital Project Funding	67,920	1,736,778	2457.1%	1,325,000	-23.71%
Total General Fund Revenue	\$ 39,409,486	\$ 42,180,754	7.0%	\$ 43,557,832	3.26%

General Fund Revenue Summary - \$43,557,832

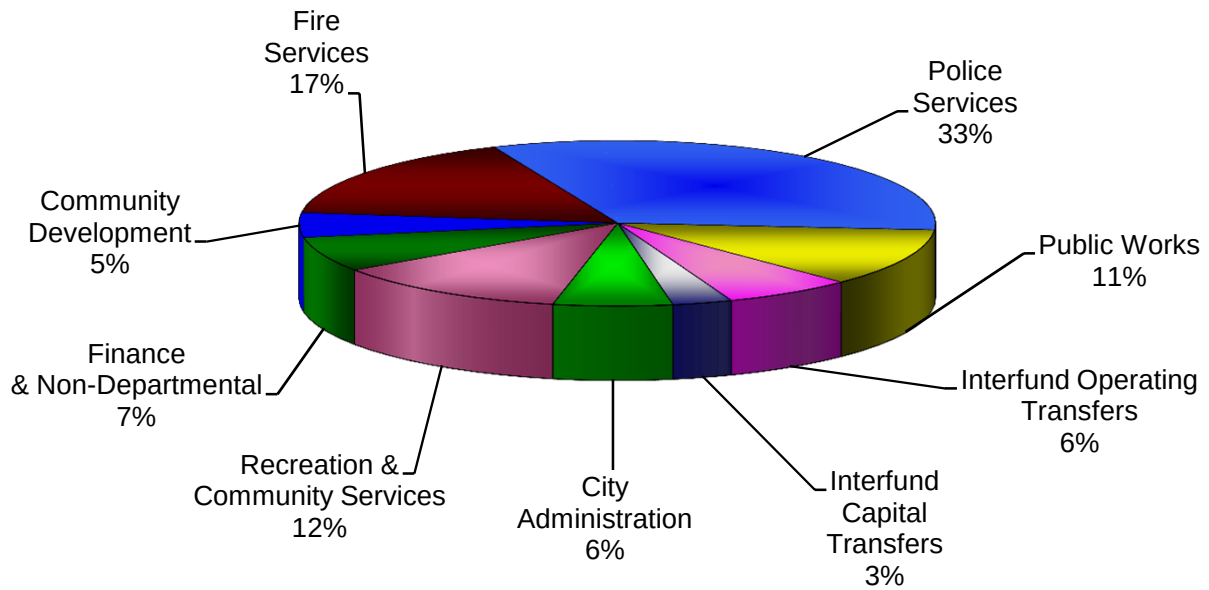


General Fund Expenditure Summary

Description	12/13 Actual	13/14 Adopted	% Change	14/15 Adopted	% Change
City Council	\$ 254,211	\$ 271,462	6.8%	\$ 275,015	1.3%
City Manager	1,474,576	1,574,188	6.8%	1,570,922	-0.2%
City Clerk	329,668	360,993	9.5%	431,311	19.5%
City Attorney	230,498	338,053	46.7%	353,179	4.5%
City Treasurer *	16,821	-	-100.0%	-	0.0%
Recreation & Community Services	4,841,627	4,955,122	2.3%	5,281,517	6.6%
Finance	1,231,319	1,357,517	10.2%	1,367,736	0.8%
Non-Departmental	1,263,096	1,920,500	52.0%	1,598,700	-16.8%
Community Development	1,528,649	1,789,761	17.1%	2,096,550	17.1%
Police	13,774,266	13,422,637	-2.6%	14,239,520	6.1%
Fire	6,504,839	6,893,078	6.0%	7,246,004	5.1%
Public Works	3,882,893	4,797,444	23.6%	4,918,234	2.5%
Interfund Operating Transfers	2,293,114	2,511,819	9.5%	2,853,446	13.6%
Total Operating Expenditures	37,625,577	40,192,574	6.8%	42,232,134	5.1%
Interfund Capital Transfers	598,505	1,730,960	189.2%	1,325,000	-23.5%
Total Expenditures	\$ 38,224,082	\$ 41,923,534	9.7%	\$ 43,557,134	3.9%

* Treasury responsibilities moved to Finance in FY 14.

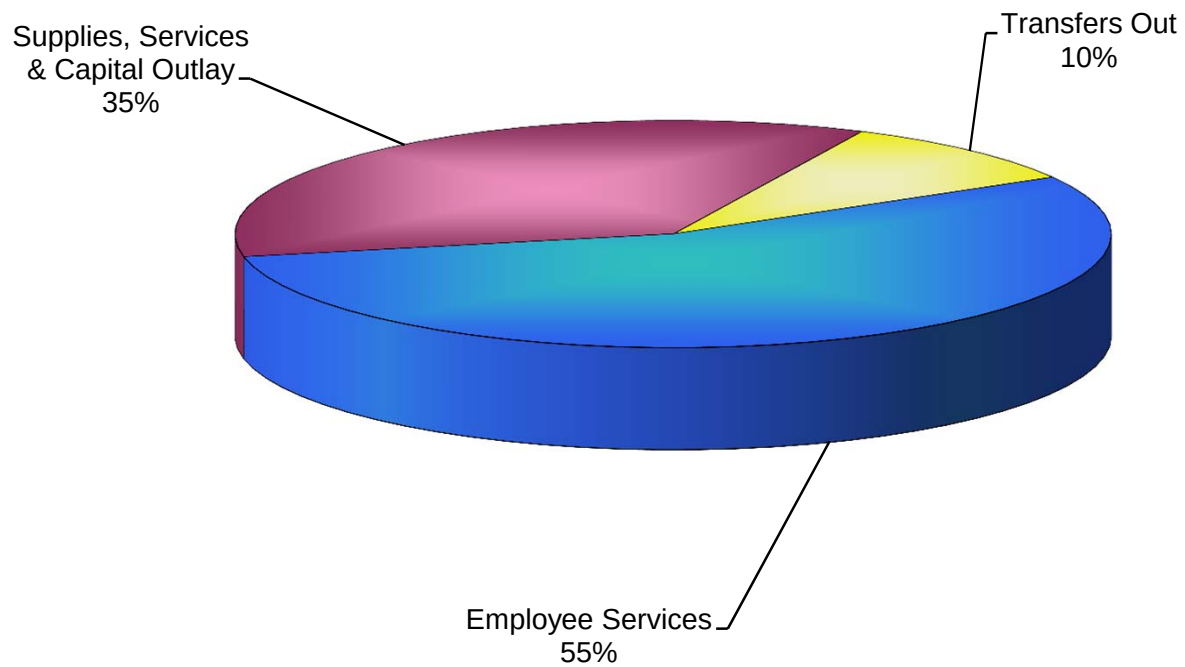
General Fund Expenditure Summary - \$43,557,134



General Fund Expenditures by Type

Description	12/13 Actual	13/14 Adopted	% Change	14/15 Adopted	% Change
Employee Services	\$ 21,825,515	\$ 22,357,742	2.4%	\$ 23,997,693	7.3%
Supplies, Services & Capital Outlay	13,506,948	15,323,013	13.4%	15,380,995	0.4%
Transfers Out (Operating & Capital)	2,891,619	4,242,779	46.7%	4,178,446	-1.5%
Total Expenditures	\$ 38,224,082	\$ 41,923,534	9.7%	\$ 43,557,134	3.9%

General Fund Expenditures by Type - \$43,557,134

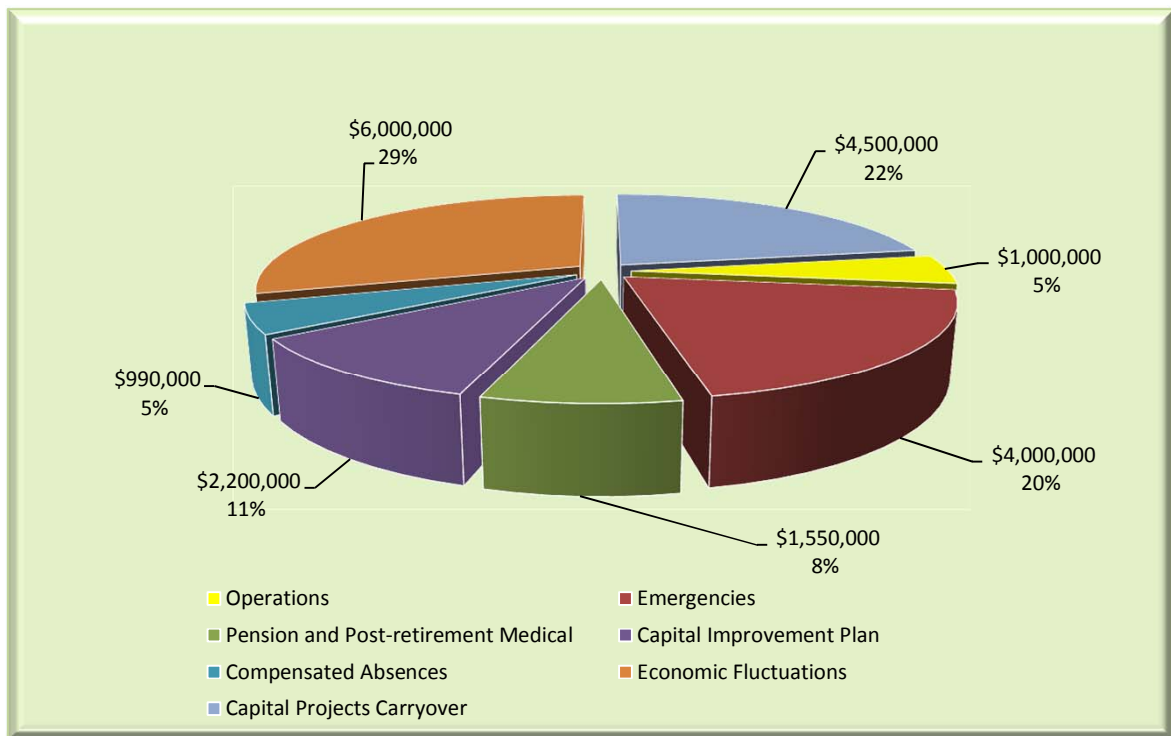


Major General Fund Reserves / Designations - Comparative Statistics (Fiscal Years 10/11 thru 14/15)

<u>Reserves & Designations</u>	<u>Actual 06/30/11</u>	<u>Actual 06/30/12</u>	<u>Actual 06/30/13</u>	<u>Estimated 06/30/14</u>	<u>Estimated 06/30/15</u>
Operations	\$ 1,000,000	\$ 1,000,000	\$ 987,225	\$ 1,000,000	\$ 1,000,000
Emergencies	3,446,648	3,559,692	3,791,278	3,950,000	4,000,000
OPEB/PERS Retirement	1,098,000	1,103,000	1,352,000	1,550,000	1,550,000
Capital Improvement Plan	2,931,024	4,257,603	5,014,779	4,200,000	2,200,000
Long Term Vacation & Sick Leave	874,629	947,721	864,283	970,000	990,000
Economic Fluctuations	5,000,000	5,500,000	6,000,000	6,000,000	6,000,000
Carryover Capital Projects	4,639,478	4,105,230	3,756,643	4,500,000	4,500,000

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

Major General Fund Reserves & Designations - 6/30/15 (Estimated)



City of Campbell - Operating/Capital Budget
Fiscal Year 2014 - 2015
All Funds Estimated Revenues

A/C #	Description	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Adopted 2013-2014	Adopted 2014-2015
	<u>Property Taxes:</u>					
4001	Current Year: Secured - General Fund	\$ 8,045,012	\$ 8,141,706	\$ 8,344,861	\$ 9,422,000	\$ 9,922,000
4001	Secured - Lighting District Fund	620,757	628,591	612,168	680,000	690,000
4002	Unsecured - General Fund	461,560	436,602	493,460	-	-
4002	Unsecured - Lighting District Fund	55,753	53,181	59,718	-	-
4005	Other Property Taxes - General Fund	-	-	7,965	-	-
4005	Other Property Taxes - All Funds except Gen. Fund	-	-	1,033	-	-
4006	Penalties - Delinquent Property Taxes	-	-	4,061	-	-
4007	RPTTF Pass Thru - General Fund	-	38,277	2,151	43,000	43,000
4007	RPTTF Pass Thru - Lighting District Fund	-	92,582	79,904	97,000	80,000
4008	Residual RPTTF Distribute - General Fund	-	121,281	876,407	120,000	190,000
4008	Residual RPTTF Distribute - Lighting District Fund	-	15,154	93,305	3,000	3,000
5001	Street Lighting Assessments	1,135,466	1,135,465	1,139,132	1,142,000	1,142,000
5004	Special Assessments - CFD #1 (Cambrian 36)	-	-	-	145,000	145,000
5005	Special Assessments - CFD #2	-	-	-	-	16,094
5002	Special Assessments	49,588	66	-	-	-
		10,368,136	10,662,905	11,714,165	11,652,000	12,231,094
	<u>Taxes Other Than Property Taxes:</u>					
4110	Sales and Use Tax - General Fund	6,446,282	7,519,303	7,670,301	7,917,000	8,161,000
4112	Transactions & Use Tax - General Fund	1,932,525	2,200,924	2,368,402	2,440,000	2,513,000
4115	Sales Tax Backfill	2,145,537	2,057,180	2,611,065	2,660,000	2,710,000
4120	Franchises: P G & E - Electric	370,862	364,360	373,355	365,000	400,000
4121	P G & E - Gas	87,077	98,267	83,550	90,000	90,000
4122	Cable TV	387,620	383,906	395,995	397,000	404,500
4123	Garbage	1,552,501	1,538,048	1,629,248	1,602,000	1,602,000
4124	San Jose Water	131,121	143,261	155,427	135,000	180,000
4125	AT&T	90,276	130,122	138,617	137,000	137,000
4150	Motel Tax (Transient Lodging)	2,031,585	2,578,323	2,875,976	2,990,000	3,509,000
4151	Construction Tax	134,444	87,702	67,920	-	-
4152	Business Licenses	218,253	598,342	625,050	620,000	637,000
4153	Property Transfer Tax	190,616	199,791	285,293	218,000	341,000
4155	Farmers Market In Lieu (Business License)	3,000	12,000	12,000	12,000	12,000
		15,721,699	17,911,529	19,292,199	19,583,000	20,696,500
	<u>Licenses and Permits - General Fund</u>					
4210	Construction Permits	1,100,932	1,083,106	1,046,860	1,200,000	1,120,000
4211	Advanced Plan Check Fee	157,739	316,634	443,251	320,163	300,000
4212	Building Dept General Revenue	4,019	13,824	9,792	13,090	13,000
4213	Plan Check Fee - Title 24 Energy	40,237	39,336	36,826	70,306	50,000
4241	Fire Permits	77,343	111,320	88,837	75,000	75,000
4271	Truck Permits	624	1,440	896	500	500
		1,380,894	1,565,660	1,626,462	1,679,059	1,558,500
	<u>Fines, Forfeitures and Penalties - General Fund</u>					
4310	Vehicle Code Fines-City	66,940	58,828	52,742	250,000	300,000
4320	Vehicle Code Fines-County	177,502	157,217	170,488	-	-
4330	Vehicle Code Fines-State	46,006	42,374	33,017	-	-
4371	Code Enforcement Fines	2,600	1,600	-	-	-
4390	Misc Fines	126	36	-	-	-
		293,174	260,055	256,247	250,000	300,000
	<u>Revenue From Use of Money & Property:</u>					
4410	Investment Earnings - General Fund	324,423	178,801	176,307	250,000	200,000
4410	Investment Earnings - Gas Tax Fund	10,037	12,333	10,299	-	-
4410	Investment Earnings - Housing & Comm. Dev. Fund	10,573	19,550	(15)	-	-
4410	Investment Earnings - Environmental Services	2,618	2,972	2,180	2,000	2,000
4410	Investment Earnings - Supplemental Law Enforcement	696	800	487	-	-
4410	Investment Earnings - Federal Aid Urban Fund	132	4	-	-	-
4410	Investment Earnings - State & Local Grants	-	1,946	-	-	-
4410	Investment Earnings - Parkland Dedication Fund	6,100	6,151	4,856	3,000	3,000
4410	Investment Earnings - Housing Assistance Fund	-	-	20,142	1,000	1,000
4410	Investment Earnings - Parks & Museum Fund	1,099	1,459	1,033	-	-
4410	Investment Earnings - Senior Center Fund	160	150	94	-	-
4410	Investment Earnings - Recreation Grant Fund	-	97	118	-	-
4431	GASB 31 Market Value Adjustment - General Fund	(66,298)	13,123	(214,972)	-	-
4431	GASB 31 Market Value Adjustment - Other Funds	(4,263)	1,392	(17,363)	-	-
4450	Other Interest - General Fund	7,060	-	-	15,000	15,000
4450	Other Interest - All Funds except General Fund	392,173	381,956	350,096	366,940	351,900
5101	User Fees - Motor Pool	856,183	856,178	882,375	931,178	956,178
5104	User Fees - IT Pool	802,000	797,642	822,408	877,000	1,032,000
		2,344,925	2,274,554	2,038,045	2,446,118	2,561,078

City of Campbell - Operating/Capital Budget
Fiscal Year 2014 - 2015
All Funds Estimated Revenues

A/C #	Description	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Adopted 2013-2014	Adopted 2014-2015
	<u>Revenues From Other Agencies:</u>					
4510	Gasoline Tax 2105	220,767	185,914	176,790	190,800	196,300
4511	Gasoline Tax 2106	147,102	137,869	141,464	131,300	157,500
4512	Gasoline Tax 2107	294,866	266,849	289,695	284,200	241,200
4513	Gasoline Tax 2107.5	6,000	6,000	6,000	6,000	6,000
4516	Revenue & Tax Code - 7360 - Gas Excise Tax	386,856	549,452	321,007	578,300	427,100
4520	Community Development Block Grant	135,462	62,688	60,150	60,500	60,000
4523	Other Grants	278,715	159,219	50,076	24,750	7,000
4525	TDA Grants	349,764	-	-	50,000	50,000
4526	Supplemental Law Enforcement	100,000	100,000	100,000	100,000	100,000
4528	VTA Funded Grant	-	1,126,223	631,521	-	-
4531	DOJ Grant	4,516	4,778	405	4,000	4,000
4533	Beverage Container Grant	10,965	10,934	10,959	5,000	-
4534	Safe Route 2 School Grant	24,045	-	-	-	-
4536	Proposition 42 Gas Sales Tax	4,262	-	-	-	-
4537	Homeland Security Grant	5,292	1,593	-	-	-
4540	State Prop 1B	20,199	-	-	-	-
4542	Signal Maint Cost Sharing	6,889	2,406	7,214	2,500	2,500
4543	Other State Grants	74,945	53,135	-	-	-
4544	Transit Shelter Advertising	4,229	4,184	4,729	3,000	6,000
4546	Highway Safety Improvement (HSIP)	17,648	9,552	164,767	600,000	-
4547	ARRA - American Recovery & Reinvestment Act	1,298,117	343,321	1,274	-	-
4549	ARRA - Tobacco Prevention Grant	3,988	18,732	-	-	-
4550	ABAG Grant	78,710	9,038	86,031	28,575	10,000
4552	Vehicle Emmissions Reduction by Schools (VERBS)	-	-	-	708,240	-
4553	State Housing Grant - B E G I N	-	2,256,000	-	-	-
4554	One Bay Area Grant (OBAG)	-	-	-	3,997,260	-
4555	Anti Drug Abuse Grant	-	-	-	-	18,000
4556	AB 109 Public Safety Realignment	-	-	-	-	70,000
4561	Senior Nutrition Program	45,316	44,895	45,275	47,795	50,214
4563	Water District Grant	-	-	87,339	-	-
4564	Santa Clara County Open Space Authority	-	81,629	-	-	-
4565	Bay Area Air Quality Management District - Veh Registration	-	-	-	130,000	-
4571	VTA Meas B Vehicle Registration	-	-	222,551	215,000	215,000
4572	VTA Meas B Regionla Project	-	-	-	125,000	-
4580	Motor Vehicle In Lieu Fees - General Fund	185,864	20,214	20,946	23,000	23,000
4581	Homeowners' Property Tax Relief - General Fund	43,736	42,831	41,692	45,000	45,000
4581	Homeowners' Property Tax Relief - Except Gen. Fund	5,264	5,155	5,030	-	-
4582	Abandoned Vehicle Fees - General Fund	101,617	100,665	93,796	80,000	80,000
4584	Mandated Costs - General Fund	29,203	13,357	9,193	15,000	15,000
4588	Post Reimbursements - General Fund	7,369	47,725	48,756	20,000	20,000
		3,891,706	5,664,358	2,626,660	7,475,220	1,803,814
	<u>Charges for Current Services:</u>					
4609	Program Fees - Museum - General Fund	26,638	27,895	25,116	30,050	25,000
4610	Comm. Services - Ainsley House Rental - General Fund	38,586	31,456	29,857	38,959	29,000
4611	Comm Services - Museum Admission Fee - General Fund	7,852	6,873	6,455	7,010	6,000
4612	Comm Services - Sr Citizen Program - General Fund	152,239	177,283	164,053	205,215	185,594
4613	Program Fees: Sports - General Fund	328,292	349,337	349,520	342,157	419,071
4614	Program Fees: Aquatics - General Fund	239,680	216,488	245,500	305,866	256,466
4616	Program Fees: Picnic Fees - General Fund	20,246	20,921	22,971	21,302	24,175
4617	Program Fees: Day Camps - General Fund	391,123	422,283	395,296	408,853	396,153
4619	Program Fees: Classes - General Fund	465,893	479,990	430,900	431,974	339,059
4620	Program Fees: Preschool - General Fund	343,987	356,902	341,728	359,981	353,947
4621	Program Fees: Special Events - General Fund	-	3,229	1,085	-	-
4622	Program Fees: Fitness - General Fund	343,391	321,992	288,471	226,742	204,914
4625	Fund Raising - General Fund	3,399	3,029	4,966	4,000	-
4626	Program Fees: Classes - Adult Services - General Fund	109,500	151,280	146,427	112,470	127,015
4627	Vending Machine Sales - General Fund	7,291	8,963	7,625	3,400	2,400
4628	Comm Services - Skate Park Income	-	-	21,602	30,025	30,025
4629	Comm Services - Drop In Classes	-	-	-	151,867	116,819
4630	Comm Group - Special Events - General Fund	750	37,690	44,326	39,000	40,125
4630	Community Group - Special Events - Other than Gen fund	25,790	-	-	-	-
4631	Comm Group - Theatre Revenue	30,322	30,158	28,479	29,000	4,000
4632	Comm Group - Theatre Preservation Charge	46,956	59,501	59,413	-	-
4633	Comm Serves - Facility Fee	7,467	13,254	6,164	58,215	68,330
4643	Comm. Services - Concession & Merchandise	3,727	3,087	2,604	3,125	3,325
4644	Comm. Services - Theater Ticket Sales	177,181	206,276	191,650	194,425	181,300
4645	Sponsor/Program Advertising	68,417	52,909	43,345	82,500	56,500
4646	Theatre Program Ads	7,850	8,425	3,975	8,000	6,000
4652	Business License Application Fee - General Fund	133,455	-	-	-	-
4660	Zoning Application Fees Planning - General Fund	245,549	402,596	241,787	200,000	250,000
4661	Microfilming Fee - General Fund	10,506	18,645	15,950	6,000	15,000
4663	Rental Dispute Resolution Fees - General Fund	-	-	-	54,000	54,000
4663	Rental Dispute Resolution Fees - All Funds except Gen. Fund	65,241	54,014	62,945	-	-

City of Campbell - Operating/Capital Budget
Fiscal Year 2014 - 2015
All Funds Estimated Revenues

A/C #	Description	Actual 2010-2011	Actual 2011-2012	Actual 2012-2013	Adopted 2013-2014	Adopted 2014-2015
4668	Architectural Advisor Fee	-	-	-	-	-
4668	Architectural Advisor Fee	-	-	-	-	-
4669	Storm Water Impact Fee	300	-	-	-	-
4670	General Plan Maintenance Fee	63,200	61,908	60,264	-	-
4671	Code Enforcement Fee - General Fund	2,747	2,120	1,000	2,000	2,000
4690	Other Filing Fees - General Fund	11,997	11,799	9,143	10,000	10,000
4691	Special Police Department Services - General Fund	24,723	22,452	33,049	23,000	30,000
4692	Hazardous Materials Response Charges	187,217	139,695	57,025	130,000	130,000
4693	False Alarm Fees-PD - General Fund	35,973	26,681	25,406	25,000	25,000
4698	Cost Recovery - DUI - General Fund	28,544	27,275	16,982	18,000	18,000
4700	Cost Recovery - Booking Fees - General Fund	-	10	-	-	-
4701	Cost Recovery - General Fund	17,571	17,373	431	-	-
4701	Cost Recovery-Public Works	7,800	4,950	9,177	-	-
4704	Cost Recovery - Police Department	54,787	48,069	6,761	14,000	14,000
4705	Contract Revenue	2,070	5,460	5,792	5,000	5,000
4706	SCCSET Data Queries - Police Department	2,000	2,000	2,000	2,000	2,000
4707	CAL NENA Reimbursement - Police Department	-	3,396	-	3,000	3,000
4708	Phone System Maint Reimbursement - 911	-	-	2,311	7,000	7,000
4709	Vehicle Charging Stations	-	-	-	-	18,000
4710	Successor Agency Reimbursement	-	-	-	-	2,000
4720	Storm Water Fee	258,800	258,800	373,059	379,869	387,700
4721	Storm Drain Fees	17,308	21,292	29,564	15,000	15,000
4722	Eng & Subdivision Filing Fees - General Fund	196,447	257,168	344,504	225,000	300,000
4724	Solid Waste Rate Fees	-	-	158,560	208,560	394,607
4725	Project Salaries Revenue - General Fund	507,250	500,726	482,640	450,000	330,000
4725	Project Salaries Revenue - All Funds Except General Fund	-	-	-	-	85,000
4728	Traffic Engineering Fees - General Fund	92	77	75	-	-
4731	Vehicle Impact Fees (Construction)	140,141	127,022	129,509	105,000	140,000
4732	Vehicle Impact Fees (Garbage)	152,826	231,507	225,000	225,000	225,000
4760	Sale of Maps & Publications - General Fund	1,431	1,563	1,838	1,000	1,000
		5,014,552	5,235,819	5,156,300	5,202,565	5,338,525
	Other Revenues:					
4810	Rents & Leases - General Fund	1,400,604	1,251,200	1,452,170	1,504,500	1,650,000
4810	Rents & Leases - All funds except General Fund	16,609	4,666	4,163	-	-
4812	Donations - Historical Museum	59,558	57,605	42,474	30,000	20,000
4813	Donations - Senior Citizens Center	(200)	3,594	3,009	3,736	-
4816	Donations - Meal	12,369	12,568	13,124	12,000	12,000
4817	Donations - Misc. - General Fund	-	20	-	-	-
4818	Donations - Parks	170	7,401	-	-	-
4819	Other Rental Income	634,396	791,789	773,395	841,504	884,320
4821	Donations - Youth Scholar - General Fund	(702)	950	(1,021)	-	-
4824	Recreation Grant - Private	-	18,000	824	-	-
4827	Donations - State of the City	-	-	5,200	-	-
4892	Asset Seizures	7,010	4,628	23,413	4,000	13,600
4920	Park Dedication Fees	535,454	447,462	701,114	-	-
4921	Project Revenue - General Fund	106,779	-	-	-	-
4921	Project Revenue - Capital Project. Fund	-	-	30,314	-	-
4922	AB 939 Recycling - SCC	44,146	43,089	77,327	44,000	44,000
4924	Notice/Improvement/Obligation	10,000	4,216	3,393	2,000	2,000
4951	COP Debt Service Abatement	400,000	233,333	-	-	-
4960	Sale of Real or Personal Property - General Fund	1,127	-	-	3,000	3,000
4960	Sale of Real or Personal Property. - All Funds except Gen. Fund	30,486	8,351	12,050	8,500	8,500
4962	Insurance Recovery - General Fund	920	5,410	1,712	5,000	5,000
4962	Insurance Recovery - Lighting District Fund	1,604	529	-	5,000	5,000
4962	Insurance Recovery - Motor Vehicle Pool Fund	-	9,268	84,872	10,000	10,000
4962	Insurance Recovery - Workers' Compensation Fund	-	211,261	-	-	-
4965	Other Revenue - General Fund	54,016	51,819	372,577	15,900	16,050
4965	Other Revenue - All Funds except General Fund	7,673	1,843	90,059	2,500	2,500
4966	Principal Repayment	-	-	-	356,360	370,850
4967	Expense Abatement - Bus Passes - General Fund	(295)	(857)	-	-	-
4971	Tree In Lieu Fee - General Fund	475	1,475	-	-	-
5142	Premiums - Workers' Compensation Insurance	393,051	365,834	357,535	395,000	586,000
6070	Cash Over/Short - General Fund	5	12	-	-	-
		3,715,255	3,535,466	4,047,704	3,243,000	3,632,820
	Total Revenues - All Funds (Exhibit A)	42,730,341	47,110,346	46,757,782	51,530,962	48,122,331
	Transfers-In - General Fund	1,381,735	1,151,771	1,496,704	1,495,650	1,375,598
	Transfers-In - All Funds except General Fund	7,505,999	2,270,823	6,212,859	10,832,079	6,812,366
6799	Residual Equity Transfer-in - From RDA Housing	-	4,045,175	-	-	-
6090	Beginning Fund Balance - Operating - General Fund	-	-	-	610,250	954,432
6090	Beg. Fund Balance - Operating - All Funds except Gen. Fund	-	-	-	658,723	653,060
6091	Beginning Fund Balance - Capital - General Fund	-	-	-	1,730,960	1,325,000
6091	Beg. Fund Balance - Capital - All Funds except Gen. Fund	-	-	-	-	1,450,000
	Total Sources of Revenues	\$ 51,618,075	\$ 54,578,115	\$ 54,467,345	\$ 66,858,624	\$ 60,692,787

City of Campbell - Operating/Capital Budget
Fiscal Year 2014 - 2015
All Funds Estimated Revenues

A/C #	Description	Adopted Fiscal Year Budget 2014 - 2015				
		General	Special Revenue	Debt Service	Internal Service	Other
	<u>Property Taxes:</u>					
4001	Current Year: Secured - General Fund	\$ 9,922,000	\$ -	\$ -	\$ -	\$ -
4001	Secured - Lighting District Fund	-	690,000	-	-	-
4002	Unsecured - General Fund	-	-	-	-	-
4002	Unsecured - Lighting District Fund	-	-	-	-	-
4005	Other Property Taxes - General Fund	-	-	-	-	-
4005	Other Property Taxes - All Funds except Gen. Fund	-	-	-	-	-
4006	Penalties - Delinquent Property Taxes	-	-	-	-	-
4007	RPTTF Pass Thru - General Fund	43,000	-	-	-	-
4007	RPTTF Pass Thru - Lighting District Fund	-	80,000	-	-	-
4008	Residual RPTTF Distribute - General Fund	190,000	-	-	-	-
4008	Residual RPTTF Distribute - Lighting District Fund	-	3,000	-	-	-
5001	Street Lighting Assessments	-	1,142,000	-	-	-
5004	Special Assessments - CFD #1 (Cambrian 36)	-	145,000	-	-	-
5005	Special Assessments - CFD #2	-	16,094	-	-	-
5002	Special Assessments	-	-	-	-	-
		10,155,000	2,076,094	-	-	-
	<u>Taxes Other Than Property Taxes:</u>					
4110	Sales and Use Tax - General Fund	8,161,000	-	-	-	-
4112	Transactions & Use Tax - General Fund	2,513,000	-	-	-	-
4115	Sales Tax Backfill	2,710,000	-	-	-	-
4120	Franchises: P G & E - Electric	400,000	-	-	-	-
4121	P G & E - Gas	90,000	-	-	-	-
4122	Cable TV	404,500	-	-	-	-
4123	Garbage	1,602,000	-	-	-	-
4124	San Jose Water	180,000	-	-	-	-
4125	AT&T	137,000	-	-	-	-
4150	Motel Tax (Transient Lodging)	3,509,000	-	-	-	-
4151	Construction Tax	-	-	-	-	-
4152	Business Licenses	637,000	-	-	-	-
4153	Property Transfer Tax	341,000	-	-	-	-
4155	Farmers Market In Lieu (Business License)	12,000	-	-	-	-
		20,696,500	-	-	-	-
	<u>Licenses and Permits - General Fund</u>					
4210	Construction Permits	1,120,000	-	-	-	-
4211	Advanced Plan Check Fee	300,000	-	-	-	-
4212	Building Dept General Revenue	13,000	-	-	-	-
4213	Plan Check Fee - Title 24 Energy	50,000	-	-	-	-
4241	Fire Permits	75,000	-	-	-	-
4271	Truck Permits	500	-	-	-	-
		1,558,500	-	-	-	-
	<u>Fines, Forfeitures and Penalties - General Fund</u>					
4310	Vehicle Code Fines-City	300,000	-	-	-	-
4320	Vehicle Code Fines-County	-	-	-	-	-
4330	Vehicle Code Fines-State	-	-	-	-	-
4371	Code Enforcement Fines	-	-	-	-	-
4390	Misc Fines	-	-	-	-	-
		300,000	-	-	-	-
	<u>Revenue From Use of Money & Property:</u>					
4410	Investment Earnings - General Fund	200,000	-	-	-	-
4410	Investment Earnings - Gas Tax Fund	-	-	-	-	-
4410	Investment Earnings - Housing & Comm. Dev. Fund	-	-	-	-	-
4410	Investment Earnings - Environmental Services	-	2,000	-	-	-
4410	Investment Earnings - Supplemental Law Enforcement	-	-	-	-	-
4410	Investment Earnings - Federal Aid Urban Fund	-	-	-	-	-
4410	Investment Earnings - State & Local Grants	-	-	-	-	-
4410	Investment Earnings - Parkland Dedication Fund	-	3,000	-	-	-
4410	Investment Earnings - Housing Assistance Fund	-	1,000	-	-	-
4410	Investment Earnings - Parks & Museum Fund	-	-	-	-	-
4410	Investment Earnings - Senior 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	15,000	-	-	-	-
4450	Other Interest - All Funds except General Fund	-	10,000	341,900	-	-
5101	User Fees - Motor Pool	-	-	-	956,178	-
5104	User Fees - IT Pool	-	-	-	1,032,000	-
		215,000	16,000	341,900	1,988,178	-

City of Campbell - Operating/Capital Budget
Fiscal Year 2014 - 2015
All Funds Estimated Revenues

A/C #	Description	Adopted Fiscal Year Budget 2014 - 2015				
		General	Special Revenue	Debt Service	Internal Service	Other
	<u>Revenues From Other Agencies:</u>					
4510	Gasoline Tax 2105	-	196,300	-	-	-
4511	Gasoline Tax 2106	-	157,500	-	-	-
4512	Gasoline Tax 2107	-	241,200	-	-	-
4513	Gasoline Tax 2107.5	-	6,000	-	-	-
4516	Revenue & Tax Code - 7360 - Gas Excise Tax	-	427,100	-	-	-
4520	Community Development Block Grant	-	60,000	-	-	-
4523	Other Grants	-	7,000	-	-	-
4525	TDA Grants	-	50,000	-	-	-
4526	Supplemental Law Enforcement	100,000	-	-	-	-
4528	VTA Funded Grant	-	-	-	-	-
4531	DOJ Grant	-	4,000	-	-	-
4533	Beverage Container Grant	-	-	-	-	-
4534	Safe Route 2 School Grant	-	-	-	-	-
4536	Proposition 42 Gas Sales Tax	-	-	-	-	-
4537	Homeland Security Grant	-	-	-	-	-
4540	State Prop 1B	-	-	-	-	-
4542	Signal Maint Cost Sharing	-	2,500	-	-	-
4543	Other State Grants	-	-	-	-	-
4544	Transit Shelter Advertising	6,000	-	-	-	-
4546	Highway Safety Improvement (HSIP)	-	-	-	-	-
4547	ARRA - American Recovery & Reinvestment Act	-	-	-	-	-
4549	ARRA - Tobacco Prevention Grant	-	-	-	-	-
4550	ABAG Grant	-	10,000	-	-	-
4552	Vehicle Emmissions Reduction by Schools (VERBS)	-	-	-	-	-
4553	State Housing Grant - B E G I N	-	-	-	-	-
4554	One Bay Area Grant (OBAG)	-	-	-	-	-
4555	Anti Drug Abuse Grant	-	18,000	-	-	-
4556	AB 109 Public Safety Realignment	-	70,000	-	-	-
4561	Senior Nutrition Program	50,214	-	-	-	-
4563	Water District Grant	-	-	-	-	-
4564	Santa Clara County Open Space Authority	-	-	-	-	-
4565	Bay Area Air Quality Management District - Veh Registration	-	-	-	-	-
4571	VTA Meas B Vehicle Registration	-	215,000	-	-	-
4572	VTA Meas B Regionla Project	-	-	-	-	-
4580	Motor Vehicle In Lieu Fees - General Fund	23,000	-	-	-	-
4581	Homeowners' Property Tax Relief - General Fund	45,000	-	-	-	-
4581	Homeowners' Property Tax Relief - Except Gen. Fund	-	-	-	-	-
4582	Abandoned Vehicle Fees - General Fund	80,000	-	-	-	-
4584	Mandated Costs - General Fund	15,000	-	-	-	-
4588	Post Reimbursements - General Fund	20,000	-	-	-	-
		339,214	1,464,600	-	-	-
	<u>Charges for Current Services:</u>					
4609	Program Fees - Museum - General Fund	25,000	-	-	-	-
4610	Comm. Services - Ainsley House Rental - General Fund	29,000	-	-	-	-
4611	Comm Services - Museum Admission Fee - General Fund	6,000	-	-	-	-
4612	Comm Services - Sr Citizen Program - General Fund	185,594	-	-	-	-
4613	Program Fees: Sports - General Fund	419,071	-	-	-	-
4614	Program Fees: Aquatics - General Fund	256,466	-	-	-	-
4616	Program Fees: Picnic Fees - General Fund	24,175	-	-	-	-
4617	Program Fees: Day Camps - General Fund	396,153	-	-	-	-
4619	Program Fees: Classes - General Fund	339,059	-	-	-	-
4620	Program Fees: Preschool - General Fund	353,947	-	-	-	-
4621	Program Fees: Special Events - General Fund	-	-	-	-	-
4622	Program Fees: Fitness - General Fund	204,914	-	-	-	-
4625	Fund Raising - General Fund	-	-	-	-	-
4626	Program Fees: Classes - Adult Services - General Fund	127,015	-	-	-	-
4627	Vending Machine Sales - General Fund	2,400	-	-	-	-
4628	Comm Services - Skate Park Income	30,025	-	-	-	-
4629	Comm Services - Drop In Classes	116,819	-	-	-	-
4630	Comm Group - Special Events - General Fund	40,125	-	-	-	-
4630	Community Group - Special Events - Other than Gen fund	-	-	-	-	-
4631	Comm Group - Theatre Revenue	4,000	-	-	-	-
4632	Comm Group - Theatre Preservation Charge	-	-	-	-	-
4633	Comm Serves - Facility Fee	68,330	-	-	-	-
4643	Comm. Services - Concession & Merchandise	3,325	-	-	-	-
4644	Comm. Services - Theater Ticket Sales	181,300	-	-	-	-
4645	Sponsor/Program Advertising	56,500	-	-	-	-
4646	Theatre Program Ads	6,000	-	-	-	-
4652	Business License Application Fee - General Fund	-	-	-	-	-
4660	Zoning Application Fees Planning - General Fund	250,000	-	-	-	-
4661	Microfilming Fee - General Fund	15,000	-	-	-	-
4663	Rental Dispute Resolution Fees - General Fund	54,000	-	-	-	-
4663	Rental Dispute Resolution Fees - All Funds except Gen. Fund	-	-	-	-	-

City of Campbell - Operating/Capital Budget
Fiscal Year 2014 - 2015
All Funds Estimated Revenues

A/C #	Description	Adopted Fiscal Year Budget 2014 - 2015				
		General	Special Revenue	Debt Service	Internal Service	Other
4668	Architectural Advisor Fee	-	-	-	-	-
4669	Storm Water Impact Fee	-	-	-	-	-
4670	General Plan Maintenance Fee	-	-	-	-	-
4671	Code Enforcement Fee - General Fund	2,000	-	-	-	-
4690	Other Filing Fees - General Fund	10,000	-	-	-	-
4691	Special Police Department Services - General Fund	30,000	-	-	-	-
4692	Hazardous Materials Response Charges	130,000	-	-	-	-
4693	False Alarm Fees-PD - General Fund	25,000	-	-	-	-
4698	Cost Recovery - DUI - General Fund	18,000	-	-	-	-
4700	Cost Recovery - Booking Fees - General Fund	-	-	-	-	-
4701	Cost Recovery - General Fund	-	-	-	-	-
4701	Cost Recovery-Public Works	-	-	-	-	-
4704	Cost Recovery - Police Department	14,000	-	-	-	-
4705	Contract Revenue	-	-	-	5,000	-
4706	SCCSET Data Queries - Police Department	2,000	-	-	-	-
4707	CAL NENA Reimbursement - Police Department	3,000	-	-	-	-
4708	Phone System Maint Reimbursement - 911	7,000	-	-	-	-
4709	Vehicle Charging Stations	-	18,000	-	-	-
4710	Successor Agency Reimbursement	-	-	-	2,000	-
4720	Storm Water Fee	-	387,700	-	-	-
4721	Storm Drain Fees	-	15,000	-	-	-
4722	Eng & Subdivision Filing Fees - General Fund	300,000	-	-	-	-
4724	Solid Waste Rate Fees	-	394,607	-	-	-
4725	Project Salaries Revenue - General Fund	330,000	-	-	-	-
4725	Project Salaries Revenue - All Funds Except General Fund	-	85,000	-	-	-
4728	Traffic Engineering Fees - General Fund	-	-	-	-	-
4731	Vehicle Impact Fees (Construction)	-	140,000	-	-	-
4732	Vehicle Impact Fees (Garbage)	-	225,000	-	-	-
4760	Sale of Maps & Publications - General Fund	1,000	-	-	-	-
		4,066,218	1,265,307	-	7,000	-
	Other Revenues:					
4810	Rents & Leases - General Fund	1,650,000	-	-	-	-
4810	Rents & Leases - All funds except General Fund	-	-	-	-	-
4812	Donations - Historical Museum	-	-	-	-	20,000
4813	Donations - Senior Citizens Center	-	-	-	-	-
4816	Donations - Meal	12,000	-	-	-	-
4817	Donations - Misc. - General Fund	-	-	-	-	-
4818	Donations - Parks	-	-	-	-	-
4819	Other Rental Income	884,320	-	-	-	-
4821	Donations - Youth Scholar - General Fund	-	-	-	-	-
4824	Recreation Grant - Private	-	-	-	-	-
4827	Donations - State of the City	-	-	-	-	-
4892	Asset Seizures	-	13,600	-	-	-
4920	Park Dedication Fees	-	-	-	-	-
4921	Project Revenue - General Fund	-	-	-	-	-
4921	Project Revenue - Capital Project. Fund	-	-	-	-	-
4922	AB 939 Recycling - SCC	-	44,000	-	-	-
4924	Notice/Improvement/Obligation	2,000	-	-	-	-
4951	COP Debt Service Abatement	-	-	-	-	-
4960	Sale of Real or Personal Property - General Fund	3,000	-	-	-	-
4960	Sale of Real or Personal Property. - All Funds except Gen. Fund	-	-	-	8,500	-
4962	Insurance Recovery - General Fund	5,000	-	-	-	-
4962	Insurance Recovery - Lighting District Fund	-	5,000	-	-	-
4962	Insurance Recovery - Motor Vehicle Pool Fund	-	-	-	10,000	-
4962	Insurance Recovery - Workers' Compensation Fund	-	-	-	-	-
4965	Other Revenue - General Fund	16,050	-	-	-	-
4965	Other Revenue - All Funds except General Fund	-	2,500	-	-	-
4966	Principal Repayment	-	50,000	320,850	-	-
4967	Expense Abatement - Bus Passes - General Fund	-	-	-	-	-
4971	Tree In Lieu Fee - General Fund	-	-	-	-	-
5142	Premiums - Workers' Compensation Insurance	-	-	-	586,000	-
6070	Cash Over/Short - General Fund	-	-	-	-	-
		2,572,370	115,100	320,850	604,500	20,000
	Total Revenues - All Funds (Exhibit A)	39,902,802	4,937,101	662,750	2,599,678	20,000
	Transfers-In - General Fund	1,375,598	-	-	-	-
	Transfers-In - All Funds except General Fund	-	2,082,373	941,693	333,300	3,455,000
6799	Residual Equity Transfer-in - From RDA Housing	-	-	-	-	-
6090	Beginning Fund Balance- Operating - General Fund	954,432	-	-	-	-
6090	Beg. Fund Balance - Operating - All Funds except Gen. Fund	-	81,074	-	564,986	7,000
6091	Beginning Fund Balance - Capital - General Fund	1,325,000	-	-	-	-
6091	Beg. Fund Balance - Capital - All Funds except Gen. Fund	-	1,250,000	-	200,000	-
	Total Sources of Revenues	\$ 43,557,832	\$ 8,350,548	\$ 1,604,443	\$ 3,697,964	\$ 3,482,000

**City of Campbell - Operating/Capital Budget
Fiscal Year 2014 - 2015
Summary of Expenditures by Government Function and Fund**

	Employee Services	Supplies, Services & Capital Outlay	Capital Improvements	Debt Service	Transfers Out	Adopted 2014-2015
General Government Administration:						
501 City Council	\$ 130,815	\$ 144,200	\$ -	\$ -	\$ -	275,015
510 CM - Administration	640,502	159,822	-	-	-	800,324
511 CM - City Clerk	272,779	158,532	-	-	-	431,311
515 CM - Human Resources	368,025	402,573	-	-	-	770,598
516 CM - W.C. & Self Insurance	40,624	544,950	-	-	-	585,574
535 Finance - Accounting	1,163,003	204,733	-	-	-	1,367,736
540 Finance - Non-Departmental	300,000	1,298,700	-	-	-	1,598,700
543 Finance - City COP Debt Svc.	-	-	-	874,233	-	874,233
544 Finance - 1997 COP Debt Svc.	-	-	-	730,210	-	730,210
547 Finance - IT Services	702,254	792,332	-	-	35,700	1,530,286
549 Finance - CFD #1	-	5,000	-	-	140,000	145,000
560 City Attorney	344,617	8,562	-	-	-	353,179
Sub-total	3,962,619	3,719,404	-	1,604,443	175,700	9,462,166

Recreation & Community Services:

524 Administration	420,118	85,689	-	-	-	505,807
525 Senior Nutrition	90,931	67,423	-	-	-	158,354
526 Adult Services	436,339	133,750	-	-	-	570,089
527 Community Center	455,270	267,547	-	-	-	722,817
528 Museum	271,207	84,767	-	-	-	355,974
529 Theater	-	827,327	-	-	-	827,327
531 Sports & Aquatics	878,024	185,345	-	-	-	1,063,369
532 Special Interest Classes	729,233	348,547	-	-	-	1,077,780
Sub-total	3,281,122	2,000,395	-	-	-	5,281,517

Public Safety:

601 PD - Administration	488,910	313,426	-	-	-	802,336
602 PD - Communications	1,661,881	245,091	-	-	-	1,906,972
603 PD - Records	981,866	147,661	-	-	-	1,129,527
604 PD - Special Enforcement Svcs.	2,825,669	191,997	-	-	-	3,017,666
605 PD - Field Services	6,572,196	810,823	-	-	-	7,383,019
610 Fire Administration	-	7,246,004	-	-	-	7,246,004
Sub-total	12,530,522	8,955,002	-	-	-	21,485,524

Community Development:

550 CD - Planning	330,124	98,728	-	-	-	428,852
551 CD - Current Planning	453,493	19,145	-	-	-	472,638
552 CD - Policy Development	112,160	9,793	-	-	-	121,953
553 CD - Housing	9,633	-	-	-	-	9,633
554 CD - Bldg. Codes Regulations	925,375	147,732	-	-	-	1,073,107
557 CD - Housing Assistance	41,798	67,800	-	-	-	109,598
Sub-total	1,872,583	343,198	-	-	-	2,215,781

City of Campbell - Operating/Capital Budget
Fiscal Year 2014 - 2015
Summary of Expenditures by Government Function and Fund

	General	Special Revenue / Trust	Debt Service	Capital Projects	Internal Service

General Government Administration:

501 City Council	\$ 275,015	\$ -	\$ -	\$ -	\$ -
510 CM - Administration	800,324	-	-	-	-
511 CM - City Clerk	431,311	-	-	-	-
515 CM - Human Resources	770,598	-	-	-	-
516 CM - W.C. & Self Insurance	-	-	-	-	585,574
535 Finance - Accounting	1,367,736	-	-	-	-
540 Finance - Non-Departmental	1,598,700	-	-	-	-
543 Finance - City COP Debt Svc.	-	-	874,233	-	-
544 Finance - 1997 COP Debt Svc.	-	-	730,210	-	-
547 Finance - IT Services	-	-	-	-	1,530,286
549 Finance - CFD #1	-	145,000	-	-	-
560 City Attorney	353,179	-	-	-	-
Sub-total	5,596,863	145,000	1,604,443	-	2,115,860

Recreation & Community Services:

524 Administration	505,807	-	-	-	-
525 Senior Nutrition	158,354	-	-	-	-
526 Adult Services	570,089	-	-	-	-
527 Community Center	722,817	-	-	-	-
528 Museum	355,974	-	-	-	-
529 Theater	827,327	-	-	-	-
531 Sports & Aquatics	1,063,369	-	-	-	-
532 Special Interest Classes	1,077,780	-	-	-	-
Sub-total	5,281,517	-	-	-	-

Public Safety:

601 PD - Administration	802,336	-	-	-	-
602 PD - Communications	1,906,972	-	-	-	-
603 PD - Records	1,129,527	-	-	-	-
604 PD - Special Enforcement Svcs.	3,017,666	-	-	-	-
605 PD - Field Services	7,383,019	-	-	-	-
610 Fire Administration	7,246,004	-	-	-	-
Sub-total	21,485,524	-	-	-	-

Community Development:

550 CD - Planning	428,852	-	-	-	-
551 CD - Current Planning	472,638	-	-	-	-
552 CD - Policy Development	121,953	-	-	-	-
553 CD - Housing	-	9,633	-	-	-
554 CD - Bldg. Codes Regulations	1,073,107	-	-	-	-
557 CD - Housing Assistance	-	109,598	-	-	-
Sub-total	2,096,550	119,231	-	-	-

**City of Campbell - Operating/Capital Budget
Fiscal Year 2014 - 2015
Summary of Expenditures by Government Function and Fund**

	Employee Services	Supplies, Services & Capital Outlay	Capital Improvements	Debt Service	Transfers Out	Adopted 2014-2015
Public Works:						
701 PW - Administration	493,470	111,114	-	-	-	604,584
715 PW - Environmental Services	-	-	-	-	1,306,754	1,306,754
720 PW - Transportation Eng.	256,233	76,882	-	-	-	333,115
730 PW - Engineering	865,092	69,514	-	-	-	934,606
740 PW - Land Development	598,432	505,727	-	-	-	1,104,159
745 PW - Maint. Administration	392,096	58,975	-	-	-	451,071
750 PW - Vehicle & Equip. Maint..	323,921	946,638	-	-	45,000	1,315,559
760 PW - Street Maintenance	795,041	595,979	-	-	78,880	1,469,900
770 PW - Signals & Lighting Maint.	316,217	424,581	-	-	-	740,798
775 PW - Park Maintenance	1,542,466	752,509	-	-	111,300	2,406,275
780 PW - Building Maintenance	539,833	950,866	-	-	-	1,490,699
741 PW - CFD #2	-	-	-	-	12,284	12,284
Sub-total	6,122,801	4,492,785	-	-	1,554,218	12,169,804
980 Operating Transfers Out (GF)	-	-	-	-	2,853,446	2,853,446
980 Transfers Out (Misc. Funds)	-	-	-	-	149,600	149,600
950 Capital Projects	-	-	3,455,000	-	-	3,455,000
990 Capital Transfers Out	-	-	-	-	3,455,000	3,455,000
Sub-total	-	-	3,455,000	-	6,458,046	9,913,046
Total - City	\$ 27,769,647	\$ 19,510,784	\$ 3,455,000	\$ 1,604,443	\$ 8,187,964	\$ 60,527,838

City of Campbell - Operating/Capital Budget
Fiscal Year 2014 - 2015
Summary of Expenditures by Government Function and Fund

	General	Special Revenue / Trust	Debt Service	Capital Projects	Internal Service
Public Works:					
701 PW - Administration	604,584	-	-	-	-
715 PW - Environmental Services	-	1,306,754	-	-	-
720 PW - Transportation Eng.	333,115	-	-	-	-
730 PW - Engineering	934,606	-	-	-	-
740 PW - Land Development	1,104,159	-	-	-	-
745 PW - Maint. Administration	451,071	-	-	-	-
750 PW - Vehicle & Equip. Maint..	-	-	-	-	1,315,559
760 PW - Street Maintenance	-	1,469,900	-	-	-
770 PW - Signals & Lighting Maint.	-	740,798	-	-	-
775 PW - Park Maintenance	-	2,406,275	-	-	-
780 PW - Building Maintenance	1,490,699	-	-	-	-
741 PW - CFD #2	-	12,284	-	-	-
Sub-total	4,918,234	5,936,011	-	-	1,315,559
980 Operating Transfers Out (GF)	2,853,446	-	-	-	-
980 Transfers Out (Misc. Funds)	-	149,600	-	-	-
950 Capital Projects	-	-	-	3,455,000	-
990 Capital Transfers Out	1,325,000	1,930,000	-	-	200,000
Sub-total	4,178,446	2,079,600	-	3,455,000	200,000
Total - City	\$ 43,557,134	\$ 8,279,842	\$ 1,604,443	\$ 3,455,000	\$ 3,631,419

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 \$243.1 million with \$0 of debt subject to the limit. The City also has no general obligation debt.

Certificates of Participation: The City has two outstanding debt issues totaling \$17.8 million. The proceeds of the debt were used to fund various capital improvements to City facilities and provide for needed street maintenance projects. The certificates, which mature in 2028 and 2032, respectively, are payable from a combination of City operating revenues (58%) and property tax increment (42%) provided to the Campbell Redevelopment Successor Agency from the Redevelopment Property Tax Trust Fund (RPTTF) administered by the Santa Clara County Auditor-Controller. However, per terms of its debt covenants, the City appropriates 100% of the debt service obligation in its annual budget.

In July, 2002 the City received ratings of A+ from Standard and Poors (S&P) and A1 from Moody's Investors Service. Both rating agencies noted the City's impressive program of financial risk management and the well-reasoned allocation of reserve levels. In June 2009, S&P upgraded the City's rating to AAA where it stands currently.

Certificates of Participation FY 15 to Maturity

Description	Final Maturity Date	Amount of Original Issue	Outstanding Principal	Outstanding Interest	Total
1997 Certificates of Participation	2028	\$ 13,480,000	\$ 12,700,000	\$ 6,787,200	\$ 19,487,200
2002 Certificates of Participation	2032	11,930,843	5,115,843	5,679,700	10,795,543
Total		\$ 25,410,843	\$ 17,815,843	\$ 12,466,900	\$ 30,282,743

Future annual debt service for the Certificates is summarized as follows:

Annual Debt Service Payments to Maturity

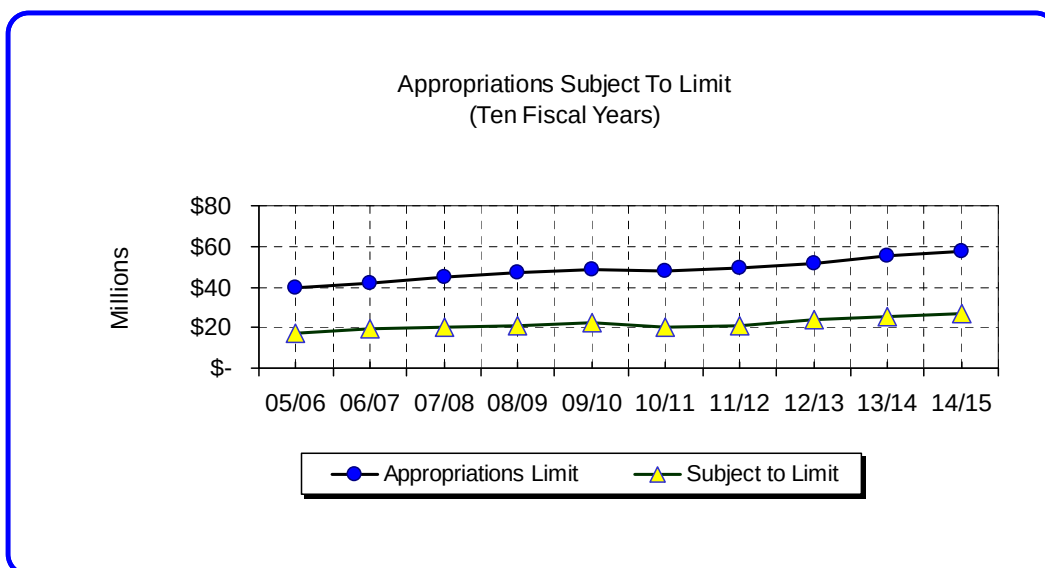
Fiscal Year	Total Principal	Total Interest	Total Debt Service
2015	\$ 775,000	\$ 825,843	\$ 1,600,843
2016	810,000	789,544	1,599,544
2017	845,000	750,928	1,595,928
2018	885,000	711,016	1,596,016
2019	925,000	668,231	1,593,231
Thereafter	13,575,843	8,721,338	22,297,181
Total	\$ 17,815,843	\$ 12,466,900	\$ 30,282,743

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 2014-15 of \$57.4 million was adopted by Council via Resolution #11689, on June 17, 2014.

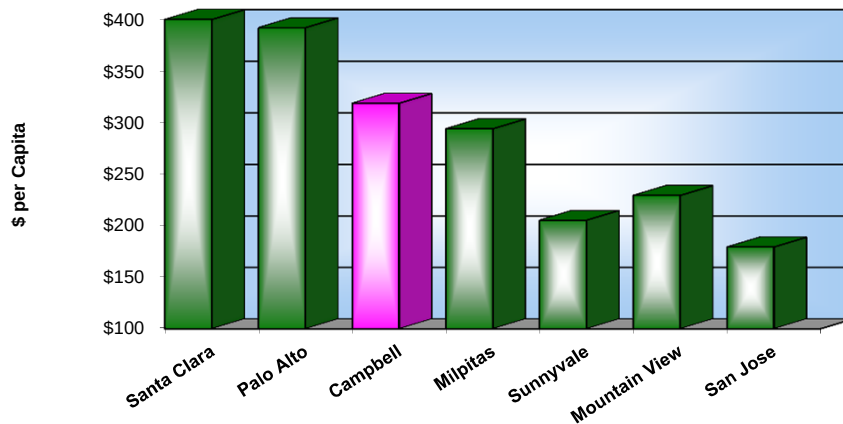
When a city's proceeds of taxes (less statutory exclusions) exceed the legal limit, excess tax revenue must be returned to the State or citizens through a process of refunds, rebates, or other means that may be determined at that time. The fiscal 2014-15 calculations indicate the City of Campbell will again be significantly below the appropriations or spending limit. The City's appropriations limit of \$57.4 million for fiscal 2014-15 is approximately \$2.1 million higher than the fiscal 2013-14 limit of \$55.3 million. For fiscal 2014-15, the City's proceeds of taxes subject to the appropriations limit are projected to be \$27.0 million. This is 53.0% under 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.



**Sales Tax
Comparison With Other Jurisdictions
FY 10-11 through FY 14-15**

City	Actual 2010-11	Actual 2011-12	Budgeted 2012-13	Budgeted 2013-14	Budgeted 2014-15
Campbell	\$10,524,344	\$10,098,000	\$11,614,000	\$13,017,000	\$13,384,000
% of General Fund	33%	29%	31%	33%	32%
Per Capita	260.37	254.05	291.21	322.17	318.72
Milpitas	\$15,366,000	\$16,860,000	\$19,230,000	\$19,230,000	\$20,606,000
% of General Fund	24%	26%	32%	32%	29%
Per Capita	214.75	249.87	287.16	287.16	293.99
Mountain View	\$15,663,910	\$16,802,480	\$16,183,920	\$16,183,920	\$17,607,780
% of General Fund	18%	18%	17%	17%	18%
Per Capita	211.49	224.86	215.00	215.00	229.32
Palo Alto	\$18,218,000	\$20,246,000	\$22,545,000	\$22,545,000	\$25,957,000
% of General Fund	13%	14%	15%	15%	15%
Per Capita	278.53	310.26	341.06	341.06	392.10
San Jose	\$134,679,000	\$150,450,000	\$152,680,000	\$152,680,000	\$180,024,000
% of General Fund	17%	19%	21%	21%	23%
Per Capita	138.92	154.88	155.84	155.84	179.22
Santa Clara	\$32,232,000	\$36,625,000	\$42,364,000	\$42,364,000	\$50,200,000
% of General Fund	23%	26%	29%	29%	30%
Per Capita	272.76	308.26	356.00	356.00	414.09
Sunnyvale	\$27,286,190	\$29,971,933	\$28,144,466	\$31,481,509	\$30,184,219
% of General Fund	23%	23%	20%	22%	20%
Per Capita	194.28	212.42	197.26	216.86	205.26

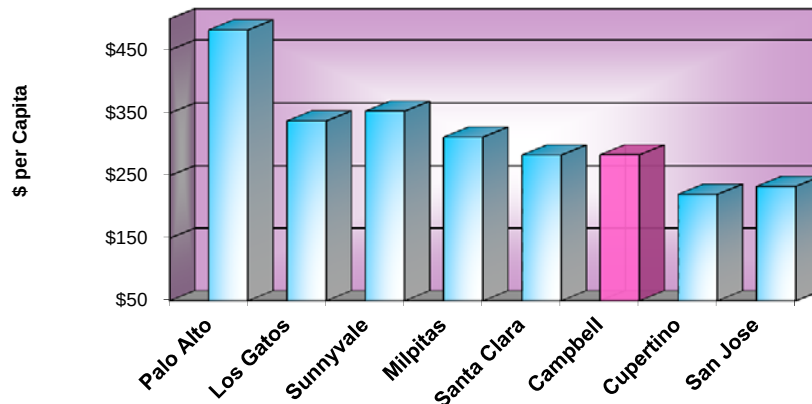
FY 14-15 Sales Tax - Per Capita Comparison with Other Jurisdictions



Property Tax Revenue Comparison With Other Jurisdictions FY 10-11 through FY 14-15

City	Actual 2010-11	Actual 2011-12	Budgeted 2012-13	Budgeted 2013-14	Budgeted 2014-15
Campbell	\$7,269,000	\$8,664,000	\$8,868,000	\$9,585,000	\$10,155,000
% of General Fund	22%	25%	24%	24%	25%
Per Capita	189.26	218.73	222.36	237.23	241.83
Milpitas	\$14,881,000	\$16,605,000	\$17,659,000	\$16,826,000	\$21,849,000
% of General Fund	22%	26%	29%	26%	31%
Per Capita	227.97	246.09	263.70	247.83	311.72
Mountain View	\$21,770,000	\$25,987,162	\$27,976,580	\$30,148,400	\$33,782,100
% of General Fund	27%	29%	30%	31%	34%
Per Capita	302.38	347.78	371.66	395.34	439.98
Palo Alto	\$20,300,000	\$26,052,000	\$27,006,000	\$29,102,000	\$31,927,000
% of General Fund	16%	18%	18%	18%	19%
Per Capita	322.91	399.24	408.55	439.61	482.28
San Jose	\$183,914,000	\$200,095,000	\$205,375,000	\$210,000,000	\$233,973,240
% of General Fund	29%	25%	29%	26%	30%
Per Capita	190.98	205.99	209.63	216.19	232.93
Santa Clara	\$24,164,651	\$27,390,000	\$28,490,000	\$31,233,000	\$34,355,000
% of General Fund	18%	20%	20%	21%	21%
Per Capita	218.15	230.53	239.41	256.01	283.39
Sunnyvale	\$34,150,296	\$43,077,019	\$44,600,117	\$49,025,162	\$51,931,017
% of General Fund	30%	33%	32%	34%	34%
Per Capita	256.60	305.30	312.12	335.85	353.14

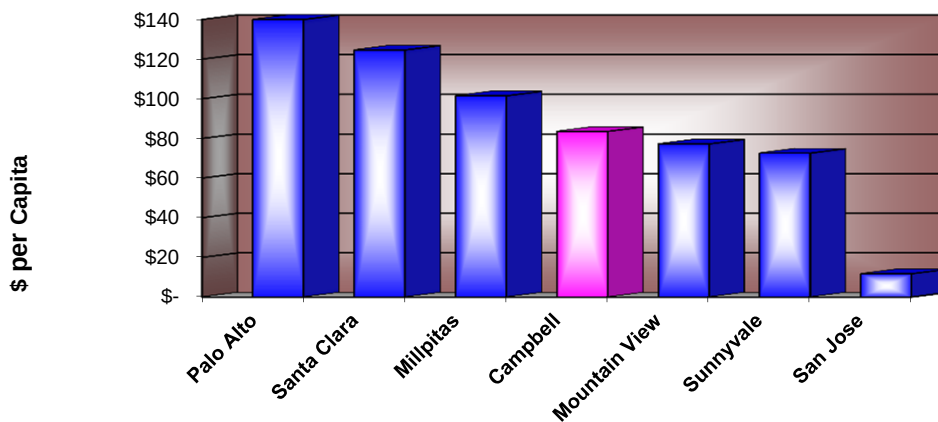
FY 14-15 Property Tax - Per Capita - Comparison with Other Jurisdictions



Transient Occupancy Tax **Comparison With Other Jurisdictions** **FY 10-11 through FY 14-15**

City	Actual 2010-11	Actual 2011-12	Budgeted 2012-13	Budgeted 2013-14	Budgeted 2014-15
Campbell	\$1,120,000	\$1,839,000	\$2,550,000	\$2,990,000	\$3,509,000
% of General Fund	3%	5%	7%	8%	9%
Per Capita	29.16	46.43	63.94	74.00	83.56
Milpitas	\$4,896,058	\$5,650,430	\$5,575,000	\$6,093,000	\$7,114,000
% of General Fund	6%	9%	9%	9%	10%
Per Capita	68.43	83.74	83.25	89.74	101.50
Mountain View	\$3,913,957	\$4,397,450	\$4,508,300	\$5,007,000	\$5,928,900
% of General Fund	4%	5%	5%	5%	6%
Per Capita	52.84	58.85	59.89	65.66	77.22
Palo Alto	\$8,082,000	\$9,664,000	\$10,439,000	\$11,545,000	\$14,156,000
% of General Fund	6%	6%	7%	7%	8%
Per Capita	125.46	150.02	159.27	174.40	213.84
San Jose	\$7,222,000	\$8,983,963	\$10,100,000	\$10,600,000	\$11,750,000
% of General Fund	1%	1%	1%	1%	1%
Per Capita	7.54	9.37	10.40	10.91	11.70
Santa Clara	\$9,805,926	\$11,483,363	\$11,021,000	\$13,000,000	\$15,110,000
% of General Fund	7%	7%	8%	9%	9%
Per Capita	83.10	96.65	91.62	106.56	124.64
Sunnyvale	\$6,589,448	\$7,777,583	\$8,856,790	\$8,588,303	\$10,674,737
% of General Fund	5%	6%	6%	6%	7%
Per Capita	46.92	55.12	61.98	58.83	72.59

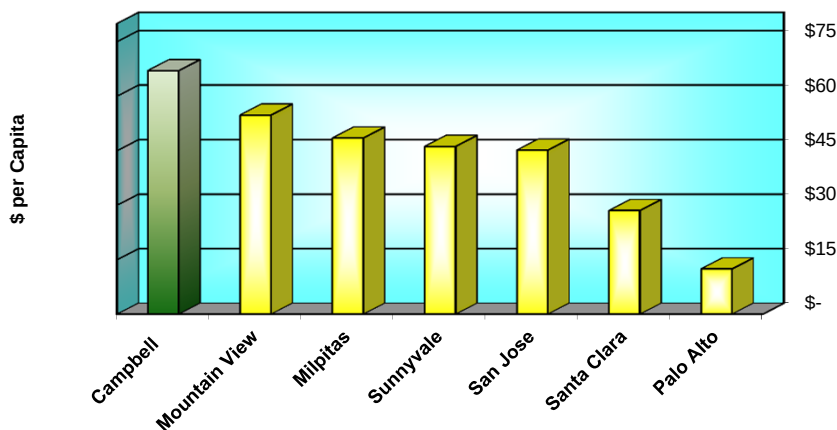
FY 14-15 Transient Occupancy Tax - Per Capita - Comparison with Other Jurisdictions



Franchise Fee Revenue Comparison With Other Jurisdictions FY 10-11 through FY 14-15

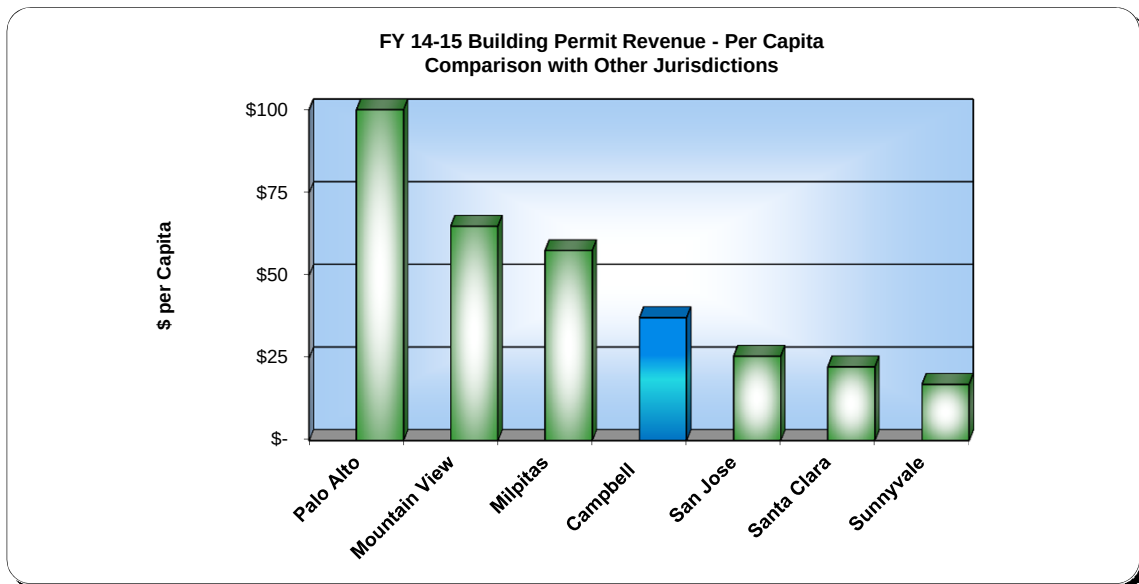
City	Actual 2010-11	Actual 2011-12	Budgeted 2012-13	Budgeted 2013-14	Budgeted 2014-15
Campbell	\$2,516,000	\$2,586,000	\$2,706,000	\$2,726,000	\$2,813,500
% of General Fund	7%	7%	7%	7%	7%
Per Capita	61.58	65.29	67.85	67.47	67.00
Milpitas	\$3,138,000	\$3,107,000	\$3,121,000	\$3,121,000	\$3,398,000
% of General Fund	5%	5%	5%	5%	5%
Per Capita	43.86	46.05	46.61	46.61	48.48
Mountain View	\$3,086,292	\$3,903,894	\$4,025,385	\$4,025,385	\$4,207,070
% of General Fund	4%	4%	4%	4%	4%
Per Capita	41.67	52.24	53.48	53.48	54.79
Palo Alto	N/A	N/A	N/A	N/A	\$824,000
% of General Fund	N/A	N/A	N/A	N/A	0.49%
Per Capita	-	-	-	-	12.45
San Jose	\$42,271,000	\$42,625,000	\$44,325,000	\$44,325,000	\$45,346,879
% of General Fund	5%	5%	6%	6%	6%
Per Capita	43.60	43.88	45.24	45.24	45.14
Santa Clara	\$3,215,000	\$3,185,900	\$3,357,700	\$3,357,700	\$3,459,100
% of General Fund	2%	2%	2%	2%	2%
Per Capita	27.21	26.81	28.22	28.22	28.53
Sunnyvale	\$6,309,686	\$6,344,385	\$6,521,751	\$6,521,751	\$6,790,144
% of General Fund	5%	5%	5%	5%	4%
Per Capita	44.92	44.96	45.64	45.64	46.17

FY 14-15
Franchise Fee Revenue - Per Capita - Comparison with Other Jurisdictions



Building Permit Revenue Comparison With Other Jurisdictions FY 10-11 through FY 14-15

City	Actual 2010-11	Actual 2011-12	Budgeted 2012-13	Budgeted 2013-14	Budgeted 2014-15
Campbell	\$1,100,932	\$797,000	\$1,736,500	\$1,679,059	\$1,558,500
% of General Fund	3%	2%	5%	4%	4%
Per Capita	26.94	20.12	43.54	41.56	37.11
Milpitas	\$1,863,000	\$2,537,000	\$3,029,000	\$3,029,000	\$4,026,000
% of General Fund	3%	4%	5%	5%	6%
Per Capita	26.04	37.60	45.23	45.23	57.44
Mountain View	\$1,514,144	\$2,131,011	\$4,121,293	\$4,121,293	\$4,977,720
% of General Fund	2%	2%	4%	4%	5%
Per Capita	20.44	28.52	54.75	54.75	64.83
Palo Alto	\$3,843,131	\$4,998,556	\$4,286,860	\$4,286,860	\$7,057,000
% of General Fund	3%	3%	3%	3%	4%
Per Capita	58.76	76.42	64.85	64.85	106.60
San Jose	\$16,191,986	\$16,551,000	\$19,700,000	\$19,700,000	\$25,600,000
% of General Fund	2%	2%	3%	3%	3%
Per Capita	16.70	16.67	20.11	20.11	25.49
Santa Clara	\$1,200,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,700,000
% of General Fund	1%	1%	1%	1%	2%
Per Capita	10.15	16.67	16.81	16.81	22.27
Sunnyvale	\$1,963,426	\$1,997,126	\$2,313,008	\$2,313,008	\$2,494,815
% of General Fund	2%	2%	2%	2%	2%
Per Capita	13.98	14.15	16.19	16.19	16.97





Fund Balance Analysis Fiscal Year 2014 - 2015

Fund Description	Fund #	Beginning Fund Balance Estimated	Total Revenues & Transfers Adopted*	Total Expenditures & Transfers Adopted	Ending Fund Balance Estimated
General Fund	101	\$ 25,428,330	\$ 41,278,400	\$ 43,557,134	\$ 23,149,596
Gas Tax	202, 203, 204	1,763,329	1,834,900	1,834,900	1,763,329
Drug Enforcement	205	29,358	13,600	13,600	29,358
Lighting and Landscaping District	207	-	3,147,073	3,147,073	-
Community Development Block Grant	208	275,147	10,000	9,633	275,514
Environmental Services	209	730,815	1,364,807	1,356,754	738,868
Supplemental Law Enforcement	210	100,961	-	-	100,961
State/Other Grants	212	374,689	295,000	295,000	374,689
T.D.A.	216	-	50,000	50,000	-
Other Federal Grants	218	150,476	79,000	79,000	150,476
Housing Assistance Fund	233	9,542,005	61,000	109,598	9,493,407
Community Facilities District #1	236	-	145,000	145,000	-
Community Facilities District #2	237	-	16,094	12,284	3,810
Parkland Dedication Trust	295	2,754,076	3,000	1,200,000	1,557,076
2002 C.O.P. Debt Service	366	6,859,980	874,233	874,233	6,859,980
L.I.D. Debt Service	367	30,307	-	-	30,307
1997 C.O.P. Debt Service	368	-	730,210	730,210	-
City C.O.P. Projects	431	140,412	-	-	140,412
Capital Projects	435	158,805	3,455,000	3,455,000	158,805
Motor Vehicle Pool	641	** 958,770	1,076,678	1,315,559	719,889
Information Technologies Pool	647	** 1,326,474	1,270,300	1,730,286	866,488
Worker's Compensation Pool	690	** 737,111	586,000	585,574	737,537
Parks and Museum Trust	794	132,038	20,000	20,000	132,038
Recreation Grants-Private	795	12,789	-	7,000	5,789
Senior Citizen Trust	797	7,430	-	-	7,430
Total		\$ 51,513,302	\$ 56,310,295	\$ 60,527,838	\$ 47,295,759

* Total revenues exclude beginning fund balance amounts.

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

Fund Balance Analysis Fiscal Year 2013 - 2014

Fund Description	Fund #	Beginning Fund Balance Actual	Total Revenues & Transfers Estimated*	Total Expenditures & Transfers Estimated	Ending Fund Balance Estimated
General Fund	101	\$ 23,429,331	\$ 42,826,171	\$ 40,827,172	\$ 25,428,330
Gas Tax	202, 203, 204	1,441,146	2,132,747	1,810,564	1,763,329
Drug Enforcement	205	30,383	8,706	9,731	29,358
Lighting and Landscaping District	207	-	3,045,384	3,045,384	-
Community Development Block Grant	208	269,076	40,006	33,935	275,147
Environmental Services	209	664,889	1,259,203	1,193,277	730,815
Supplemental Law Enforcement	210	100,402	100,559	100,000	100,961
State/Other Grants	212	83,075	916,848	625,234	374,689
T.D.A.	216	(148)	19,552	19,404	-
Other Federal Grants	218	(1,383,063)	1,924,803	391,264	150,476
Housing Assistance Fund	233	9,534,451	39,820	32,266	9,542,005
Community Facilities District #1	236	-	144,785	144,785	-
Parkland Dedication Trust	295	967,911	1,812,608	26,443	2,754,076
2002 C.O.P. Debt Service	366	7,166,346	562,032	868,398	6,859,980
L.I.D. Debt Service	367	30,219	88	-	30,307
1997 C.O.P. Debt Service	368	-	733,546	733,546	-
City C.O.P. Projects	431	140,412	-	-	140,412
Capital Projects	435	52,269	3,315,714	3,209,178	158,805
Motor Vehicle Pool	641	** 1,125,070	994,216	1,160,516	958,770
Information Technologies Pool	647	** 1,371,725	1,087,300	1,132,551	1,326,474
Worker's Compensation Pool	690	** 227,272	403,941	(105,898)	737,111
Parks and Museum Trust	794	128,750	39,528	36,240	132,038
Recreation Grants-Private	795	12,662	127	-	12,789
Senior Citizen Trust	797	11,656	(490)	3,736	7,430
Total		\$ 45,403,833	\$ 61,407,195	\$ 55,297,726	\$ 51,513,302

* 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	11/12 Actual	12/13 Actual	13/14 Estimated	14/15 Adopted
Fund balance, July 1	\$ 21,707,519	\$ 22,243,928	\$ 23,429,315	\$ 25,428,314
Prior year adjustment	-	(16)	-	-
Total beginning fund balances	<u>21,707,519</u>	<u>22,243,912</u>	<u>23,429,315</u>	<u>25,428,314</u>
REVENUES:				
Property Taxes	8,780,697	9,770,597	10,549,612	10,496,000
Sales and Use Taxes	11,777,406	12,649,768	13,115,263	13,384,000
Franchise and other taxes	6,134,122	6,722,611	7,207,070	6,971,500
Licenses and permits	2,229,222	2,213,828	2,337,272	1,558,500
Fines and forfeitures	354,359	302,199	272,906	300,000
Investment income	191,923	(38,665)	266,187	215,000
Intergovernmental revenues	231,040	222,695	244,364	339,214
Charges for services	3,682,536	3,449,197	4,497,802	4,066,218
Other revenues	2,210,975	2,620,549	2,655,324	2,572,370
Operating transfers-in	1,150,671	1,496,704	1,680,371	1,375,598
Total operating revenues	<u>36,742,951</u>	<u>39,409,483</u>	<u>42,826,171</u>	<u>41,278,400</u>
EXPENDITURES:				
General Government	10,551,507	11,170,588	11,918,600	13,777,266
Public Safety	19,284,848	20,279,108	20,199,925	20,683,188
Public Works	3,312,177	3,882,765	4,175,283	4,918,234
Operating transfers-out	1,900,080	2,293,114	2,591,601	2,853,446
Total operating expenditures	<u>35,048,612</u>	<u>37,625,575</u>	<u>38,885,409</u>	<u>42,232,134</u>
Capital transfers-out	1,157,930	598,505	1,941,763	1,325,000
Total expenditures	<u>36,206,542</u>	<u>38,224,080</u>	<u>40,827,172</u>	<u>43,557,134</u>
FUND BALANCES:				
Nonspendable	-	12,782	12,782	-
Committed	19,816,776	20,748,137	22,734,361	20,349,580
Assigned	1,414,030	1,681,171	1,681,171	1,800,000
Unassigned	1,013,122	987,225	1,000,000	1,000,000
Total reserves or designations:	<u>22,243,928</u>	<u>23,429,315</u>	<u>25,428,314</u>	<u>23,149,580</u>
Fund balance - June 30	<u>\$ 22,243,928</u>	<u>\$ 23,429,315</u>	<u>\$ 25,428,314</u>	<u>\$ 23,149,580</u>

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

Description	11/12 Actual	12/13 Actual	13/14 Estimated	14/15 Adopted
Fund balance, July 1	\$ 943,404	\$ 1,355,792	\$ 1,441,146	\$ 1,763,329
REVENUES:				
Special Gas Tax 2105	185,914	176,790	275,963	196,300
Special Gas Tax 2106	137,869	141,464	144,932	157,500
Special Gas Tax 2107	266,849	289,695	295,382	241,200
Special Gas Tax 2107.5	6,000	6,000	55,594	6,000
Proposition 42 Gas Tax	549,452	321,007	516,014	427,100
Vehicle Impact Fees	358,529	354,509	477,353	365,000
Investment earnings	12,952	1,410	14,189	-
Other revenues	1,695	2,186	3,820	2,500
Operating transfers-in	305,609	323,300	349,500	439,300
Total revenues	<u>1,824,869</u>	<u>1,616,361</u>	<u>2,132,747</u>	<u>1,834,900</u>
EXPENDITURES:				
PW-Street Maintenance	970,189	1,024,091	1,229,181	1,391,020
Operating transfers-out	303,225	250,529	282,551	78,880
Total operating expenditures	<u>1,273,414</u>	<u>1,274,620</u>	<u>1,511,732</u>	<u>1,469,900</u>
Capital transfers-out	139,067	256,387	298,832	365,000
Total expenditures	<u>1,412,481</u>	<u>1,531,007</u>	<u>1,810,564</u>	<u>1,834,900</u>
FUND BALANCES:				
Nonspendable	1,355,792	1,441,146	1,763,329	1,763,329
Total reserves or designations	<u>1,355,792</u>	<u>1,441,146</u>	<u>1,763,329</u>	<u>1,763,329</u>
Fund balance - June 30	<u>\$ 1,355,792</u>	<u>\$ 1,441,146</u>	<u>\$ 1,763,329</u>	<u>\$ 1,763,329</u>

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

Description	11/12 Actual	12/13 Actual	13/14 Estimated	14/15 Adopted
Fund balance, July 1	\$ -	\$ -	\$ -	\$ -
REVENUES:				
Lighting & Landscaping Assessments	1,130,236	1,139,133	1,165,350	1,142,000
Property tax	789,508	757,853	891,300	770,000
Insurance claims refund	528	-	20,832	5,000
Residual RPTTF Distribution	-	93,305	-	3,000
Project Revenue Overhead Offset	-	-	-	85,000
Other revenues	17,740	16,391	12,392	20,500
Operating transfers-in	791,508	922,266	955,510	1,121,573
Total revenues	<u>2,729,520</u>	<u>2,928,948</u>	<u>3,045,384</u>	<u>3,147,073</u>
EXPENDITURES:				
PW-signals & lighting maintenance	689,630	717,494	725,122	740,798
PW-Park Maintenance	1,933,590	2,105,154	2,213,962	2,294,975
Operating transfers-out	106,300	106,300	106,300	111,300
Total expenditures	<u>2,729,520</u>	<u>2,928,948</u>	<u>3,045,384</u>	<u>3,147,073</u>
FUND BALANCES:				
Restricted	-	-	-	-
Total reserves or designations:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance - June 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

CITY OF CAMPBELL
HOUSING & COMMUNITY DEVELOPMENT ACT FUND (208)
REVENUES - EXPENDITURES - FUND BALANCES

Description	11/12 Actual	12/13 Actual	13/14 Estimated	14/15 Adopted
Fund balance, July 1	\$ 1,467,218	\$ 1,441,714	\$ 269,076	\$ 275,147
Adjustment - loans transfer to Santa Clara County	-	(1,159,962)		
Fund balance - adjusted	<u>1,467,218</u>	<u>281,752</u>	<u>269,076</u>	<u>275,147</u>
REVENUES:				
Investment income	19,550	(15)	6	-
CDBG Grants	62,836	40,000	40,000	10,000
Other revenues	54,014	62,945	-	-
Operating transfers-in	12,733	-	-	-
Total revenues	<u>149,133</u>	<u>102,930</u>	<u>40,006</u>	<u>10,000</u>
EXPENDITURES:				
Housing	74,525	61,553	33,935	9,633
Rehabilitation	100,112	54,053	-	-
Total expenditures	<u>174,637</u>	<u>115,606</u>	<u>33,935</u>	<u>9,633</u>
FUND BALANCES:				
Nonspendable	1,441,714	269,076	275,147	275,514
Unassigned	-	-	-	-
Total reserves or designations:	<u>1,441,714</u>	<u>269,076</u>	<u>275,147</u>	<u>275,514</u>
Fund balance - June 30	<u>\$ 1,441,714</u>	<u>\$ 269,076</u>	<u>\$ 275,147</u>	<u>\$ 275,514</u>

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

Description	11/12 Actual	12/13 Actual	13/14 Estimated	14/15 Adopted
Fund balance, July 1	\$ 690,856	\$ 632,463	\$ 664,889	\$ 730,815
REVENUES:				
Solid waste fees	-	158,560	273,328	394,607
AB939 recycling	43,089	77,327	48,254	44,000
Storm water fees	258,800	373,059	381,978	387,700
Storm drain fees	21,292	29,564	30,105	15,000
Beverage container grant	10,934	10,959	10,848	-
Investment income	3,061	191	2,750	2,000
Operating transfers-in	452,000	511,940	511,940	521,500
Total revenues	<u>789,176</u>	<u>1,161,600</u>	<u>1,259,203</u>	<u>1,364,807</u>
EXPENDITURES:				
Operating transfers-out	800,300	1,128,202	1,183,202	1,306,754
Total operating expenditures	<u>800,300</u>	<u>1,128,202</u>	<u>1,183,202</u>	<u>1,306,754</u>
Capital transfers-out	47,269	972	10,075	50,000
Total expenditures	<u>847,569</u>	<u>1,129,174</u>	<u>1,193,277</u>	<u>1,356,754</u>
FUND BALANCES:				
Nonspendable	632,463	664,889	730,815	738,868
Total reserves or designations:	<u>632,463</u>	<u>664,889</u>	<u>730,815</u>	<u>738,868</u>
Fund balance - June 30	<u>\$ 632,463</u>	<u>\$ 664,889</u>	<u>\$ 730,815</u>	<u>\$ 738,868</u>

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

Description	11/12 Actual	12/13 Actual	13/14 Estimated	14/15 Adopted
Fund balance, July 1	\$ -	\$ 6,217,949	\$ 9,534,451	\$ 9,536,434
Residual equity transfer in	6,444,467	3,692,500		
Fund balance - adjusted	6,444,467	9,910,449	9,534,451	9,536,434
REVENUES:				
B E G I N Housing Program	2,256,000	-	-	-
Investment income	2,179	2,187	13,954	11,000
Rents and leases	5,266	4,163	-	-
Other revenues	(4,480)	84,703	20,295	50,000
Total revenues	2,258,965	91,053	34,249	61,000
		-		
EXPENDITURES:				
RDA Housing	14,483	31,183	32,266	59,598
Housing grant & loans	2,471,000	435,868	-	50,000
Total operating expenditures	2,485,483	467,051	32,266	109,598
Capital transfers-out		-	-	-
Total expenditures	2,485,483	467,051	32,266	109,598
FUND BALANCES:				
Nonspendable	-	8,748,314	8,464,548	8,464,548
Restricted	6,217,949	786,137	1,071,886	1,023,288
Unreserved, undesignated	-	-	-	-
Total reserves or designations:	6,217,949	9,534,451	9,536,434	9,487,836
Fund balance - June 30	\$ 6,217,949	\$ 9,534,451	\$ 9,536,434	\$ 9,487,836

CITY OF CAMPBELL
C.O.P. DEBT SERVICE FUND (366)
REVENUES - EXPENDITURES - FUND BALANCES

Description	11/12 Actual	12/13 Actual	13/14 Estimated	14/15 Adopted
Fund balance, July 1	\$ 7,745,941	\$ 7,462,351	\$ 7,166,346	\$ 6,859,980
REVENUES:				
Interest payments	101,114	90,692	79,436	67,248
Debt service reimbursement from RDA	233,333	-	-	-
Principal repayment	(24,840)	(26,910)	(26,910)	293,940
Operating transfers-in	277,563	510,786	509,506	513,045
Total revenues	<u>587,170</u>	<u>574,568</u>	<u>562,032</u>	<u>874,233</u>
EXPENDITURES:				
Principal repayments	625,000	650,000	675,000	710,000
Interest and fiscal charges	244,236	219,049	191,874	162,433
Bond issuance costs and agent fees	1,524	1,524	1,524	1,800
Total expenditures	<u>870,760</u>	<u>870,573</u>	<u>868,398</u>	<u>874,233</u>
FUND BALANCES:				
Nonspendable	<u>7,462,351</u>	<u>7,166,346</u>	<u>6,859,980</u>	<u>6,859,980</u>
Total reserves or designations:	<u><u>7,462,351</u></u>	<u><u>7,166,346</u></u>	<u><u>6,859,980</u></u>	<u><u>6,859,980</u></u>
Fund balance - June 30	<u><u>\$ 7,462,351</u></u>	<u><u>\$ 7,166,346</u></u>	<u><u>\$ 6,859,980</u></u>	<u><u>\$ 6,859,980</u></u>

CITY OF CAMPBELL
1915 ACT BOND FUNDS (367)
REVENUES - EXPENDITURES - FUND BALANCES

Description	11/12 Actual	12/13 Actual	13/14 Estimated	14/15 Adopted
Fund balance, July 1	\$ 121,646	\$ 30,219	\$ 30,219	\$ 30,307
REVENUES:				
Special assessments	66	-	88	-
Investment income	42	-	-	-
Total revenues	<u>108</u>	<u>-</u>	<u>88</u>	<u>-</u>
EXPENDITURES:				
Principal retirement	85,000	-	-	-
Interest and fiscal charges	3,039	-	-	-
Other charges	2,396	-	-	-
Operating transfers-out	1,100	-	-	-
Total expenditures	<u>91,535</u>	<u>-</u>	<u>-</u>	<u>-</u>
FUND BALANCES:				
Due to bondholders	-	-	-	-
Unassigned	30,219	30,219	30,307	-
Total reserves or designations:	<u>30,219</u>	<u>30,219</u>	<u>30,307</u>	<u>-</u>
Fund balance - June 30	<u>\$ 30,219</u>	<u>\$ 30,219</u>	<u>\$ 30,307</u>	<u>\$ 30,307</u>

CITY OF CAMPBELL
1997 C.O.P. DEBT SERVICE FUND (368)
REVENUES - EXPENDITURES - FUND BALANCES

Description	11/12 Actual	12/13 Actual	13/14 Estimated	14/15 Adopted
Fund balance, July 1	\$ -	\$ -	\$ -	\$ -
REVENUES:				
Investment income	278,641	277,359	276,014	274,652
Other revenue	24,840	26,910	26,910	26,910
Operating transfers-in	431,410	432,527	430,622	428,648
Total revenues	<u>734,891</u>	<u>736,796</u>	<u>733,546</u>	<u>730,210</u>
EXPENDITURES:				
Principal retirement	60,000	65,000	65,000	65,000
Interest and fiscal charges	674,891	671,796	668,546	665,210
Total expenditures	<u>734,891</u>	<u>736,796</u>	<u>733,546</u>	<u>730,210</u>
FUND BALANCES:				
Unassigned	-	-	-	-
Total reserves or designations:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balance - June 30	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

Description	11/12 Actual	12/13 Actual	13/14 Estimated	14/15 Adopted
Fund balance, July 1	\$ 93,600	\$ 93,600	\$ 191,066	\$ 297,602
Prior year adjustment	-	138,797	-	-
Fund balance - adjusted	<u>93,600</u>	<u>232,397</u>	<u>191,066</u>	<u>297,602</u>
REVENUES:				
Project revenues	43,609	30,314	77,569	-
Capital transfers-in	<u>4,446,971</u>	<u>3,495,039</u>	<u>3,238,145</u>	<u>3,455,000</u>
Total revenues	<u>4,490,580</u>	<u>3,525,353</u>	<u>3,315,714</u>	<u>3,455,000</u>
EXPENDITURES:				
Capital outlay	<u>4,490,580</u>	<u>3,566,684</u>	<u>3,209,178</u>	<u>3,455,000</u>
Total expenditures	<u>4,490,580</u>	<u>3,566,684</u>	<u>3,209,178</u>	<u>3,455,000</u>
FUND BALANCES:				
Assigned	<u>93,600</u>	<u>191,066</u>	<u>297,602</u>	<u>297,602</u>
Total reserves or designations	<u><u>93,600</u></u>	<u><u>191,066</u></u>	<u><u>297,602</u></u>	<u><u>297,602</u></u>
Fund balance - June 30	<u><u>\$ 93,600</u></u>	<u><u>\$ 191,066</u></u>	<u><u>\$ 297,602</u></u>	<u><u>\$ 297,602</u></u>

CITY OF CAMPBELL
MOTOR VEHICLE POOL FUND (641)
REVENUE - EXPENSES - RETAINED EARNINGS

Description	11/12 Actual	12/13 Actual	13/14 Estimated	14/15 Adopted
Retained earnings at beginning of year	\$ 1,264,937	\$ 1,103,131	\$ 1,125,070	\$ 958,770
REVENUES:				
Users fees and charges	856,178	882,375	932,743	956,178
Other revenue	9,268	84,872	4,050	10,000
Gain (loss) from sale of assets	8,231	15,220	12,423	8,500
Operating transfers - in	-	-	45,000	102,000
Total revenues	<u>873,677</u>	<u>982,467</u>	<u>994,216</u>	<u>1,076,678</u>
EXPENSES:				
Personnel services	267,355	296,618	304,182	323,921
Services and supplies	548,791	501,895	679,400	946,638
Depreciation	174,337	117,015	131,934	-
Operating transfers-out	45,000	45,000	45,000	45,000
Total operating expenses	<u>1,035,483</u>	<u>960,528</u>	<u>1,160,516</u>	<u>1,315,559</u>
Total expenses	<u>1,035,483</u>	<u>960,528</u>	<u>1,160,516</u>	<u>1,315,559</u>
Net income (loss)	<u>(161,806)</u>	<u>21,939</u>	<u>(166,300)</u>	<u>(238,881)</u>
EQUITY:				
Invested in capital assets	587,490	587,490	587,490	587,490
Unrestricted	<u>515,641</u>	<u>537,580</u>	<u>371,280</u>	<u>132,399</u>
Total equity	<u><u>\$ 1,103,131</u></u>	<u><u>\$ 1,125,070</u></u>	<u><u>\$ 958,770</u></u>	<u><u>\$ 719,889</u></u>

CITY OF CAMPBELL
INFORMATION TECHNOLOGIES FUND (647)
REVENUES - EXPENSES - RETAINED EARNINGS

Description	11/12 Actual	12/13 Actual	13/14 Estimated	14/15 Adopted
Retained earnings at beginning of year	\$ 244,378	\$ 213,327	\$ 130,987	\$ 130,987
Adjustment to retained earnings	-	(57,077)	-	-
Retained earnings, restated	<u>244,378</u>	<u>156,250</u>	<u>130,987</u>	<u>130,987</u>
REVENUES:				
Users fees and charges	797,642	822,408	877,000	1,032,000
Successor agency reimbursement	-	-	-	2,000
Other income	5,460	5,792	7,200	5,000
Operating transfers-in	-	17,000	203,100	231,300
Total revenues	<u>803,102</u>	<u>845,200</u>	<u>1,087,300</u>	<u>1,270,300</u>
EXPENSES:				
Personnel Services	531,496	573,745	506,920	702,254
Services and supplies	243,994	372,807	544,258	792,332
Depreciation	106,351	87,969	56,473	-
Operating transfers-out	24,900	24,900	24,900	35,700
Total operating expenditures	<u>906,741</u>	<u>1,059,421</u>	<u>1,132,551</u>	<u>1,530,286</u>
Capital transfers-out	-	-	-	200,000
Total expenditures	<u>906,741</u>	<u>1,059,421</u>	<u>1,132,551</u>	<u>1,730,286</u>
Net income (loss)	<u>(103,639)</u>	<u>(214,221)</u>	<u>(45,251)</u>	<u>(459,986)</u>
EQUITY:				
Invested in capital assets	213,327	130,987	130,987	130,987
Unrestricted	<u>1,429,696</u>	<u>1,240,738</u>	<u>1,195,487</u>	<u>735,501</u>
Total equity	<u>\$ 1,643,023</u>	<u>\$ 1,371,725</u>	<u>\$ 1,326,474</u>	<u>\$ 866,488</u>

**CITY OF CAMPBELL
WORKERS' COMPENSATION FUND (690)
REVENUES - EXPENSES - RETAINED EARNINGS**

Description	11/12 Actual	12/13 Actual	13/14 Estimated	14/15 Adopted
Retained earnings at beginning of year	\$ 1,624,761	\$ 1,161,181	\$ 227,272	\$ 737,111
REVENUES:				
Charges to operating departments	365,834	357,535	403,941	586,000
Insurance claims reimbursements	211,261	-	-	-
Total revenues	<u>577,095</u>	<u>357,535</u>	<u>403,941</u>	<u>586,000</u>
EXPENSES:				
Personnel services	37,011	38,510	39,294	40,624
Services and supplies	358,799	548,234	539,931	544,950
Change in accrued liability	644,865	704,700	(685,123)	-
Total expenses	<u>1,040,675</u>	<u>1,291,444</u>	<u>(105,898)</u>	<u>585,574</u>
Net income (loss)	<u>(463,580)</u>	<u>(933,909)</u>	<u>509,839</u>	<u>426</u>
EQUITY:				
Unrestricted	<u>\$ 1,161,181</u>	<u>\$ 227,272</u>	<u>\$ 737,111</u>	<u>\$ 737,537</u>

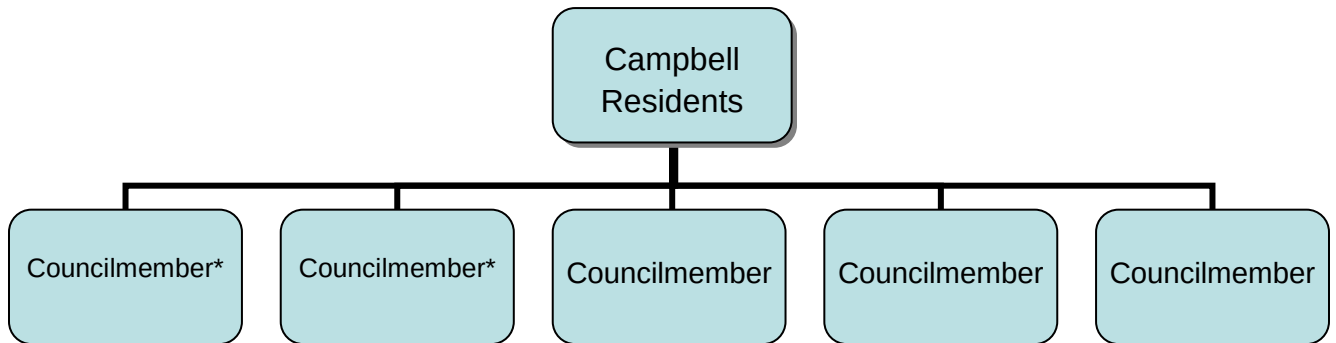


City Council



Campbell City Council

2014-2015



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

CITY COUNCIL SUMMARY

Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2011-2012</u>	<u>Actual 2012-2013</u>	<u>Adopted 2013-2014</u>	<u>Adopted 2014-2015</u>
Council Members	5.00	5.00	5.00	5.00
Total Budgeted Positions	5.00	5.00	5.00	5.00

Expenditure Summary

<u>Description</u>	<u>Actual 2011-2012</u>	<u>Actual 2012-2013</u>	<u>Adopted 2013-2014</u>	<u>Adopted 2014-2015</u>
Employee Services	\$ 115,631	\$ 121,670	\$ 128,470	\$ 130,815
Supplies & Other Services & Capital Outlay	125,441	132,542	142,992	144,200
Debt Service	-	-	-	-
Total Before Transfers	241,072	254,212	271,462	275,015
Transfers-Out	-	-	-	-
Appropriation Total	241,072	254,212	271,462	275,015
Less Transfers-In	51,614	50,529	52,262	52,300
Net Cost	<u>\$ 189,458</u>	<u>\$ 203,683</u>	<u>\$ 219,200</u>	<u>\$ 222,715</u>

Revenue Summary

Total Revenue Monitored by Department	<u>\$ -</u>	<u>\$ 5,200</u>	<u>\$ -</u>	<u>\$ -</u>

**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	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 115,631	\$ 121,670	\$ 128,470	\$ 130,815
Supplies, Services & Capital Outlay (Exhibit C)	125,441	132,542	142,992	144,200
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	241,072	254,212	271,462	275,015
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 241,072	\$ 254,212	\$ 271,462	\$ 275,015

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 189,458	\$ 198,483	\$ 219,200	\$ 222,715
Donation - State of the City	101	4827	-	5,200	-	-
Gas Tax	204	9899	50,529	50,529	52,262	52,300
RDA - Administration	434	9899	1,085	-	-	-
TOTAL			\$ 241,072	\$ 254,212	\$ 271,462	\$ 275,015

REVENUES MONITORED BY THIS PROGRAM

Donation - State of the City	101	4827	\$ -	\$ 5,200	\$ -	\$ -
Gas Tax - Transfers In	101	6899	50,529	50,529	52,262	52,300
RDA - Administration - Transfers In	101	6899	1,085	-	-	-
TOTAL			\$ 51,614	\$ 55,729	\$ 52,262	\$ 52,300

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

**EXHIBIT B
101.501**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.501.7001 Personnel - Regular	\$ 38,735	\$ 36,955	\$ 37,200	\$ 38,130
101.501.7002 Personnel - Temporary	-	-	-	-
101.501.7003 Personnel - Overtime	-	-	-	-
101.501.7005 Personnel - POST	-	-	-	-
101.501.7103 Personnel - Holiday Pay	-	-	-	-
101.501.7104 Meal Allowance	-	-	-	-
101.501.7105 Uniform Allowance	-	-	-	-
101.501.7106 Retirement	1,337	4,243	6,050	6,550
101.501.7107 Dental Insurance	8,682	8,943	9,000	9,840
101.501.7108 Group Health Insurance	55,385	59,882	65,000	65,000
101.501.7109 Group Life Insurance	930	930	960	960
101.501.7110 Workers' Compensation Insurance	150	139	120	180
101.501.7111 Unemployment Insurance	-	-	-	-
101.501.7112 Group Disability Insurance	-	-	-	-
101.501.7113 Medicare	811	793	540	555
101.501.7114 Auto Allowance	9,601	9,785	9,600	9,600
101.501.7115 Cell Phone Allowance	-	-	-	-
101.501.7118 Other Benefit Pay	-	-	-	-
101.501.7119 Social Security	-	-	-	-
101.501.7122 Deferred Compensation Contribution	-	-	-	-
101.501.7126 PARS 457 Retirement	-	-	-	-
101.501.7121 Leave Balance Payout	-	-	-	-
101.501.7130 Project Overhead Cost				
TOTAL	\$ 115,631	\$ 121,670	\$ 128,470	\$ 130,815

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

**EXHIBIT B-1
101.501**

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Council Member *	5.00	5.00	5.00	5.00	\$ 38,130
* Council positions are not full-time.					
TOTAL	5.00	5.00	5.00	5.00	\$ 38,130

Temporary Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
101.501**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.501.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.501.7421 Communications - Phones	-	-	-	-
101.501.7422 Advertising	-	-	-	-
101.501.7423 Clothing and Personal Expense	-	-	-	-
101.501.7424 Office Expense	911	694	500	500
101.501.7425 Minor Tools & Equipment	-	-	-	-
101.501.7427 Special Departmental Expense	8,710	20,457	11,000	12,000
101.501.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.501.7429 Maintenance & Operation of Equipment	-	-	-	-
101.501.7430 Professional & Specialized Services	16,546	17,429	17,600	17,600
101.501.7431 Promotional Expense	-	-	-	-
101.501.7432 Other Contractual Services	-	-	-	-
101.501.7433 Insurance and Surety Bonds	-	-	-	-
101.501.7434 Memberships, Dues, Books	77,941	74,763	83,892	84,100
101.501.7435 Professional Development & Meetings	21,247	19,159	30,000	30,000
101.501.7437 Staff Development	86	40	-	-
101.501.7438 Other Charges	-	-	-	-
101.501.7441 Special Community Services	-	-	-	-
101.501.7442 Insurance Claims Expense	-	-	-	-
101.501.7548 User Charges - Photocopy/Fax	-	-	-	-
101.501.7549 User Charges - Communications Pool	-	-	-	-
101.501.7550 User Charges - Motor Pool	-	-	-	-
101.501.7551 User Charges - IT Pool	-	-	-	-
101.501.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 125,441	\$ 132,542	\$ 142,992	\$ 144,200

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Detail PROGRAM: CITY COUNCIL		EXHIBIT C-1 101.501
Description	14/15 Adopted	
<u>7424 OFFICE EXPENSE</u>		
Office Supplies	\$ 500	
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>		
Advisory Commission Recognition Dinner	6,000	
Cablecasting Program Supplies and Internet Service	2,350	
Miscellaneous Supplies	200	
Neighborhood Association Assistance Grants	3,000	
Photography	100	
Plaques, Awards & Promotional Items	350	
	12,000	
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>		
Cablecasting Services Contract	17,600	
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>		
Books		
Dues:		
Association of Bay Area Governments (ABAG)	7,900	
League of California Cities	14,300	
National League of Cities	3,800	
Peninsula Division of League of California Cities	100	
Santa Clara County Cities Association	5,000	
Santa Clara County Valley Transportation Authority (Congestion Management) *	52,300	
West Valley Mayors & Managers	600	
Subscriptions: Business Journal	100	
	84,100	
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>		
Conferences and Meetings; Council Retreat	30,000	

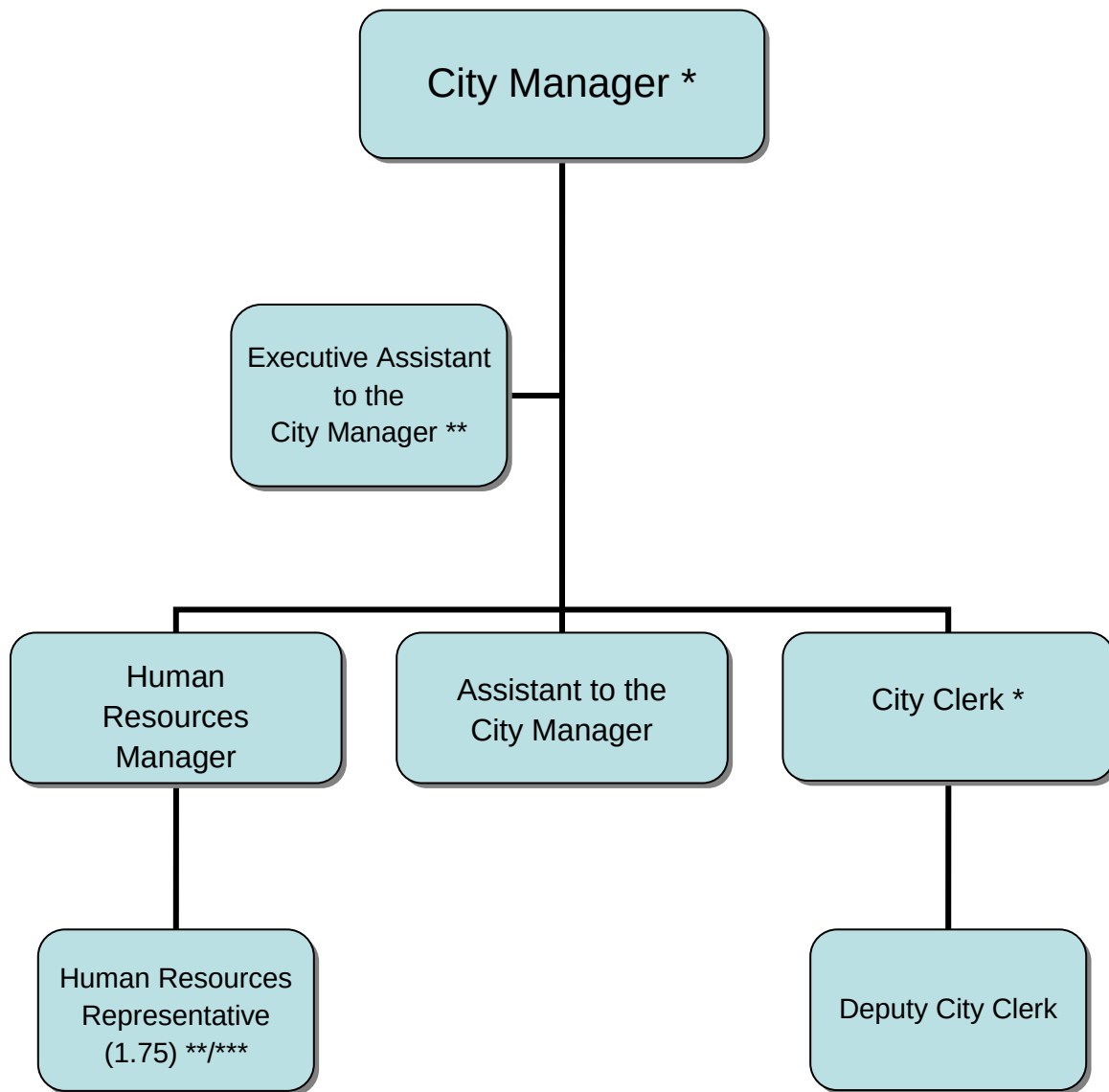


City Manager



City Manager's Office

2014-2015



* Appointed by City Council
** Confidential
*** Permanent Part-Time

CITY MANAGER DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

Budgeted Positions	Actual 2011-2012	Actual 2012-2013	Adopted 2013-2014	Adopted 2014-2015
Assistant to the City Manager	1.00	1.00	1.00	1.00
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
Executive Assistant to the City Manager	0.90	0.90	0.90	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Representative	1.50	1.50	1.75	1.75
Office Assistant	-	-	-	-
Office Specialist	-	-	-	-
Total Budgeted Positions	7.40	7.40	7.65	7.75
Temporary Positions				
Human Resources Intern	-	-	-	0.06
Leasing Project Manager	-	0.45	0.45	0.45
Summer Intern (SVRIP)	-	-	0.05	0.05
Total Temporary Positions	-	0.45	0.50	0.56
Total Staffing	7.40	7.85	8.15	8.31

Expenditure Summary

Description	Actual 2011-2012	Actual 2012-2013	Adopted 2013-2014	Adopted 2014-2015
Employee Services	\$ 1,116,636	\$ 1,248,338	\$ 1,247,554	\$ 1,321,930
Supplies & Other Services & Capital Outlay	1,604,044	1,847,347	1,171,738	1,265,877
Debt Service	-	-	-	-
Total Before Transfers	2,720,680	3,095,685	2,419,292	2,587,807
Transfers-Out	-	-	-	-
Appropriation Total	2,720,680	3,095,685	2,419,292	2,587,807
Less Transfers-In	62,093	22,600	17,500	17,500
Net Cost	\$ 2,658,587	\$ 3,073,085	\$ 2,401,792	\$ 2,570,307

Revenue Summary

Total Revenue Monitored by Department	\$ 1,091,123	\$ 2,236,249	\$ 2,329,000	\$ 2,602,500

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 7-year Capital Improvement Plan
- Provide public information to the community through the Campbell Profile newsletter, City website, press releases and Government Channel 26
- Provide staff support to the City Council and Civic Improvement Commission
- Monitor and analyze proposed legislation and, where appropriate, recommend positions
- Supervise City-wide purchasing and procurement approval process
- Assist with review of CDBG and Social Service Sub-grant applications

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Upgrade cablecasting equipment and software (Phase 2 of 2) (Carry forward from FY 2014)
- Review City ordinances and policies to reflect current American with Disabilities Act rules (carry forward from FY 2014)
- Analyzing minimum wage requirements in the City
- Look at the possibility of imposing Eminent Domain on the Sanchez Lot

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

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
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.	90.4%	91%	97%
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 Workplan Items will meet timelines 90% of time.	100%	100%	100%
6	Public Information Workplan Items will meet timelines 90% of time.	100%	100%	100%

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

**EXHIBIT A
101.510**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 533,766	\$ 623,538	\$ 592,335	\$ 640,502
Supplies, Services & Capital Outlay (Exhibit C)	101,718	119,818	243,319	159,822
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	635,484	743,356	835,654	800,324
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 635,484	\$ 743,356	\$ 835,654	\$ 800,324

FUNDING SOURCE(s)						
Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 586,050	\$ 720,756	\$ 818,154	\$ 782,824
Environmental Services	209	9899	17,500	17,500	17,500	17,500
RDA - 20% Housing	223	9899	11,191	-	-	-
RDA - Administration	434	9899	20,743	-	-	-
Recreation Private Grant	795	9899	-	5,100	-	-
TOTAL			\$ 635,484	\$ 743,356	\$ 835,654	\$ 800,324

REVENUES MONITORED BY THIS PROGRAM						
Cable TV Franchise Fee	101	4122	\$ 383,906	\$ 395,995	\$ 397,000	\$ 404,500
Environmental Services-Transfers In	101	6899	17,500	17,500	17,500	17,500
RDA - 20% Housing-Transfers In	101	6899	11,191	-	-	-
RDA - Administration-Transfers In	101	6899	20,743	-	-	-
AT&T Franchise Fee	101	4125	130,122	138,617	137,000	137,000
Tenant Lease Income *	101	4810	-	1,344,102	1,400,000	1,475,000
Recreation Grant (Van Sickle - SALA)	101	6899	-	5,100	-	-
* Moved from Program 527 in FY 13						
TOTAL			\$ 563,462	\$ 1,901,314	\$ 1,951,500	\$ 2,034,000

CITY OF CAMPBELL OPERATING BUDGET - Employee Services Summary PROGRAM: CITY MANAGER - ADMINISTRATION				EXHIBIT B 101.510
Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.510.7001 Personnel - Regular	\$ 302,344	\$ 400,311	\$ 403,397	\$ 425,072
101.510.7002 Personnel - Temporary	78,825	47,633	49,251	62,251
101.510.7003 Personnel - Overtime	1,031	-	-	-
101.510.7005 Personnel - POST	-	-	-	-
101.510.7103 Personnel - Holiday Pay	-	-	-	-
101.510.7104 Meal Allowance	-	-	-	-
101.510.7105 Uniform Allowance	-	-	-	-
101.510.7106 Retirement	44,586	59,000	65,592	73,001
101.510.7107 Dental Insurance	4,467	5,497	3,600	3,936
101.510.7108 Group Health Insurance	38,712	52,608	47,092	51,336
101.510.7109 Group Life Insurance	463	556	576	576
101.510.7110 Workers' Compensation Insurance	1,369	1,476	1,469	2,316
101.510.7111 Unemployment Insurance	-	-	-	2,184
101.510.7112 Group Disability Insurance	1,775	2,172	2,184	7,059
101.510.7113 Medicare	6,436	7,317	6,564	3,660
101.510.7114 Auto Allowance	2,319	3,767	3,660	840
101.510.7115 Cell Phone Allowance	602	863	840	801
101.510.7118 Other Benefit Pay	5,743	8,811	-	-
101.510.7119 Social Security	-	-	-	-
101.510.7121 Leave Balance Payout	38,724	24,560	-	-
101.510.7122 Deferred Compensation Contribution	5,336	8,947	7,470	-
101.510.7126 PARS 457 Retirement	1,034	20	640	7,470
101.510.7130 Project Overhead Cost				
TOTAL	\$ 533,766	\$ 623,538	\$ 592,335	\$ 640,502

EXHIBIT B-1
101.510

[illegible]

Temporary Personnel	Full-Time Equivalents (FTE's)					14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted		
Leasing Project Manager *	-	0.45	0.45	0.45	\$	48,251
SVRIP Summer Intern	-	-	0.05	0.05		1,000
Management Intern **	-	-	-	0.40		13,000
* Previously part of Redevelopment Agency which was dissolved by State effective 2/1/2012. ** Limited Term (1 Year)						
TOTAL	-	0.45	0.50	0.90	\$	62,251

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Summary PROGRAM: CITY MANAGER - ADMINISTRATION				EXHIBIT C 101.510
Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.510.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.510.7421 Communications - Phones	518	-	-	-
101.510.7422 Advertising	-	-	-	-
101.510.7423 Clothing and Personal Expense	-	-	-	-
101.510.7424 Office Expense	1,742	1,560	1,300	1,300
101.510.7425 Minor Tools & Equipment	-	-	-	-
101.510.7427 Special Departmental Expense	2,944	6,284	4,000	4,000
101.510.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.510.7429 Maintenance & Operation of Equipment	-	-	-	-
101.510.7430 Professional & Specialized Services	-	8,509	-	22,000
101.510.7431 Promotional Expense	-	-	-	-
101.510.7432 Other Contractual Services	55,000	53,350	62,000	62,000
101.510.7433 Insurance and Surety Bonds	-	-	-	-
101.510.7434 Memberships, Dues, Books	1,799	2,859	11,000	11,000
101.510.7435 Professional Development & Meetings	5,725	11,442	5,000	15,000
101.510.7437 Staff Development	-	(50)	-	-
101.510.7438 Other Charges	-	-	-	-
101.510.7441 Special Community Services	-	-	-	-
101.510.7442 Insurance Claims Expense	-	-	-	-
101.510.7548 User Charges - Photocopy/Fax	-	-	-	-
101.510.7549 User Charges - Communications Pool	-	-	-	-
101.510.7550 User Charges - Motor Pool	-	27	-	-
101.510.7551 User Charges - IT Pool	33,990	35,837	38,019	44,522
101.510.7884 Machinery & Equipment	-	-	-	-
101.510.7443 Expense Contingency	-	-	122,000	-
TOTAL	\$ 101,718	\$ 119,818	\$ 243,319	\$ 159,822

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Detail PROGRAM: CITY MANAGER - ADMINISTRATION		EXHIBIT C-1 101.510 Page 1
Description	14/15 Adopted	
<u>7424 OFFICE EXPENSE</u>		
Office Supplies - Printed Forms	\$ 1,300	
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>		
Citywide Employee Recognition	750	
Civic Improvement Commission - Special Projects	250	
Departmental Employee Recognition	200	
Employees' Holiday Event/Annual Picnic Potluck	2,500	
Special Supplies, Film Processing & Awards	300	
	4,000	
<u>7430 PROFESSIONAL AND SPECIALIZED SERVICES</u>		
Citizen Satisfaction Survey	22,000	
<u>7432 OTHER CONTRACTUAL SERVICES</u>		
Countywide 2-1-1 Initiative (United Way Silicon Valley)	2,000	
Chamber of Commerce Information & Referral Contract	10,000	
Social Service Grants:	50,000	
Catholic Charities / Ombudsman Program		
Healthier Kids Foundation (Formerly - Family Health Foundation)		
Live Oak Adult Day Services		
Outreach & Escort - Case Management Services		
Saratoga Area Senior Coordination Council		
Senior Adult Legal Assistance (SALA)		
St. Vincent de Paul Society		
The Health Trust / Meals on Wheels		
West Valley Community Services		
	62,000	
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>		
Dues:	11,000	
Alliance for Innovation		
California Association of Public Information Officers (CAPIO)		
Campbell Chamber of Commerce		
Capitol Inquiry		
International City Management Association (ICMA)		
Joint Venture Silicon Valley		
National Notary Association		
Santa Clara County City Manager's Association		
States of California & Nevada Chapter of the National Association of Telecommunications Officers & Advisors (SCAN NATOA)		
	11,000	
SUB - TOTAL	\$ 100,300	

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Detail PROGRAM: CITY MANAGER - ADMINISTRATION		EXHIBIT C-1 101.510 Page 2
Description		14/15 Adopted
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>		\$ 15,000
<u>7551 USER CHARGES - IT POOL</u>		
Use of Computer Hardware/Software; Phones & Photocopier/Fax		44,522
TOTAL		\$ 159,822

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 WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Conduct November 4, 2014 General Municipal Election
- Coordinate biennial review and update of Statement of Values
- Review of Campaign Finance Guidelines

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

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
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	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 239,346	\$ 255,500	\$ 262,796	\$ 272,779
Supplies, Services & Capital Outlay (Exhibit C)	71,910	74,167	98,197	158,532
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	311,256	329,668	360,993	431,311
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 311,256	\$ 329,668	\$ 360,993	\$ 431,311

FUNDING SOURCE(s)						
Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 298,597	\$ 329,668	\$ 360,993	\$ 431,311
RDA 20% Housing	223	9899	2,532	-	-	-
RDA Administration	434	9899	10,127	-	-	-
TOTAL			\$ 311,256	\$ 329,668	\$ 360,993	\$ 431,311

REVENUES MONITORED BY THIS PROGRAM						
RDA - 20% Housing - Transfer In	101	6899	\$ 2,532	\$ -	\$ -	\$ -
RDA - Administration - Transfer In	101	6899	10,127	-	-	-
TOTAL			\$ 12,659	\$ -	\$ -	\$ -

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

EXHIBIT B
101.511

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.511.7001 Personnel - Regular	\$ 167,413	\$ 185,943	\$ 192,218	\$ 197,580
101.511.7002 Personnel - Temporary	7,101	-	-	-
101.511.7003 Personnel - Overtime	-	-	-	-
101.511.7005 Personnel - POST	-	-	-	-
101.511.7103 Personnel - Holiday Pay	-	-	-	-
101.511.7104 Meal Allowance	-	-	-	-
101.511.7105 Uniform Allowance	-	-	-	-
101.511.7106 Retirement	25,641	26,995	31,255	33,933
101.511.7107 Dental Insurance	3,473	3,559	3,600	3,936
101.511.7108 Group Health Insurance	24,366	25,595	26,868	28,092
101.511.7109 Group Life Insurance	372	370	384	384
101.511.7110 Workers' Compensation Insurance	555	569	632	937
101.511.7111 Unemployment Insurance	-	-	-	1,392
101.511.7112 Group Disability Insurance	1,238	1,380	1,392	2,865
101.511.7113 Medicare	2,427	2,617	2,787	960
101.511.7114 Auto Allowance	960	979	960	360
101.511.7115 Cell Phone Allowance	360	367	360	-
101.511.7118 Other Benefit Pay	2,665	2,310	-	-
101.511.7119 Social Security	-	-	-	2,340
101.511.7121 Leave Balance Payout	471	2,437	-	-
101.511.7122 Deferred Compensation Contribution	2,304	2,379	2,340	-
101.511.7126 PARS 457 Retirement	-	-	-	-
101.511.7130 Project Overhead Cost				
TOTAL	\$ 239,346	\$ 255,500	\$ 262,796	\$ 272,779

EXHIBIT B-1
101.511

Temporary Personnel	Full-Time Equivalents (FTE's)					14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted		
TOTAL	-	-	-	-	\$	-

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

EXHIBIT C
101.511

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.511.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.511.7421 Communications - Phones	-	-	-	-
101.511.7422 Advertising	16,625	18,298	16,000	16,000
101.511.7423 Clothing and Personal Expense	-	-	-	-
101.511.7424 Office Expense	30,728	28,716	42,500	40,500
101.511.7425 Minor Tools & Equipment	-	-	-	-
101.511.7427 Special Departmental Expense	166	416	900	900
101.511.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.511.7429 Maintenance & Operation of Equipment	5,583	4,822	6,000	6,000
101.511.7430 Professional & Specialized Services	4,082	2,540	8,000	8,000
101.511.7431 Promotional Expense	-	-	-	-
101.511.7432 Other Contractual Services	-	-	-	-
101.511.7433 Insurance and Surety Bonds	-	-	-	-
101.511.7434 Memberships, Dues, Books	1,156	923	1,100	1,100
101.511.7435 Professional Development & Meetings	2,997	180	4,000	4,000
101.511.7436 Election Expense	115	19	-	59,000
101.511.7437 Staff Development	-	(125)	-	-
101.511.7441 Special Community Services	-	-	-	-
101.511.7442 Insurance Claims Expense	-	-	-	-
101.511.7548 User Charges - Photocopy/Fax	-	-	-	-
101.511.7549 User Charges - Communications Pool	-	-	-	-
101.511.7550 User Charges - Motor Pool	-	1	200	200
101.511.7551 User Charges - IT Pool	10,458	18,378	19,497	22,832
101.511.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 71,910	\$ 74,167	\$ 98,197	\$ 158,532

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Detail PROGRAM: CITY MANAGER - CITY CLERK		EXHIBIT C-1 101.511
Description	14/15 Adopted	
<u>7422 ADVERTISING</u>		
Legal Notices, Ordinances, Resolutions, Notice to Bidders, Display Ads, Etc.	\$ 16,000	
<u>7424 OFFICE EXPENSE</u>		
Office Supplies	2,500	
Postage for All Departments	38,000	
	40,500	
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>		
Frames for City Council Proclamations/Resolutions	400	
Minute, Ordinance & Resolution Books	200	
Office Equipment	300	
	900	
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>		
Mailing Machine (Year Three of Five-Year Lease)	4,000	
Supplies for Postage Machine	1,500	
U.S. Audio (Sony Recorder Maintenance & Supplies)	500	
	6,000	
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>		
Codification of Ordinances Amending Campbell Municipal Code	8,000	
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	1,100	
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	4,000	
<u>7436 ELECTION EXPENSES</u>		
November 4, 2014 General Municipal Election	59,000	
<u>7550 USER CHARGES - MOTOR POOL</u>		
Pool Vehicle Rental	200	
<u>7551 USER CHARGES - IT POOL</u>		
Use of Computer Hardware/Software; Phones & Photocopier/Fax	22,832	
TOTAL	\$ 158,532	

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
- Provide sexual harassment training for employees

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Meet and confer with Campbell Police Officers Association (CPOA) and with Carpenters employee groups
- Participate in a Wellness Initiative with El Camino Hospital
- Administer new Employee Recognition Values Program
- Conduct classification audits/analysis for requested positions
- Plan for implementation of Affordable Care Act (ACA)
- Participate in conversion of Sungard Pentamotion financial system software impacting Human Resources

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

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
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.	22,008	22,637	24,545
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	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 306,515	\$ 330,790	\$ 353,262	\$ 368,025
Supplies, Services & Capital Outlay (Exhibit C)	426,752	400,428	385,272	402,573
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	733,267	731,218	738,534	770,598
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 733,267	\$ 731,218	\$ 738,534	\$ 770,598

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 733,267	\$ 731,218	\$ 738,534	\$ 770,598
TOTAL			\$ 733,267	\$ 731,218	\$ 738,534	\$ 770,598

REVENUES MONITORED BY THIS PROGRAM

TOTAL			\$ -	\$ -	\$ -	\$ -

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

EXHIBIT B
101.515

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.515.7001 Personnel - Regular	\$ 221,228	\$ 242,197	\$ 257,348	\$ 264,469
101.515.7002 Personnel - Temporary	3,413	-	-	1,500
101.515.7003 Personnel - Overtime	-	-	-	-
101.515.7005 Personnel - POST	-	-	-	-
101.515.7103 Personnel - Holiday Pay	-	-	-	-
101.515.7104 Meal Allowance	-	-	-	-
101.515.7105 Uniform Allowance	-	-	-	-
101.515.7106 Retirement	32,315	35,096	41,846	45,420
101.515.7107 Dental Insurance	5,080	5,396	5,040	5,510
101.515.7108 Group Health Insurance	31,111	34,105	37,378	38,939
101.515.7109 Group Life Insurance	528	547	538	538
101.515.7110 Workers' Compensation Insurance	1,209	1,045	798	1,189
101.515.7111 Unemployment Insurance	-	-	-	1,834
101.515.7112 Group Disability Insurance	1,833	1,884	1,834	3,858
101.515.7113 Medicare	3,610	3,953	3,732	768
101.515.7114 Auto Allowance	768	783	768	288
101.515.7115 Cell Phone Allowance	288	294	288	20
101.515.7118 Other Benefit Pay	2,068	2,360	-	-
101.515.7119 Social Security	-	-	-	-
101.515.7121 Leave Balance Payout	-	-	-	-
101.515.7122 Deferred Compensation Contribution	3,064	3,131	3,692	-
101.515.7126 PARS 457 Retirement	-	-	-	3,692
101.515.7130 Project Overhead Cost				
TOTAL	\$ 306,515	\$ 330,790	\$ 353,262	\$ 368,025

EXHIBIT B-1
101.515

Temporary Personnel	Full-Time Equivalents (FTE's)					14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted		
Human Resources Intern	-	-	-	0.06	\$	1,500
TOTAL	-	-	-	0.06	\$	1,500

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Summary PROGRAM: CITY MANAGER - HUMAN RESOURCES				EXHIBIT C 101.515
Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.515.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.515.7421 Communications - Phones	-	-	-	-
101.515.7422 Advertising	-	4,345	1,000	1,000
101.515.7423 Clothing and Personal Expense	-	-	-	-
101.515.7424 Office Expense	545	1,309	750	750
101.515.7425 Minor Tools & Equipment	-	-	-	-
101.515.7427 Special Departmental Expense	4,735	5,813	4,500	4,500
101.515.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.515.7429 Maintenance & Operation of Equipment	-	-	-	-
101.515.7430 Professional & Specialized Services	205,884	122,938	90,650	91,650
101.515.7431 Promotional Expense	-	-	-	-
101.515.7432 Other Contractual Services	-	-	-	-
101.515.7433 Insurance and Surety Bonds	-	-	-	-
101.515.7434 Memberships, Dues, Books	509	344	750	750
101.515.7435 Professional Development & Meetings	5,681	5,649	5,000	6,000
101.515.7437 Staff Development	25,003	21,704	29,900	32,200
101.515.7438 Other Charges	-	-	-	-
101.515.7441 Special Community Services	5,103	6,204	6,000	6,500
101.515.7442 Insurance Claims Expense	47,465	52,208	30,000	30,000
101.515.7548 User Charges - Photocopy/Fax	-	-	-	-
101.515.7549 User Charges - Communications Pool	-	-	-	-
101.515.7550 User Charges - Motor Pool	-	28	100	100
101.515.7551 User Charges - IT Pool	8,715	13,783	14,622	17,123
101.515.7625 Retiree Health Rebate	123,112	166,103	202,000	212,000
101.515.7626 Retiree Health Prefunding (OPEB)	-	-	-	-
101.515.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 426,752	\$ 400,428	\$ 385,272	\$ 402,573

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

EXHIBIT C-1
101.515
Page 1

Description	14/15 Adopted
<u>7422 ADVERTISING</u>	\$ 1,000
<u>7424 OFFICE EXPENSE</u>	
Office Supplies & Forms	750
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
City-wide Safety Supplies	300
Fingerprinting - All New Permanent Employees and Temporary	
Recreation Employees as Required by Law	2,500
Oral Board Expenses	1,000
Negotiations Lunches	400
Travel Reimbursement - Out of Area Job Candidates	300
	4,500
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Attorney Fees - Labor Relations	25,000
Bilingual Testing	300
Cal Opps	1,500
CalPERS Health Administration Fee - CalPERS	4,500
CalPERS Retired Members Health	1,500
City-Wide Safety Program / Injury & Illness Prevention Program (IIPP) Contract	17,500
Employee Relations Service (Includes Dues & Special Projects)	8,850
Hearing Conservation Program	700
Hepatitis B Vaccinations	1,100
Pre-employment Physicals (Not Clerical/Administrative)	3,000
Psychological Services (Critical Incident Debriefing/Fitness for Duty Evaluation)	1,100
Public Agency Retirement Systems (PARS) - Alternative to Social Security	13,000
Section 125 Administration Fee - EBS	11,100
Test Rental and Administration Fees	2,500
	91,650
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books, Dues & Subscriptions	750
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	6,000
SUB-TOTAL	\$ 104,650

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

EXHIBIT C-1
101.515
Page 2

Description	14/15 Adopted
<u>7437 STAFF DEVELOPMENT</u>	
Annual Management Group/Department Head Training	\$ 2,500
Central Tuition Reimbursement	12,000
Employee Relations Consortium	3,500
Healthy Lifestyle	1,500
Human Resources Training (Sexual Harassment - AB-1825)	3,200
Management Talent Exchange Program (MTEP) - Leadership Academy	2,500
Employee Recognition	500
Service & Retirement Awards Program	6,500
	32,200
<u>7441 SPECIAL COMMUNITY SERVICES</u>	
Volunteer Recognition	6,500
<u>7442 INSURANCE CLAIMS EXPENSE</u>	
Payment of Unemployment Claims (Extended Payment of Claims)	30,000
<u>7550 USER CHARGES - MOTOR POOL</u>	
Pool Vehicle Rental	100
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	17,123
<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 (56 Participants).	212,000
TOTAL	\$ 402,573

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 12	FY 13	FY 14
1	90% of claims are responded to within 5 working days.	100%	100%	100%
2	Number of recordable industrial injuries.	34	23	19
3	Percent of annual increase (decrease) in the number of recordable work related injuries.	112%	(32%)	(17%)

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

EXHIBIT A
690.516

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 37,009	\$ 38,509	\$ 39,161	\$ 40,624
Supplies, Services & Capital Outlay (Exhibit C)	1,003,664	1,252,934	444,950	544,950
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,040,673	1,291,443	484,111	585,574
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 1,040,673	\$ 1,291,443	\$ 484,111	\$ 585,574

FUNDING SOURCE(s)						
Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Workers' Comp. Trust	690	5142	\$ 365,834	\$ 357,535	\$ 395,000	\$ 586,000
Workers' Comp. Ins. - Beg. Fund Bal.	690	6090	463,578	933,908	89,111	-
Insurance Claims Reimbursements	690	4962	211,261	-	-	-
TOTAL			1,040,673	\$ 1,291,443	\$ 484,111	\$ 586,000

REVENUES MONITORED BY THIS PROGRAM						
Workers' Compensation:						
Charges to Operating Departments	690	5142	\$ 365,834	\$ 357,535	\$ 395,000	\$ 586,000
Insurance Claims Reimbursements	690	4962	211,261	-	-	-
TOTAL			\$ 577,095	\$ 357,535	\$ 395,000	\$ 586,000

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

EXHIBIT B
690.516

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
690.516.7001 Personnel - Regular	\$ 28,512	\$ 29,430	\$ 30,024	\$ 30,855
690.516.7002 Personnel - Temporary	-	-	-	-
690.516.7003 Personnel - Overtime	-	-	-	-
690.516.7005 Personnel - POST	-	-	-	-
690.516.7103 Personnel - Holiday Pay	-	-	-	-
690.516.7104 Meal Allowance	-	-	-	-
690.516.7105 Uniform Allowance	-	-	-	-
690.516.7106 Retirement	4,177	4,308	4,882	5,299
690.516.7107 Dental Insurance	347	358	360	394
690.516.7108 Group Health Insurance	2,428	2,601	2,693	2,815
690.516.7109 Group Life Insurance	37	37	38	38
690.516.7110 Workers' Compensation Insurance	93	92	99	146
690.516.7111 Unemployment Insurance	-	-	-	158
690.516.7112 Group Disability Insurance	158	158	158	447
690.516.7113 Medicare	436	454	435	192
690.516.7114 Auto Allowance	192	196	192	72
690.516.7115 Cell Phone Allowance	72	73	72	-
690.516.7118 Other Benefit Pay	349	590	-	-
690.516.7119 Social Security	-	-	-	208
690.516.7121 Leave Balance Payout	-	-	-	-
690.516.7122 Deferred Compensation Contribution	208	212	208	-
690.516.7126 PARS 457 Retirement	-	-	-	-
690.516.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 37,009	\$ 38,509	\$ 39,161	\$ 40,624

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

**EXHIBIT B-1
690.516**

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Human Resources Manager *	0.20	0.20	0.20	0.20	\$ 30,855
* Balance of Position in Program 515					
TOTAL	0.20	0.20	0.20	0.20	\$ 30,855

Temporary Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
TOTAL	-	-	-	-	\$ -

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

EXHIBIT C
690.516

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
690.516.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
690.516.7421 Communications - Phones	-	-	-	-
690.516.7422 Advertising	-	-	-	-
690.516.7423 Clothing and Personal Expense	-	-	-	-
690.516.7424 Office Expense	-	-	50	50
690.516.7425 Minor Tools & Equipment	-	-	-	-
690.516.7427 Special Departmental Expense	-	-	-	-
690.516.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
690.516.7429 Maintenance & Operation of Equipment	-	-	-	-
690.516.7430 Professional & Specialized Services	43,469	54,172	47,900	47,900
690.516.7431 Promotional Expense	-	-	-	-
690.516.7432 Other Contractual Services	-	-	-	-
690.516.7433 Insurance and Surety Bonds	41,668	41,406	47,000	47,000
690.516.7434 Memberships, Dues, Books	-	-	-	-
690.516.7435 Professional Development & Meetings	-	-	-	-
690.516.7437 Staff Development	-	-	-	-
690.516.7438 Other Charges	-	-	-	-
690.516.7441 Special Community Services	-	-	-	-
690.516.7442 Insurance Claims Expense	273,662	452,656	350,000	450,000
690.516.7548 User Charges - Photocopy/Fax	-	-	-	-
690.516.7549 User Charges - Communications Pool	-	-	-	-
690.516.7668 Change in Accrual W/C Losses	644,865	704,700	-	-
690.516.7669 Reimbursable W/C Claims Expense	-	-	-	-
690.516.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 1,003,664	\$ 1,252,934	\$ 444,950	\$ 544,950

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Detail PROGRAM: CITY MANAGER - WORKERS COMPENSATION INSURANCE		EXHIBIT C-1 690.516
Description	14/15 Adopted	
<u>7424 OFFICE EXPENSE</u>		
Supplies, Forms, Etc.	\$ 50	
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>		
Actuarial Review	3,100	
Department of Industrial Relations (DOIR) Self-Insurance Fee	8,800	
Third-Party Administrator Fees (Tri-Star)	36,000	
	47,900	
<u>7433 INSURANCE & SURETY BONDS</u>		
Excess Workers' Compensation Insurance over \$1,000,000 Self-Insured Retention (SIR)	47,000	
<u>7442 INSURANCE CLAIMS EXPENSE</u>		
Disability Payments to Employees, Medical Fees, Legal Fees, Etc.	450,000	
<u>7668 CHANGE IN ACCRUAL</u>		
Workers' Compensation Losses *	-	

EXHIBIT C-1
690.516

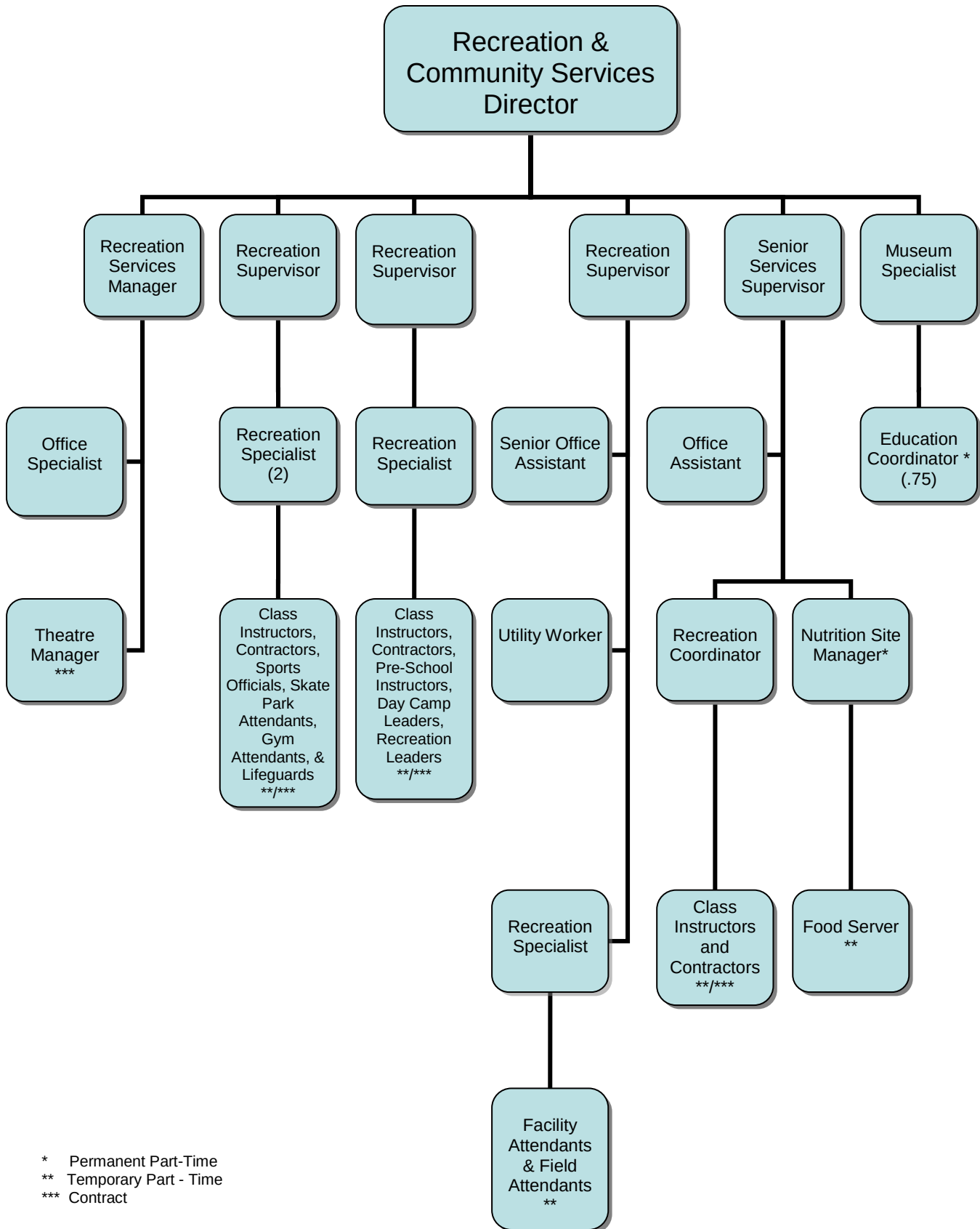
Description	14/15 Adopted
<u>7424 OFFICE EXPENSE</u>	
Supplies, Forms, Etc.	\$ 50
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Actuarial Review	3,100
Department of Industrial Relations (DOIR) Self-Insurance Fee	8,800
Third-Party Administrator Fees (Tri-Star)	36,000
	47,900
<u>7433 INSURANCE & SURETY BONDS</u>	
Excess Workers' Compensation Insurance over \$1,000,000 Self-Insured Retention (SIR)	47,000
<u>7442 INSURANCE CLAIMS EXPENSE</u>	
Disability Payments to Employees, Medical Fees, Legal Fees, Etc.	450,000
<u>7668 CHANGE IN ACCRUAL</u>	
Workers' Compensation Losses *	-
* Funded with One-Time Revenue - Beginning Fund Balance	
TOTAL	\$ 544,950

Recreation & Community Services



Recreation & Community Services

2014-2015



* Permanent Part-Time
 ** Temporary Part - Time
 *** Contract

RECREATION & COMMUNITY SERVICES DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

Budgeted Positions	Actual 2011-2012	Actual 2012-2013	Adopted 2013-2014	Adopted 2014-2015
Executive Assistant	1.00	1.00	1.00	1.00
Food Server	0.50	-	-	-
Museum Collections Specialist	-	-	-	1.00
Museum Education Coordinator	0.75	0.75	0.75	0.75
Museum Specialist	1.00	1.00	1.00	1.00
Nutrition Site Manager	0.50	0.50	0.50	0.50
Office Assistant	2.00	2.00	2.00	2.00
Recreation & Community Svcs. Director	1.00	1.00	1.00	1.00
Recreation Program Coordinator	1.00	1.00	1.00	1.00
Recreation Program Supervisor	3.00	3.00	3.00	3.00
Recreation Services Manager	1.00	1.00	1.00	1.00
Recreation Specialist	-	-	-	4.00
Senior Office Assistant	1.00	1.00	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
Total Budgeted Positions	14.75	14.25	14.25	19.25

Temporary Positions

Aquatic Instructor / Lifeguard	1.61	1.93	1.95	1.83
Bldg. Attendants - Building Attendants - Wknight	1.39	1.40	1.40	1.40
Bldg. Attendants - Building Attendants - Weekend	1.49	1.60	1.60	1.60
Bldg. Attendants - Museum Support	0.02	0.02	0.02	0.02
Class Instructors	4.22	4.60	4.43	5.57
Clerical Relief	0.14	0.10	0.25	0.33
Collections Specialist	0.23	0.27	0.27	-
Day Camp Recreation Leaders	6.74	7.24	7.24	7.29
Day Camp Recreation Specialist	0.19	0.17	0.17	0.17
Day Camp Senior Recreation Specialist	0.25	0.56	0.56	0.25
Facility Attendance Staff	0.51	0.72	0.41	0.93
Facility Attendants / Scorers	1.51	1.51	0.98	1.50
Fitness Program Staff	5.26	4.85	5.04	3.43
Food Server	-	0.50	0.50	0.50
Food Server - Relief	0.02	0.02	0.03	0.03
Lifeguard/Instructor	0.11	0.11	0.11	0.11
Museum Education Instructor	0.17	0.21	0.21	-
Pre-School Aides	2.03	2.05	2.00	2.00
Pre-School Instructors	2.30	2.35	2.49	1.93
Recreation Intern	0.13	-	0.05	-
Recreation Specialist	0.84	0.84	1.20	1.22

RECREATION & COMMUNITY SERVICES DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

<u>Temporary Positions</u>	<u>Actual 2011-2012</u>	<u>Actual 2012-2013</u>	<u>Adopted 2013-2014</u>	<u>Adopted 2014-2015</u>
Site Manager - Relief	0.03	0.03	0.03	0.03
Skate Park Attendant	0.91	0.76	0.76	0.76
Sports League Officials	0.99	1.30	1.19	1.10
Summer Concert Event Staff	0.13	0.13	0.30	-
Swim Team Coaches	3.11	3.00	3.24	2.24
Total Temporary Positions	34.33	36.27	36.42	34.23
Total Staffing	49.08	50.52	50.67	53.48

RECREATION & COMMUNITY SERVICES DEPARTMENT SUMMARY

Expenditure Summary

<u>Description</u>	<u>Actual 2011-2012</u>	<u>Actual 2012-2013</u>	<u>Adopted 2013-2014</u>	<u>Adopted 2014-2015</u>
Employee Services	\$ 3,326,457	\$ 2,941,897	\$ 3,022,936	\$ 3,281,122
Supplies & Other Services & Capital Outlay	2,576,663	1,899,730	1,932,186	2,000,395
Debt Service	-	-	-	-
Total Before Transfers	5,903,120	4,841,627	4,955,122	5,281,517
Transfers-Out	-	-	-	-
Appropriation Total	5,903,120	4,841,627	4,955,122	5,281,517
Less Transfers-In	67,480	96,370	42,736	27,000
Net Cost	\$ 5,835,640	\$ 4,745,257	\$ 4,912,386	\$ 5,254,517

Revenue Summary

Total Revenue Monitored by Department	<u>\$ 4,979,578</u>	<u>\$ 3,654,571</u>	<u>\$ 3,959,335</u>	<u>\$ 3,785,802</u>

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 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 2015-2016
- 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 2014
- Facilitate ongoing emergency preparedness training for staff

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Complete Recreation Plan (PRC)
- Develop Community Center Improvements based on RP recommendations *
- Implement Youth Engagement in partnership with school districts* (PRC/CIC)
- Implement strategies to fully utilize ActiveNet capabilities
- Continue to promote the benefits of Recreation through the Parks Make Life Better campaign

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	Percent actual to budgeted revenue for overall department.	96%	97%	103%
2	Percent actual to budgeted expenditures for overall department.	99%	100%	99%

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

**EXHIBIT A
101.524**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 223,208	\$ 252,043	\$ 397,780	\$ 420,118
Supplies, Services & Capital Outlay (Exhibit C)	65,358	73,219	81,651	85,689
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	288,566	325,262	479,431	505,807
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 288,566	\$ 325,262	\$ 479,431	\$ 505,807

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 288,566	\$ 303,799	\$ 479,431	\$ 505,807
Santa Clara County Grant	212	9899	-	21,463	-	-
TOTAL			\$ 288,566	\$ 325,262	\$ 479,431	\$ 505,807

REVENUES MONITORED BY THIS PROGRAM

Donations - Youth Scholarships	101	4821	\$ 950	\$ (1,021)	\$ -	\$ -
County - Obesity Prevention Grant	101	6899	-	21,463	-	-
Branding Merchandise	101	4643	-	-	-	200
TOTAL			\$ 950	\$ 20,442	\$ -	\$ 200

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

**EXHIBIT B
101.524**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.524.7001 Personnel - Regular	\$ 163,861	\$ 156,248	\$ 287,437	\$ 303,018
101.524.7002 Personnel - Temporary	4,661	16,159	12,000	10,000
101.524.7003 Personnel - Overtime	-	-	-	-
101.524.7005 Personnel - POST	-	-	-	-
101.524.7103 Personnel - Holiday Pay	-	-	-	-
101.524.7104 Meal Allowance	-	-	-	-
101.524.7105 Uniform Allowance	-	-	-	-
101.524.7106 Retirement	24,430	24,766	46,738	52,041
101.524.7107 Dental Insurance	2,431	2,504	4,320	4,724
101.524.7108 Group Health Insurance	17,631	18,423	32,890	34,358
101.524.7109 Group Life Insurance	260	245	460	460
101.524.7110 Workers' Compensation Insurance	568	610	2,758	4,143
101.524.7111 Unemployment Insurance	-	-	-	-
101.524.7112 Group Disability Insurance	1,030	964	1,824	1,824
101.524.7113 Medicare	2,625	2,979	4,342	4,540
101.524.7114 Auto Allowance	1,320	1,265	2,280	2,280
101.524.7115 Cell Phone Allowance	-	-	-	-
101.524.7118 Other Benefit Pay	2,803	10,479	-	-
101.524.7119 Social Security	-	-	-	-
101.524.7121 Leave Balance Payout	-	15,791	-	-
101.524.7122 Deferred Compensation Contribution	1,560	1,550	2,600	2,600
101.524.7126 PARS 457 Retirement	28	61	131	130
101.524.7130 Project Overhead Cost				
TOTAL	\$ 223,208	\$ 252,043	\$ 397,780	\$ 420,118

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

EXHIBIT B-1
101.524

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Recreation & Community Svcs. Director	1.00	1.00	1.00	1.00	\$ 153,358
Executive Assistant *	0.20	0.20	0.20	0.20	15,434
Office Assistant **	0.20	0.20	0.20	-	-
Office Specialist **	-	-	-	0.20	13,982
Recreation Services Manager ***	-	-	1.00	1.00	120,244
* Balance in Programs 531 & 532 ** Position reclassified during FY 14 Balance in Programs 531 & 532 *** Re-allocated from Programs 529-532					
TOTAL	1.40	1.40	2.40	2.40	\$ 303,018

Temporary Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Clerical Relief (Vacation/Holiday)	0.07	0.17	0.17	0.17	\$ 10,000
Recreation Intern (One year)	0.13	-	0.05	-	-
TOTAL	0.20	0.17	0.22	0.17	\$ 10,000

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

EXHIBIT C
101.524

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.524.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.524.7421 Communications - Phones	2,290	818	960	1,050
101.524.7422 Advertising	-	-	-	-
101.524.7423 Clothing and Personal Expense	-	-	-	-
101.524.7424 Office Expense	6,711	6,129	7,000	7,000
101.524.7425 Minor Tools & Equipment	-	-	-	-
101.524.7427 Special Departmental Expense	35,567	37,773	39,820	38,600
101.524.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.524.7429 Maintenance & Operation of Equipment	-	-	-	-
101.524.7430 Professional & Specialized Services	275	34	700	700
101.524.7431 Promotional Expense	1,000	-	-	-
101.524.7432 Other Contractual Services	-	-	-	-
101.524.7433 Insurance and Surety Bonds	-	-	-	-
101.524.7434 Memberships, Dues, Books	235	360	800	800
101.524.7435 Professional Development & Meetings	1,850	5,133	8,000	8,000
101.524.7437 Staff Development	-	-	-	-
101.524.7438 Other Charges	-	-	-	-
101.524.7441 Special Community Services	-	-	-	1,000
101.524.7442 Insurance Claims Expense	-	-	-	-
101.524.7548 User Charges - Photocopy/Fax	-	-	-	-
101.524.7549 User Charges - Communications Pool	-	-	-	-
101.524.7550 User Charges - Motor Pool	-	-	-	-
101.524.7551 User Charges - IT Pool	17,430	22,972	24,371	28,539
101.524.7621 Youth Scholarship Program	-	-	-	-
101.524.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 65,358	\$ 73,219	\$ 81,651	\$ 85,689

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

EXHIBIT C-1
101.524

Description	14/15 Adopted
<u>7421 COMMUNICATIONS</u>	
E-Mail Newsletter Fees	\$ 450
FAX Line	600
	1,050
<u>7424 OFFICE EXPENSE</u>	
Office Supplies & Printing Expenses	7,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
American Society of Composers, Authors & Performers (ASCAP) BMI Licensing Fee	1,400
Department Meetings	500
Departmental Employee Recognition	450
Lettering Machine Supplies	300
Motion Picture License	500
Recreation Activities Brochure (3 Per Year)	34,650
Other Department wide supplies	800
	38,600
<u>7430 PROFESSIONAL & SPECIAL SERVICES</u>	
Hepatitis B Vaccines (Lifeguards/Building Attendants)	200
TB Testing - Lifeguards, Day Camp Leaders, Instructors, Etc.	500
	700
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books	100
Dues (Includes Parks & Recreation Commission)	500
Subscriptions	200
	800
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	8,000
<u>7441 SPECIAL COMMUNITY SERVICES</u>	
Parks Make Life Better Messaging	1,000
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	28,539
TOTAL	\$ 85,689

SENIOR NUTRITION PROGRAM 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 health and welfare counseling, and assistance with information and referral
- Coordinate VTA ParaTransit services with Outreach, Inc. for those individuals who cannot access the Nutrition Program by using public or private transportation
- Coordinate monthly volunteer opportunities for approximately 10 volunteers
- 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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Contract with a new catering company one day per week to offer a new variety of food selections

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	Total number of meals served as a percent of meals budgeted.	97.7%	101.5%	98.87%
2	Average number of meals served per day as percent of meals budgeted.	39 98%	41 102%	42 100%

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM: REC & COMM SERVICES - SENIOR CITIZENS - NUTRITION PROGRAM**

**EXHIBIT A
101.525**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 58,582	\$ 60,931	\$ 87,734	\$ 90,931
Supplies, Services & Capital Outlay (Exhibit C)	59,902	64,570	65,709	67,423
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	118,484	125,501	153,443	158,354
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 118,484	\$ 125,501	\$ 153,443	\$ 158,354

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenue	101	Misc.	\$ 61,021	\$ 67,102	\$ 93,648	\$ 96,140
Program Revenue	101	Misc.	57,463	58,399	59,795	62,214
TOTAL			\$ 118,484	\$ 125,501	\$ 153,443	\$ 158,354

REVENUES MONITORED BY THIS PROGRAM

County's Share of Nutrition Program	101	4561	\$ 23,147	\$ 23,546	\$ 25,818	\$ 27,139
County's Share of Room Usage	101	4561	4,593	4,574	4,823	5,062
County's Share of Personnel Costs	101	4561	17,155	17,155	17,154	18,013
Meal Donations	101	4816	12,568	13,124	12,000	12,000
TOTAL			\$ 57,463	\$ 58,399	\$ 59,795	\$ 62,214

CITY OF CAMPBELL OPERATING BUDGET - Employee Services Summary PROGRAM: REC & COMM SERVICES - SENIOR CITIZENS - NUTRITION PROGRAM				EXHIBIT B 101.525
Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.525.7001 Personnel - Regular	\$ 28,704	\$ 29,916	\$ 46,487	\$ 47,774
101.525.7002 Personnel - Temporary	11,145	11,473	14,805	14,805
101.525.7003 Personnel - Overtime	-	-	-	-
101.525.7005 Personnel - POST	-	-	-	-
101.525.7103 Personnel - Holiday Pay	-	-	-	-
101.525.7104 Meal Allowance	-	-	-	-
101.525.7105 Uniform Allowance	75	90	90	90
101.525.7106 Retirement	4,169	4,306	7,559	8,204
101.525.7107 Dental Insurance	1,997	2,057	2,430	2,657
101.525.7108 Group Health Insurance	8,147	8,552	11,394	11,913
101.525.7109 Group Life Insurance	214	214	259	259
101.525.7110 Workers Compensation Insurance	598	571	1,067	1,567
101.525.7111 Unemployment Insurance	-	-	-	-
101.525.7112 Group Disability Insurance	312	316	810	810
101.525.7113 Medicare	588	606	887	906
101.525.7114 Auto Allowance	-	-	-	-
101.525.7115 Cell Phone Allowance	-	-	-	-
101.525.7118 Other Benefit Pay	25	-	-	-
101.525.7119 Social Security	-	-	-	-
101.525.7121 Leave Balance Payout	1,618	1,820	-	-
101.525.7122 Deferred Compensation Contribution	845	861	1,755	1,755
101.525.7126 PARS 457 Retirement	145	149	191	191
101.525.7130 Project Overhead Cost				
TOTAL	\$ 58,582	\$ 60,931	\$ 87,734	\$ 90,931

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM: REC & COMM SERVICES - SENIOR CITIZENS - NUTRITION PROGRAM

EXHIBIT B-1
101.525

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Nutrition Site Manager	0.50	0.50	0.50	0.50	\$ 21,008
Food Server	0.50	-	-	-	-
Senior Services Supervisor *	0.20	0.20	0.20	0.20	17,081
Utility Worker **	0.15	0.15	0.15	0.15	9,685
* Balance in Program 526					
** Balance in Programs 526, 527, 531 & 532					
TOTAL	1.35	0.85	0.85	0.85	\$ 47,774

Temporary Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Relief Site Manager	0.025	0.025	0.025	0.025	\$ 600
Relief Food Server	0.025	0.025	0.025	0.025	550
Food Server	-	0.500	0.500	0.500	13,655
TOTAL	0.05	0.55	0.55	0.55	\$ 14,805

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM: REC & COMM SERVICES - SENIOR CITIZENS - NUTRITION PROGRAM

EXHIBIT C
101.525

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.525.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.525.7421 Communications - Phones	-	-	-	-
101.525.7422 Advertising	-	-	-	-
101.525.7423 Clothing and Personal Expense	-	-	-	-
101.525.7424 Office Expense	-	-	-	-
101.525.7425 Minor Tools & Equipment	-	-	-	-
101.525.7427 Special Departmental Expense	9,194	9,691	10,795	11,051
101.525.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.525.7429 Maintenance & Operation of Equipment	-	-	-	-
101.525.7430 Professional & Specialized Services	-	-	-	-
101.525.7431 Promotional Expense	-	1,465	-	-
101.525.7432 Other Contractual Services	50,708	53,414	54,914	56,372
101.525.7433 Insurance and Surety Bonds	-	-	-	-
101.525.7434 Memberships, Dues, Books	-	-	-	-
101.525.7435 Professional Development & Meetings	-	-	-	-
101.525.7437 Staff Development	-	-	-	-
101.525.7438 Other Charges	-	-	-	-
101.525.7441 Special Community Services	-	-	-	-
101.525.7442 Insurance Claims Expense	-	-	-	-
101.525.7548 User Charges - Photocopy/Fax	-	-	-	-
101.525.7549 User Charges - Communications Pool	-	-	-	-
101.525.7550 User Charges - Motor Pool	-	-	-	-
101.525.7883 Improvements Other than Buildings	-	-	-	-
101.525.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 59,902	\$ 64,570	\$ 65,709	\$ 67,423

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: REC & COMM SERVICES - SENIOR CITIZENS - NUTRITION PROGRAM

EXHIBIT C-1
101.525

Description	14/15 Adopted
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Operations Costs (Serving Dishes/Flatware; Paper Products; Laundry Services, Office Supplies)	\$ 2,739
Plastic ware	3,000
Pre-Packaged Meals	150
Room Usage Fee *	5,062
Special Event Supplies	100
	11,051
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Food Costs (10,416 Meals @ \$4.836 Each)	50,372
Payment to Santa Clara County:	
1/2 of Daily Contributions	6,000
	56,372
* Rental Value of City's Room M-50	
TOTAL	\$ 67,423

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 fitness, 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 bi-monthly newsletter to advertise Adult Center programs and services
- Serve as the primary community resource for information and referral for Senior Adult Services
- Supervise the Nutrition Program, and coordinate with Santa Clara County
- 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 for approximately 50 volunteers
- Provide supervision for delivery of Case Management Services
- Continue marketing efforts to sustain participation levels
- Produce camera-ready Senior Adult pages for Recreation Activities brochure
- Facilitate training for staff in CPR, Universal Precautions and Emergency Procedures
- Provide consistent, exceptional customer service in all program offerings
- Generate revenue from classes to achieve 125% cost recovery factor to help support non-fee based programs and services

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Assist with the study of Services for Retiring Baby Boomers (PRC) *

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

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	Attain 90% or better of desired membership base of 1,200.	82% (985)	70% (843)	107% (1288)
2	Number of classes offered.	290	296	337
3	Attain 80% or better enrollment in all classes.	86%	82%	65%
4	Percent of resident enrollees in classes is 50% or greater.	40%	42%	41%
5	Ratio of gross revenues to division direct expenses is 40% or greater.	62%	55%	51%
6	1% of overall division budget is funded by donations & other external sources.	1.0%	1.6%	0%

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

**EXHIBIT A
101.526**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 387,284	\$ 442,510	\$ 416,717	\$ 436,339
Supplies, Services & Capital Outlay (Exhibit C)	145,296	134,158	130,464	133,750
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	532,580	576,668	547,181	570,089
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 532,580	\$ 576,668	\$ 547,181	\$ 570,089

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 195,508	\$ 256,531	\$ 221,760	\$ 257,480
Senior Trust - Transfers In	797	9899	5,480	4,690	3,736	-
Program Revenues	101	*	331,592	315,447	321,685	312,609
* Account #4612, #4625, and #4626						
TOTAL			\$ 532,580	\$ 576,668	\$ 547,181	\$ 570,089

REVENUES MONITORED BY THIS PROGRAM

Classes	101	4612	\$ 177,283	\$ 164,053	\$ 205,215	\$ 185,594
Fund Raiser	101	4625	3,029	4,967	4,000	-
Program Fees	101	4626	151,280	146,427	112,470	127,015
Senior Trust	101	6899	5,480	4,690	3,736	-
TOTAL			\$ 337,072	\$ 320,137	\$ 325,421	\$ 312,609

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

**EXHIBIT B
101.526**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.526.7001 Personnel - Regular	\$ 172,884	\$ 220,784	\$ 197,884	\$ 211,898
101.526.7002 Personnel - Temporary	135,705	125,981	127,752	123,509
101.526.7003 Personnel - Overtime	-	-	-	-
101.526.7005 Personnel - POST	-	-	-	-
101.526.7103 Personnel - Holiday Pay	-	-	-	-
101.526.7104 Meal Allowance	-	-	-	-
101.526.7105 Uniform Allowance	75	90	90	90
101.526.7106 Retirement	25,034	31,860	32,175	36,392
101.526.7107 Dental Insurance	4,604	5,628	5,130	5,805
101.526.7108 Group Health Insurance	32,460	40,456	38,202	41,347
101.526.7109 Group Life Insurance	493	585	547	567
101.526.7110 Workers' Compensation Insurance	2,736	2,935	3,139	4,658
101.526.7111 Unemployment Insurance	-	-	-	-
101.526.7112 Group Disability Insurance	1,574	1,870	1,710	1,770
101.526.7113 Medicare	3,485	3,987	4,722	4,861
101.526.7114 Auto Allowance	-	-	-	-
101.526.7115 Cell Phone Allowance	-	-	-	-
101.526.7118 Other Benefit Pay	25	1,138	-	-
101.526.7119 Social Security	-	-	-	-
101.526.7121 Leave Balance Payout	3,030	1,424	-	-
101.526.7122 Deferred Compensation Contribution	3,445	4,172	3,705	3,835
101.526.7126 PARS 457 Retirement	1,734	1,600	1,661	1,607
101.526.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 387,284	\$ 442,510	\$ 416,717	\$ 436,339

EXHIBIT B-1
101.526

Permanent Personnel	Full-Time Equivalents (FTE's)				
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	14/15 Adopted
Senior Services Supervisor *	0.80	0.80	0.70	0.80	\$ 68,323
Recreation Program Coordinator	1.00	1.00	1.00	1.00	73,632
Office Assistant	1.00	1.00	1.00	1.00	60,258
Utility Worker **	0.15	0.15	0.15	0.15	9,685
* Balance in Program 525					
** Balance in Programs 525, 527, 531 & 532					
TOTAL	2.95	2.95	2.85	2.95	\$ 211,898

Temporary Personnel	Full-Time Equivalents (FTE's)				
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Lifeguard/Instructor	0.11	0.11	0.11	0.11	\$ 2,760
Class Instructors	1.58	1.93	1.83	1.75	109,549
Clerical Relief	0.07	0.07	0.08	0.08	3,200
Recreation Specialist (Trips)	0.24	0.24	0.22	0.22	8,000
TOTAL	2.00	2.35	2.24	2.16	\$ 123,509

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

EXHIBIT C
101.526

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.526.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.526.7421 Communications - Phones	-	-	-	-
101.526.7422 Advertising	-	-	-	-
101.526.7423 Clothing and Personal Expense	-	-	-	-
101.526.7424 Office Expense	7,213	7,813	8,336	7,594
101.526.7425 Minor Tools & Equipment	-	-	-	-
101.526.7427 Special Departmental Expense	6,248	6,071	8,320	4,900
101.526.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.526.7429 Maintenance & Operations of Equipment	200	200	300	300
101.526.7430 Professional & Specialized Services	-	-	-	-
101.526.7431 Promotional Expense	-	-	-	-
101.526.7432 Other Contractual Services	8,729	7,727	9,012	8,105
101.526.7433 Insurance and Surety Bonds	-	-	-	-
101.526.7434 Memberships, Dues, Books	205	365	360	405
101.526.7435 Professional Development & Meetings	-	-	-	-
101.526.7437 Staff Development	-	-	-	-
101.526.7438 Other Charges	2,219	2,205	7,000	7,000
101.526.7441 Special Community Services	94,337	82,211	67,840	71,148
101.526.7442 Insurance Claims Expense	-	-	-	-
101.526.7548 User Charges - Photocopy/Fax	-	-	-	-
101.526.7549 User Charges - Communications Pool	-	-	-	-
101.526.7550 User Charges - Motor Pool	-	-	50	50
101.526.7551 User Charges - IT Pool	26,145	27,567	29,246	34,248
101.526.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 145,296	\$ 134,158	\$ 130,464	\$ 133,750

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Detail PROGRAM: RECREATION & COMMUNITY SERVICES - ADULT SERVICES		EXHIBIT C-1 101.526
Description	14/15 Adopted	
<u>7424 OFFICE EXPENSE</u>		
Newsletter Mailing & Permit	\$ 1,049	
Office Supplies	200	
Printing of Membership Cards & Highlights Flyer	1,000	
Printing of Monthly Newsletter	5,345	
	7,594	
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>		
Facility Rental (Dance Blvd., Zumba Class)	1,500	
Recreation Program Supplies	3,400	
	4,900	
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>		
Piano Tuning, TV, VCR, Pool Table Repair, Keyboard, Etc. (Trust Fund)		300
<u>7432 OTHER CONTRACTUAL SERVICES</u>		
Case Management Augmentation	7,500	
Social Dance for Exercise (NEW Contract Class - Revenue Offset)	605	
	8,105	
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>		
Dues - Supervisor & Coordinator		405
<u>7438 OTHER CHARGES</u>		
Active Fees and Charges		7,000
<u>7441 SPECIAL COMMUNITY SERVICES</u>		
Program Expenses for Special Events/Fund Raisers	3,388	
Program Expenses for Trips	67,760	
	71,148	
<u>7550 USER CHARGES - MOTOR POOL</u>		
Use of City Pool Vehicles		50
<u>7551 USER CHARGES - IT POOL</u>		
Use of Computer Hardware/Software; Phones & Photocopier/Fax		34,248
TOTAL	\$ 133,750	

COMMUNITY CENTER FUND - (101)
Recreation & Community Services - Campbell Community Center Program (527)
Program Manager - Community Center Manager

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
- Provide efficient and courteous service to all customers
- Maximize lease and rental revenues to support operating expenses and increase the contribution to the General Fund to offset program overhead costs
- Conduct annual surveys of comparable rental facilities and recommend modifications to the fee schedule accordingly to maintain fees at the mid-range of like facilities
- Manage property and tenant needs at the Community Center (with support from RDA)
- Negotiate tenant leases and rental rates to achieve a minimum of a 3% increase in revenue over the previous year (RDA)
- Identify Capital Improvement and building maintenance projects at the Community Center
- Provide facility needs support to Recreation and Adult Services division programs
- Supervise youth basketball, tennis and sports camps programs
- Staff, program and supervise the Skate Park
- 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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Complete Resident Youth Sports Organization field policy update (PRC)

COMMUNITY CENTER FUND - (101)
Recreation & Community Services - Campbell Community Center Program (527)

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	80% of available short-term rental space is scheduled.	49%	52%	60%
2	Tenant lease rates are 90% or better of market rates for comparable office space in the Campbell/West Valley area.	158%	132%	CMO Office
3	90 % of available square footage of identified lease space is leased.	100%	100%	CMO Office
4	50% of available athletic field time is reserved.	53%	57%	64%

CITY OF CAMPBELL

OPERATING BUDGET - Summary of Exhibits

PROGRAM: REC & COMMUNITY SERVICES - CAMPBELL COMMUNITY CENTER

EXHIBIT A

101.527

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 385,320	\$ 378,861	\$ 378,588	\$ 455,270
Supplies, Services & Capital Outlay (Exhibit C)	337,329	410,215	287,022	267,547
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	722,649	789,077	665,610	722,817
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 722,649	\$ 789,077	\$ 665,610	\$ 722,817

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenue	101	Misc.	\$ 722,649	\$ 789,077	\$ 633,610	\$ 722,817
ABAG Grant	212	9899	-	-	2,000	-
General Fund - CIPR	101	6090	-	-	30,000	-
TOTAL			\$ 722,649	\$ 789,077	\$ 665,610	\$ 722,817

REVENUES MONITORED BY THIS PROGRAM

Program Fees-Picnic Fees	101	4616	\$ 20,921	\$ 22,971	\$ 21,302	\$ 24,175
Skate Park Income *	101	4628	30,139	21,602	-	-
Special Events:						
Community Group Sponsored	101	4630	-	1,000	2,000	3,125
Tenant Lease Income **	101	4810	1,147,706	1,542	-	-
Other Rental Income	101	4819	521,778	524,594	525,000	525,880
Other Income	101	4965	-	3,951	900	1,050
Vending Machine Concession	101	4627	8,963	7,625	3,400	2,400
ABAG Grant	101	6899	-	-	2,000	-
Summer Concerts ***	101	4645	-	-	-	8,500
* Moved to Program 531 in FY 13						
** Moved to Program 510 in FY 13						
*** Moved from Program 531 in FY 15						
TOTAL			\$ 1,729,507	\$ 583,285	\$ 554,602	\$ 565,130

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

EXHIBIT B
101.527

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.527.7001 Personnel - Regular	\$ 182,072	\$ 175,513	\$ 194,148	\$ 244,014
101.527.7002 Personnel - Temporary	118,733	119,759	95,488	88,988
101.527.7003 Personnel - Overtime	33	54	1,000	1,000
101.527.7005 Personnel - POST	-	-	-	-
101.527.7103 Personnel - Holiday Pay	-	-	-	-
101.527.7104 Meal Allowance	-	-	-	-
101.527.7105 Uniform Allowance	300	360	360	360
101.527.7106 Retirement	26,291	25,203	31,568	41,907
101.527.7107 Dental Insurance	4,366	4,477	4,680	7,085
101.527.7108 Group Health Insurance	30,166	31,827	34,850	50,458
101.527.7109 Group Life Insurance	453	466	499	691
101.527.7110 Workers' Compensation Insurance	4,592	4,895	5,615	7,941
101.527.7111 Unemployment Insurance	-	-	-	-
101.527.7112 Group Disability Insurance	1,445	1,487	1,560	2,160
101.527.7113 Medicare	4,618	4,554	4,200	4,828
101.527.7114 Auto Allowance	-	-	-	-
101.527.7115 Cell Phone Allowance	-	-	-	-
101.527.7118 Other Benefit Pay	2,385	1,610	-	-
101.527.7119 Social Security	-	-	-	-
101.527.7121 Leave Balance Payout	5,033	3,838	-	-
101.527.7122 Deferred Compensation Contribution	3,280	3,237	3,380	4,680
101.527.7126 PARS 457 Retirement	1,553	1,580	1,240	1,158
101.527.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 385,320	\$ 378,861	\$ 378,588	\$ 455,270

EXHIBIT B-1
101.527

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Recreation Supervisor *	0.90	0.80	1.00	1.00	94,162
Senior Office Assistant	1.00	1.00	1.00	1.00	66,622
Utility Worker **	0.60	0.60	0.60	0.60	38,738
Recreation Specialist (Facilities)	-	-	-	1.00	44,492
* Balance of Position in Program 531					
** Balance in Programs 525, 526, 531 & 532					
TOTAL	2.50	2.40	2.60	3.60	\$ 244,014

Temporary Personnel	Full-Time Equivalents (FTE's)				
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	14/15 Adopted
Support Staff	0.25	0.29	0.29	0.08	\$ 3,200
Building Attendants	2.88	3.00	3.00	3.00	68,914
Skate Park Attendants *	0.91	-	-	-	-
Class Instructor (Skate Park) *	0.27	-	-	-	-
Field Attendant	-	-	-	0.74	16,874
* Moved to Program 531					
TOTAL	4.31	3.29	3.29	3.82	\$ 88,988

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

EXHIBIT C
101.527

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.527.7420 Utilities - Electricity/Gas	\$ 293,302	\$ 370,679	\$ 204,750	\$ 204,750
101.527.7421 Communications - Phones	327	190	5,400	5,640
101.527.7422 Advertising	-	-	-	-
101.527.7423 Clothing and Personal Expense	500	431	500	900
101.527.7424 Office Expense	-	-	-	-
101.527.7425 Minor Tools & Equipment	12,831	5,742	8,200	7,400
101.527.7427 Special Departmental Expense	6,028	8,558	34,050	4,850
101.527.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.527.7429 Maintenance & Operation of Equipment	392	481	1,450	2,800
101.527.7430 Professional & Specialized Services	-	-	-	-
101.527.7431 Promotional Expense	1,264	-	2,000	500
101.527.7432 Other Contractual Services	-	-	-	-
101.527.7433 Insurance and Surety Bonds	-	-	-	-
101.527.7434 Memberships, Dues, Books	181	-	175	175
101.527.7435 Professional Development & Training	-	-	-	-
101.527.7437 Staff Development	51	-	-	-
101.527.7438 Other Charges	5,023	4,989	11,000	11,000
101.527.7441 Special Community Services	-	767	-	6,700
101.527.7548 User Charges - Photocopy/Fax	-	-	-	-
101.527.7549 User Charges - Communications Pool	-	-	-	-
101.527.7550 User Charges - Motor Pool	-	-	-	-
101.527.7551 User Charges - IT Pool	17,430	18,378	19,497	22,832
101.527.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 337,329	\$ 410,215	\$ 287,022	\$ 267,547

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Detail PROGRAM: REC & COMMUNITY SERVICES - CAMPBELL COMMUNITY CENTER		EXHIBIT C-1 101.527
Description	14/15 Adopted	
<u>7420 UTILITIES</u>		
PG&E (Community Center) *	\$ 156,000	
Sewer (Community Center)	7,800	
Water (Community Center)	40,950	
	204,750	
<u>7421 COMMUNICATIONS</u>		
Cell Phones for Field Attendants & Building Attendants	360	
Comcast Internet Services	5,280	
	5,640	
<u>7423 CLOTHING & PERSONAL EXPENSE</u>		
Shirts & Sweatshirts for Part-Time Staff		900
<u>7425 MINOR TOOLS & EQUIPMENT</u>		
Meeting Room Equipment (Portable Whiteboard, Mic Cords, Surge Protectors, Ext. Cords, etc.)	2,400	
Replacement Signs (New Tenants, Vandalism Replacement)	5,000	
	7,400	
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>		
Meeting Supplies	150	
Miscellaneous Batteries, Flashlights, Emergency Preparedness, Etc.	500	
Miscellaneous OCBH equipment	1,000	
Tables (Replacement)	1,400	
Safety, First Aid, Personal Protective Equipment (PPE)	1,800	
	4,850	
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>		
Repairs to Microphones, TV's, PA's, AV Equipment, Piano Tuning, etc.	250	
LCD Projector Replacement Lamps in OCBH	1,350	
Skate Park Equipment Parts for Repairs, Replacement & Services, Etc.	1,200	
	2,800	
<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		11,000
<u>7441 SPECIAL COMMUNITY SERVICES</u>		
(8) Concert Bands, Supplies, Porta-Potties		6,700
<u>7551 USER CHARGES - IT POOL</u>		
Use of Computer Hardware/Software; Phones & Photocopier/Fax		22,832
* Portion attributable to Heritage Theatre - Transferred to Program #529		
TOTAL	\$ 267,547	

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 35% of cost of Museum's operational costs

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Develop and implement a plan to address the state of the Museum Collection

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

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	Ainsley Gardens are rented 70% of the available time.	64%	69%	55% 24/44
2	80% of available school program dates are booked.	87%	90%	91% 146/160
3	Total number of Museum attendance.	7,116	7,068	6903
4	Education programs recover 80% or better of direct costs.	149%	115%	143%
5	11% of overall division budget if funded through donations & other external sources.	20%	20%	13%
6	The ratio of gross revenues to division expenses is 35% or better.	23%	27%	25%

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

**EXHIBIT A
101.528**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 217,202	\$ 192,009	\$ 207,334	\$ 271,207
Supplies, Services & Capital Outlay (Exhibit C)	76,427	76,288	71,494	84,767
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	293,629	268,297	278,828	355,974
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 293,629	\$ 268,297	\$ 278,828	\$ 355,974

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 180,405	\$ 152,869	\$ 172,809	\$ 210,974
Museum Program Revenues	101	Misc.	66,224	61,428	76,019	60,000
Museum Trust	794	9899	47,000	54,000	30,000	20,000
Beginning Fund Balance - CIPR *	101	6090	-	-	-	65,000
* Limited Term Position						
TOTAL			\$ 293,629	\$ 268,297	\$ 278,828	\$ 355,974

REVENUES MONITORED BY THIS PROGRAM

Program Fees	101	4609	\$ 27,895	\$ 25,116	\$ 30,050	\$ 25,000
Rental Fees	101	4610	31,456	29,857	38,959	29,000
Admission Fees	101	4611	6,873	6,455	7,010	6,000
Museum Trust - Transfers In	101	6899	32,000	39,000	30,000	20,000
Museum Trust - Donated Funding	101	6899	15,000	15,000	-	-
for Collections Specialist by Museum						
Foundation (Reimbursable basis)						
TOTAL			\$ 113,224	\$ 115,428	\$ 106,019	\$ 80,000

CITY OF CAMPBELL OPERATING BUDGET - Employee Services Summary PROGRAM: RECREATION & COMMUNITY SERVICES - MUSEUM SERVICES				EXHIBIT B 101.528
Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.528.7001 Personnel - Regular	\$ 137,710	\$ 108,746	\$ 129,593	\$ 168,288
101.528.7002 Personnel - Temporary	25,392	33,414	19,797	17,676
101.528.7003 Personnel - Overtime	-	27	-	-
101.528.7005 Personnel - POST	-	-	-	-
101.528.7103 Personnel - Holiday Pay	-	-	-	-
101.528.7104 Meal Allowance	-	-	-	-
101.528.7105 Uniform Allowance	-	-	-	-
101.528.7106 Retirement	20,000	15,668	21,072	28,901
101.528.7107 Dental Insurance	3,646	2,859	3,780	5,904
101.528.7108 Group Health Insurance	22,671	17,331	24,797	38,544
101.528.7109 Group Life Insurance	391	282	403	576
101.528.7110 Workers' Compensation Insurance	737	622	1,478	2,693
101.528.7111 Unemployment Insurance	-	-	-	-
101.528.7112 Group Disability Insurance	1,220	894	1,260	1,800
101.528.7113 Medicare	2,188	2,018	2,167	2,696
101.528.7114 Auto Allowance	-	135	-	-
101.528.7115 Cell Phone Allowance	57	-	-	-
101.528.7118 Other Benefit Pay	-	537	-	-
101.528.7120 Sick Leave Payoff	-	1,407	-	-
101.528.7121 Leave Balance Payout	465	5,903	-	-
101.528.7122 Deferred Compensation Contribution	2,395	1,800	2,730	3,900
101.528.7126 PARS 457 Retirement	330	366	257	229
101.528.7130 Project Overhead Cost				
TOTAL	\$ 217,202	\$ 192,009	\$ 207,334	\$ 271,207

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)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Senior Museum Specialist	1.00	1.00	1.00	1.00	\$ 74,132
Education Coordinator	0.75	0.75	0.75	0.75	52,556
Recreation Services Manager	0.10	0.10	-	-	-
Senior Services Supervisor	-	-	0.10	-	-
Collections Specialist *	-	-	-	1.00	41,600
* Limited Term Position (2-Years)					
TOTAL	1.85	1.85	1.85	2.75	\$ 168,288

Temporary Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Facility Attendant Staff	0.26	0.12	0.12	0.19	\$ 5,100
Building Attendant (Museum Support)	0.02	0.02	0.02	0.02	576
Collections Specialist **	0.23	0.27	0.27	-	-
Program Assistant	0.17	0.21	0.21	0.38	12,000
** Funded by Museum Foundation thru FY 13.					
TOTAL	0.68	0.62	0.62	0.59	\$ 17,676

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

**EXHIBIT C
101.528**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.528.7420 Utilities - Electricity/Gas	\$ 16,297	\$ 15,522	\$ 12,825	\$ 13,467
101.528.7421 Communications - Phones	811	760	800	800
101.528.7422 Advertising	3,649	3,579	4,200	-
101.528.7423 Clothing and Personal Expense	-	-	-	-
101.528.7424 Office Expense	380	343	400	1,000
101.528.7425 Minor Tools & Equipment	-	-	-	-
101.528.7427 Special Departmental Expense	19,774	18,804	12,622	25,592
101.528.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.528.7429 Maintenance & Operation of Equipment	840	344	1,000	1,000
101.528.7430 Professional & Specialized Services	-	-	-	-
101.528.7431 Promotional Expense	2,442	2,719	2,800	1,500
101.528.7432 Other Contractual Services	14,804	15,823	16,350	16,776
101.528.7433 Insurance and Surety Bonds	-	-	-	-
101.528.7434 Memberships, Dues, Books	-	-	200	1,000
101.528.7435 Professional Development & Meetings	-	-	-	-
101.528.7437 Staff Development	-	-	-	-
101.528.7438 Other Charges	-	-	800	800
101.528.7441 Special Community Services	-	-	-	-
101.528.7442 Insurance Claims Expense	-	-	-	-
101.528.7548 User Charges - Photocopy/Fax	-	-	-	-
101.528.7549 User Charges - Communications Pool	-	-	-	-
101.528.7550 User Charges - Motor Pool	-	16	-	-
101.528.7551 User Charges - IT Pool	17,430	18,378	19,497	22,832
101.528.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 76,427	\$ 76,288	\$ 71,494	\$ 84,767

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

EXHIBIT C-1
101.528
Page 1

Description	14/15 Adopted
<u>7420 UTILITIES</u>	
Electricity & Gas - PG&E (Museum & Ainsley House)	\$ 11,340
Sewer (Museum & Ainsley House)	447
Water (Museum & Ainsley House)	1,680
	13,467
<u>7421 COMMUNICATIONS - PHONES</u>	
Telephone Line for Alarm System, Computer Network, FAX Machine (Visa/ MC)	800
<u>7424 OFFICE EXPENSE</u>	
Museum Operations	1,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Collections Supplies	5,000
Conservation of Artifacts	5,000
Educational Programs	8,000
Exhibit Expenses	4,000
Garden Supplies	1,000
Other Program Supplies (Family Fun Spooky Night, Open House)	1,000
Tea Program Supplies	1,192
Volunteer Training Supplies	400
	25,592
<u>7429 MAINTENANCE AND OPERATION OF EQUIPMENT</u>	
Ainsley House Alarm Monitoring & Repairs	500
Historical Museum Alarm Monitoring & Repairs	500
	1,000
<u>7431 PROMOTIONAL EXPENSE</u>	
Marketing Expenses - School Program Brochure	1,500
SUB - TOTAL	\$ 43,359

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

EXHIBIT C-1
101.528
Page 2

Description	14/15 Adopted
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Awning Cleaning	\$ 750
Ainsley House Piano Tuning	150
Museum Custodial Services	15,876
	16,776
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books / Dues	1,000
<u>7438 OTHER CHARGES</u>	
Active Fees and Charges	800
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	22,832
TOTAL	\$ 84,767

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 \$100,000 in support per year.

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Develop 2014-15 Season of Shows

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	70% of all prime dates are booked.	49%	48%	53%
2	Sponsorship revenue is 7% of overall Theatre expenses.	6.8%	6%	7.7%
3	Ratio of gross revenues (net of P&E) to expenses is 70% or greater.	84.%	73%	82%
4	80% of available tickets for City sponsored events will be sold.	84%	82%	73%
5	General Fund subsidy of Theatre Program to be \$100,000/year or less.	\$75,990	\$195,050	\$150,389

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

**EXHIBIT A
101.529**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 21,303	\$ 21,678	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	667,987	691,355	758,451	827,327
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	689,290	713,033	758,451	827,327
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 689,290	\$ 713,033	\$ 758,451	\$ 827,327

FUNDING SOURCE(s)						
Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Theatre Revenues	101	Misc.	\$ 562,720	\$ 511,819	\$ 606,054	\$ 600,865
Transfer from Facility Fee	101	4633	26,570	65,578	52,397	68,330
General Fund P & E Reserve	101	6090	-	35,636	-	58,132
General Fund Revenues	101	Misc.	100,000	100,000	100,000	100,000
TOTAL			\$ 689,290	\$ 713,033	\$ 758,451	\$ 827,327

REVENUES MONITORED BY THIS PROGRAM						
Theatre Revenue Donations	101	4631	\$ 4,158	\$ 2,479	\$ 4,000	\$ 4,000
FOHT Operation Support	101	4631	26,000	26,000	25,000	-
Theatre Preservation & Facility Surcharge *	101	4632	51,506	59,413	-	-
Facility Fee (Operating Revenue)	101	4633	21,249	6,165	52,397	68,330
Facility Fee (Capital Reserve)	101	4633	-	-	5,818	-
Concession & Merchandise	101	4643	3,087	2,604	3,125	3,125
Ticket Sales	101	4644	206,277	191,650	194,425	181,300
Sponsorships	101	4645	44,762	36,210	55,000	48,000
Program Advertising	101	4646	8,425	3,975	8,000	6,000
Theatre Rental Income	101	4819	270,011	248,801	316,504	358,440
Other Revenue	101	4965	-	100	-	-
* Restricted for Capital Improvements or Enhancements.						
TOTAL			\$ 635,475	\$ 577,397	\$ 664,269	\$ 669,195

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

EXHIBIT B
101.529

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.529.7001 Personnel - Regular	\$ 15,406	\$ 15,770	\$ -	\$ -
101.529.7002 Personnel - Temporary	-	-	-	-
101.529.7003 Personnel - Overtime	-	-	-	-
101.529.7005 Personnel - POST	-	-	-	-
101.529.7103 Personnel - Holiday Pay	-	-	-	-
101.529.7104 Meal Allowance	-	-	-	-
101.529.7105 Uniform Allowance	-	-	-	-
101.529.7106 Retirement	2,335	2,336	-	-
101.529.7107 Dental Insurance	260	268	-	-
101.529.7108 Group Health Insurance	1,824	1,966	-	-
101.529.7109 Group Life Insurance	28	28	-	-
101.529.7110 Workers' Compensation Insurance	121	54	-	-
101.529.7111 Unemployment Insurance	-	-	-	-
101.529.7112 Group Disability Insurance	104	119	-	-
101.529.7113 Medicare	261	268	-	-
101.529.7114 Auto Allowance	-	202	-	-
101.529.7115 Cell Phone Allowance	-	-	-	-
101.529.7118 Other Benefit Pay	86	508	-	-
101.529.7119 Social Security	-	-	-	-
101.529.7121 Leave Balance Payout	698	-	-	-
101.529.7122 Deferred Compensation Contribution	180	159	-	-
101.529.7126 PARS 457 Retirement	-	-	-	-
101.529.7130 Project Overhead Cost				
TOTAL	\$ 21,303	\$ 21,678	\$ -	\$ -

EXHIBIT B-1
101.529

* Moved to Program 524 in FY 14

TOTAL

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

**EXHIBIT C
101.529**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.529.7420 Utilities - Electricity/Gas	\$ 26,681	\$ 27,899	\$ 37,200	\$ 37,200
101.529.7421 Communications - Phones	1,004	1,206	1,200	6,960
101.529.7422 Advertising	46,101	52,176	49,600	49,600
101.529.7423 Clothing and Personal Expense	-	-	-	-
101.529.7424 Office Expense	11,762	9,454	9,800	10,000
101.529.7425 Minor Tools & Equipment	15	54	100	100
101.529.7427 Special Departmental Expense	34,025	29,900	36,020	43,020
101.529.7428 Maintenance of Bldgs. Struct. & Grounds	-	812	1,300	1,300
101.529.7429 Maintenance & Operation of Equipment	12,237	10,229	6,600	6,600
101.529.7430 Professional & Specialized Services	453,269	473,853	512,985	566,999
101.529.7431 Promotional Expense	-	-	-	-
101.529.7432 Other Contractual Services	22,154	23,488	27,500	27,500
101.529.7433 Insurance and Surety Bonds	10,126	10,878	10,800	10,800
101.529.7434 Memberships, Dues, Books	-	-	-	-
101.529.7435 Professional Development & Meetings	-	-	-	-
101.529.7437 Staff Development	-	-	-	-
101.529.7438 Other Charges	24,468	23,839	36,100	33,000
101.529.7441 Special Community Services	-	-	-	-
101.529.7442 Insurance Claims Expense	-	-	-	-
101.529.7548 User Charges - Photocopy/Fax	-	-	-	-
101.529.7549 User Charges - Communications Pool	-	-	-	-
101.529.7550 User Charges - Motor Pool	-	-	-	-
101.529.7551 User Charges - IT Pool	26,145	27,567	29,246	34,248
101.529.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 667,987	\$ 691,355	\$ 758,451	\$ 827,327

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

EXHIBIT C-1
101.529
Page 1

Description	14/15 Adopted
<u>7420 UTILITIES</u>	
Gas & Electricity	\$ 33,000
Sewer	1,200
Water	3,000
	37,200
<u>7421 COMMUNICATIONS</u>	
Cell Phone for Theatre Staff, Comcast, Wifi	6,960
<u>7422 ADVERTISING</u>	
Marketing for Co-produced & Season Shows	49,000
Theatre Marketing & Advertising	600
	49,600
<u>7424 OFFICE EXPENSE</u>	
Box Office Supplies	1,500
Office Supplies	1,500
Postage	7,000
	10,000
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Tool Box & Miscellaneous Tools	100
<u>7427 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)	7,000
Performer Lodging	2,000
Performer Transportation	2,000
Program Printing (Moved from 7422 in FY 07/08 & Added Programs for Co-Promotes)	6,500
Special Equipment Rental	22,000
	43,020
<u>7428 MAINTENANCE OF BUILDINGS, STRUCTURES & GROUNDS</u>	
General Repairs for Customer Use-Related Damages (Reimbursable)	1,300
SUB - TOTAL	\$ 148,180

EXHIBIT C-1
101.529
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CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: RECREATION & COMMUNITY SERVICES - THEATRE

EXHIBIT C-1
101.529
Page 3

Description	14/15 Adopted
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Box Office Ticketing Software Support	\$ 2,400
Carpet Cleaning	3,600
Custodial Services & Upholstery Cleaning	18,200
Security Services for In-House Productions	3,300
	27,500
<u>7433 INSURANCE & SURETY BONDS</u>	
Show Insurance (Annual Policy Based on Attendance or Square Feet & Number of Shows)	10,800
<u>7438 OTHER CHARGES</u>	
Active Fees and Charges (Rentals)	3,500
American Society of Composers, Authors & Producers (ASCAP) / Broadcast Music, Inc.	
License Fee (Based on 5 Shows & Rentals)	2,500
Credit Card Transaction & Bank Fees	16,000
Internet Ticketing Fees	8,400
Net Adjusted Gross Box Office Receipts Fees (NAGBOR)	2,600
	33,000
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/FAX	34,248
TOTAL	\$ 827,327

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 and maintain class enrollment at 90% of capacity or better
- 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 and maintain participation at 90% of league capacity or better
 - ♦ Maintain a minimum of 700 active players in the adult women's basketball league
 - ♦ Maintain a minimum of 44 teams per season in the adult volleyball leagues
- Encourage community health, fitness and competition by providing two annual fun runs for all ages that bring visitors to Campbell and create community excitement
- Coordinate entertainment and obtain sponsors for the Summer Concert series

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Develop best practices and standardized procedures for implementing RCS special interest classes for fitness and sports

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

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	Attain 90% of capacity or better in all programs.	56%	52%	62%
2	Percent of resident enrollees in programs is 55% or greater.	43%	43%	49%
3	Ratio of gross revenues to division expenses is 107% or greater.	109%	110%	117%
4	Sponsorship funds are 120% of overall Summer Concert direct expenses.	102.5%	57%	202%
5	Revenue for Drop-In Programs to exceed direct expenses by 50%.	48%	41%	45%

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM: REC & COMM SERVICES - SPORTS, AQUATICS & FITNESS**

**EXHIBIT A
101.531**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 676,584	\$ 693,185	\$ 853,997	\$ 878,024
Supplies, Services & Capital Outlay (Exhibit C)	146,867	134,136	189,373	185,345
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	823,451	827,322	1,043,370	1,063,369
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 823,451	\$ 827,322	\$ 1,043,370	\$ 1,063,369

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 823,451	\$ 827,322	\$ 1,036,370	\$ 1,056,369
Recreation Trust (Van Sickle)	795	9899	-	-	7,000	7,000
TOTAL			\$ 823,451	\$ 827,322	\$ 1,043,370	\$ 1,063,369

REVENUES MONITORED BY THIS PROGRAM

Program Fees:						
Sports	101	4613	\$ 349,337	\$ 349,520	\$ 342,157	\$ 419,071
Aquatics	101	4614	216,488	245,500	305,866	256,466
Fitness	101	4622	321,992	288,501	226,742	204,914
Recreation Grants (Private)	101	6899	-	-	7,000	7,000
Skate Park *	101	4628	-	-	30,025	30,025
Summer Concerts **	101	4645	8,146	7,135	27,500	-
Drop In Classes	101	4629	-	-	151,867	116,819
* Moved from Program 527 in FY 13						
** Moved to Program 527 in FY 15						
TOTAL			\$ 895,963	\$ 890,656	\$ 1,091,157	\$ 1,034,295

**CITY OF CAMPBELL
OPERATING BUDGET - Employee Services Summary
PROGRAM: REC & COMM SERVICES - SPORTS, AQUATICS & FITNESS**

**EXHIBIT B
101.531**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.531.7001 Personnel - Regular	\$ 142,457	\$ 121,450	\$ 160,506	\$ 245,204
101.531.7002 Personnel - Temporary	455,889	481,287	594,157	483,138
101.531.7003 Personnel - Overtime	60	432	2,000	2,000
101.531.7005 Personnel - POST	-	-	-	-
101.531.7103 Personnel - Holiday Pay	-	-	-	-
101.531.7104 Meal Allowance	-	-	-	-
101.531.7105 Uniform Allowance	25	30	30	30
101.531.7106 Retirement	20,621	17,466	26,100	42,110
101.531.7107 Dental Insurance	3,212	2,867	3,690	7,576
101.531.7108 Group Health Insurance	22,557	20,439	27,479	53,961
101.531.7109 Group Life Insurance	344	283	394	740
101.531.7110 Workers' Compensation Insurance	10,453	10,336	17,074	19,108
101.531.7111 Unemployment Insurance	-	-	-	-
101.531.7112 Group Disability Insurance	1,099	904	1,230	2,310
101.531.7113 Medicare	7,549	7,868	10,943	10,560
101.531.7114 Auto Allowance	-	-	-	-
101.531.7115 Cell Phone Allowance	-	-	-	-
101.531.7118 Other Benefit Pay	8	565	-	-
101.531.7120 Sick Leave Payout	-	8,494	-	-
101.531.7121 Leave Balance Payout	3,983	12,430	-	-
101.531.7122 Deferred Compensation Contribution	2,405	2,127	2,665	5,005
101.531.7126 PARS 457 Retirement	5,922	6,206	7,729	6,282
101.531.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 676,584	\$ 693,185	\$ 853,997	\$ 878,024

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM: REC & COMM SERVICES - SPORTS, AQUATICS & FITNESS

EXHIBIT B-1
101.531

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Recreation Supervisor *	1.00	1.00	1.20	1.00	\$ 94,162
Executive Assistant **	0.40	0.40	0.40	0.40	30,867
Community Center Supervisor ***	0.10	0.20	-	-	-
Office Assistant ****	0.40	0.40	0.40	-	-
Office Specialist *****	-	-	-	0.40	27,963
Utility Worker *****	0.05	0.05	0.05	0.05	3,228
Recreation Specialist (Aquatics)	-	-	-	1.00	44,492
Recreation Specialist (Fitness)	-	-	-	1.00	44,492
* Transferred 0.20 to Program 532 in FY 15 ** Balance in Programs 524 & 532 *** Moved to Program 527 **** Balance in Programs 524 & 532 Position reclassified in FY 14. ***** Balance in Programs 525, 526, 527 & 532					
TOTAL	1.95	2.05	2.05	3.85	\$ 245,204

Temporary Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
SPORTS:					
Sports League Officials	0.99	1.30	1.19	1.10	52,069
Facility Attendants / Scorers	1.51	1.51	0.98	1.50	34,586
Sports Class Instructors	0.50	0.61	0.61	1.00	74,102
AQUATICS:					
Swim Team Coaches (5)	3.11	3.00	3.24	2.24	78,720
Aquatic Instructor/Lifeguard	1.61	1.93	1.95	1.83	44,768
FITNESS:					
Fitness Program Specialist	0.48	0.48	0.48	-	-
Fitness Program Staff (Drop-in)	3.32	3.07	3.41	3.05	92,919
Fitness Program Class Instructors	1.46	1.30	1.15	0.83	60,504
SUMMER CONCERTS					
Event Staff (was Building Attendant)*	0.13	0.30	0.30	-	-
SKATE PARK					
Skate Park Attendant	-	0.76	0.76	0.76	15,330
Skate Park Instructor	-	0.31	0.31	0.31	11,160
Recreation Specialist (Sports)	-	-	0.98	0.50	18,980
* Moved to Program 527 in FY 15					
TOTAL	13.11	14.57	15.36	13.12	\$ 483,138

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

EXHIBIT C
101.531

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.531.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.531.7421 Communications - Phones	-	-	-	-
101.531.7422 Advertising	-	-	-	-
101.531.7423 Clothing and Personal Expense	-	-	-	-
101.531.7424 Office Expense	-	-	-	-
101.531.7425 Minor Tools & Equipment	-	-	-	-
101.531.7427 Special Departmental Expense	4,405	8,543	21,485	23,155
101.531.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.531.7429 Maintenance & Operation of Equipment	3,527	5,548	5,300	5,300
101.531.7430 Professional & Specialized Services	-	-	-	-
101.531.7431 Promotional Expense	-	-	-	-
101.531.7432 Other Contractual Services	68,665	50,408	57,413	58,179
101.531.7433 Insurance and Surety Bonds	-	-	-	-
101.531.7434 Memberships, Dues, Books	-	-	400	400
101.531.7435 Professional Development & Meetings	-	-	-	-
101.531.7437 Staff Development	-	-	-	-
101.531.7438 Other Charges	12,879	12,792	39,000	39,000
101.531.7441 Special Community Services	44,318	42,981	51,153	42,188
101.531.7548 User Charges - Photocopy/Fax	-	-	-	-
101.531.7549 User Charges - Communications Pool	-	-	-	-
101.531.7550 User Charges - Motor Pool	-	81	-	-
101.531.7551 User Charges - IT Pool	13,073	13,783	14,622	17,123
101.531.7882 Buildings	-	-	-	-
101.531.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 146,867	\$ 134,136	\$ 189,373	\$ 185,345

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Detail PROGRAM: REC & COMM SERVICES - SPORTS, AQUATICS & FITNESS		EXHIBIT C-1 101.531
Description	14/15 Adopted	
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>		
Aquatics & Swim Team Supplies (Lane Line, Kickboards, Lifeguard & First Aid Supplies)	\$	2,200
Children's Fitness Equipment		7,000
Fitness / Lap Swim Supplies / Weight Room Supplies / Tables & Chairs		3,975
Fitness Room Equipment Replacement (3 Spin Bikes)		5,520
Skate Park Membership		100
Sports Program Supplies		4,360
		23,155
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>		
Maintenance and Parts for Fitness Center Equipment		5,300
<u>7432 OTHER CONTRACTUAL SERVICES</u>		
Payment for Sport Camp (Soccer Camps) and Contract Class Instructors		58,179
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>		
Books, Dues, Subscriptions		400
<u>7438 OTHER CHARGES</u>		
Active Fees and Charges		39,000
<u>7441 SPECIAL COMMUNITY SERVICES</u>		
Aquatics Supplies		1,500
Fitness Supplies (Includes Fun Run Supplies)		21,000
Sports Supplies		18,188
Westmont Pool Rental (Swim Team Summer 2012)		1,500
		42,188
<u>7551 USER CHARGES - IT POOL</u>		
Use of Computer Hardware/Software; Phones & Photocopier/Fax		17,123
TOTAL	\$	185,345

GENERAL FUND - (101)
Recreation & Community Services - Special Interest Classes Program (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
- Consistently provide an exceptional customer experience in all programs
- Hire qualified staff for classes, pre-school, camps and provide additional training for specific skills desired to provide a safe and well-supervised program
- Use volunteer staff whenever possible to reduce staff cost
- 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 to increase enrollment, maximize revenue and achieve enrollment at a minimum of 80% of capacity and with 55% resident participation
- Generate revenues of at least 125% of the direct costs for pre-school, camps and classes to contribute to department and city-wide overhead
- Partner with Santa Clara County Fire to make our community more safe and prepared for emergencies by offering safety training workshops to the public
- Offer life-skills (sewing, cooking, driver's education, babysitting classes, and leader-in-training program) to foster independence, confidence and self-esteem

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Develop best practices and standardized procedures for implementing RCS special interest classes for preschoolers and youth

GENERAL FUND - (101)
Recreation & Community Services - Special Interest Classes Program (532)

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	Attain 90% of capacity or better in all programs.	70%	59%	69%
2	50% or better of special interest class enrollees shall be residents.	54%	54%	51%
3	Ratio of gross revenues to division expenses is 115% or greater.	116%	96%	111%

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM: REC & COMM SERVICES - SPECIAL INTEREST CLASSES**

**EXHIBIT A
101.532**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 783,234	\$ 900,679	\$ 680,786	\$ 729,233
Supplies, Services & Capital Outlay (Exhibit C)	317,810	315,788	348,022	348,547
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,101,044	1,216,467	1,028,808	1,077,780
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 1,101,044	\$ 1,216,467	\$ 1,028,808	\$ 1,077,780

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 1,101,044	\$ 1,215,250	\$ 1,028,808	\$ 1,077,780
Recreation Trust (Van Sickle)	795	9899	-	1,217	-	-
TOTAL			\$ 1,101,044	\$ 1,216,467	\$ 1,028,808	\$ 1,077,780

REVENUES MONITORED BY THIS PROGRAM

Program Fees:						
Day Camp	101	4617	\$ 422,283	\$ 395,296	\$ 408,853	\$ 396,153
Classes	101	4619	479,990	430,870	431,974	339,059
Pre-School	101	4620	356,902	341,729	359,981	353,947
Special Events	101	4621	3,229	1,085	-	-
Recreation Grants (Private)	101	6899	-	1,217	-	-
TOTAL			\$ 1,262,404	\$ 1,170,197	\$ 1,200,808	\$ 1,089,159

**CITY OF CAMPBELL
OPERATING BUDGET - Employee Services Summary
PROGRAM: REC & COMM SERVICES - SPECIAL INTEREST CLASSES**

**EXHIBIT B
101.532**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.532.7001 Personnel - Regular	\$ 219,657	\$ 261,999	\$ 123,116	\$ 203,226
101.532.7002 Personnel - Temporary	460,263	511,910	479,582	407,724
101.532.7003 Personnel - Overtime	51	567	2,000	2,000
101.532.7005 Personnel - POST	-	-	-	-
101.532.7103 Personnel - Holiday Pay	-	-	-	-
101.532.7104 Meal Allowance	-	-	-	-
101.532.7105 Uniform Allowance	25	30	30	30
101.532.7106 Retirement	31,647	38,043	20,019	34,902
101.532.7107 Dental Insurance	4,515	5,675	2,970	5,608
101.532.7108 Group Health Insurance	31,667	40,866	22,117	39,945
101.532.7109 Group Life Insurance	484	590	318	548
101.532.7110 Workers' Compensation Insurance	6,216	6,122	12,527	15,675
101.532.7111 Unemployment Insurance	-	-	-	-
101.532.7112 Group Disability Insurance	1,619	2,033	990	1,710
101.532.7113 Medicare	10,328	11,765	8,737	8,862
101.532.7114 Auto Allowance	-	1,011	-	-
101.532.7115 Cell Phone Allowance	-	-	-	-
101.532.7118 Other Benefit Pay	438	3,205	-	-
101.532.7119 Social Security	-	-	-	-
101.532.7121 Leave Balance Payout	7,035	6,289	-	-
101.532.7122 Deferred Compensation Contribution	3,305	3,914	2,145	3,705
101.532.7126 PARS 457 Retirement	5,984	6,660	6,235	5,298
101.532.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 783,234	\$ 900,679	\$ 680,786	\$ 729,233

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM: REC & COMM SERVICES - SPECIAL INTEREST CLASSES

EXHIBIT B-1
101.532

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Recreation Program Supervisor *	1.00	1.00	0.80	1.00	\$ 89,668
Executive Assistant **	0.40	0.40	0.40	0.40	30,867
Recreation Services Manager ***	0.75	0.75	-	-	-
Utility Worker ****	0.05	0.05	0.05	0.05	3,228
Office Assistant **	0.40	0.40	0.40	-	-
Office Specialist **	-	-	-	0.40	27,963
Recreation Specialist (Preschool)	-	-	-	1.00	51,500
* Moved from Program 531					
** Balance in Programs 524 & 531					
Office Assistant reclassified to Office Specialist in FY 14					
*** Transferred to Program 524					
**** Balance in Programs 525, 526, & 531					
TOTAL	2.60	2.60	1.65	2.85	\$ 203,226

Temporary Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Day Camp Senior Recreation Specialist	0.25	0.56	0.56	0.25	\$ 11,960
Day Camp Recreation Specialist	0.19	0.17	0.17	0.17	5,940
Day Camp Recreation Leader I, II, III	6.74	7.24	7.24	7.29	163,170
Class Instructors	1.83	1.75	1.68	1.68	48,252
Preschool Teacher	2.30	2.35	2.49	1.93	91,094
Preschool Aides	2.03	2.05	2.00	2.00	68,328
Recreation Specialist	0.60	0.60	-	0.50	18,980
TOTAL	13.94	14.72	14.14	13.82	\$ 407,724

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Summary PROGRAM: REC & COMM SERVICES - SPECIAL INTEREST CLASSES				EXHIBIT C 101.532
Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.532.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.532.7421 Communications - Phones	-	-	-	-
101.532.7422 Advertising	-	-	-	-
101.532.7423 Clothing and Personal Expense	-	-	-	-
101.532.7424 Office Expense	-	-	-	-
101.532.7425 Minor Tools & Equipment	-	-	-	-
101.532.7427 Special Departmental Expense	2,724	9,852	5,865	5,040
101.532.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.532.7429 Maintenance & Operation of Equipment	-	-	-	-
101.532.7430 Professional & Specialized Services	-	-	-	-
101.532.7431 Promotional Expense	-	-	-	-
101.532.7432 Other Contractual Services	171,047	165,995	165,579	154,438
101.532.7433 Insurance and Surety Bonds	-	425	-	-
101.532.7434 Memberships, Dues, Books	420	(100)	540	540
101.532.7435 Professional Development & Meetings	-	-	-	-
101.532.7437 Staff Development	-	-	-	-
101.532.7438 Other Charges	20,442	20,305	54,000	65,000
101.532.7441 Special Community Services	110,104	109,901	112,289	112,113
101.532.7442 Insurance Claims Expense	-	-	-	-
101.532.7548 User Charges - Photocopy/Fax	-	-	-	-
101.532.7549 User Charges - Communications Pool	-	-	-	-
101.532.7550 User Charges - Motor Pool	-	221	-	-
101.532.7551 User Charges - IT Pool	13,073	9,189	9,749	11,416
101.532.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 317,810	\$ 315,788	\$ 348,022	\$ 348,547

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: REC & COMM SERVICES - SPECIAL INTEREST CLASSES

EXHIBIT C-1
101.532

Description	14/15 Adopted
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Expendable Supplies - Classes	\$ 1,340
Expendable Supplies - Day Camp	1,200
Expendable Supplies - Pre-School	2,400
Laminating Machine Supplies	100
	5,040
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Payment for Contract Class Instructors (e.g., Art Classes, Gardening, EZ Computers, Music Together, Gymnastics, Economic Driving School)	154,438
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Dues	480
Subscriptions	60
	540
<u>7438 OTHER CHARGES</u>	
Active Fees and Charges	65,000
<u>7441 SPECIAL COMMUNITY SERVICES</u>	
Classes	6,590
Day Camps (Trip Buses; Day camp T-Shirts, Etc.)	91,483
Pre-School	14,040
	112,113
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	11,416
* Funded by Recreation Trust	
TOTAL	\$ 348,547

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM: TRANSFERS OUT - RECREATION DONATIONS FUNDS**

**EXHIBIT A
Funds 794,
795 & 797**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	59,881	65,007	40,736	27,000
APPROPRIATION TOTAL	\$ 59,881	\$ 65,007	\$ 40,736	\$ 27,000

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Museum Trust Revenue	794	Misc.	\$ 66,465	\$ 43,507	\$ 30,000	\$ 20,000
Museum Trust - Beg Fund Balance	794	6090	-	10,493	-	-
Recreation Grant Revenue	795	misc	18,097	942	-	-
Recreation Grant - Beg Fund Balance	795	6090	-	5,375	7,000	7,000
Adult Services Trust Revenue	797	misc	3,744	3,103	3,736	-
Adult Services - Beg Fund Balance			1,736	1,587	-	-
TOTAL			\$ 90,042	\$ 65,007	\$ 40,736	\$ 27,000

REVENUES MONITORED BY THIS PROGRAM

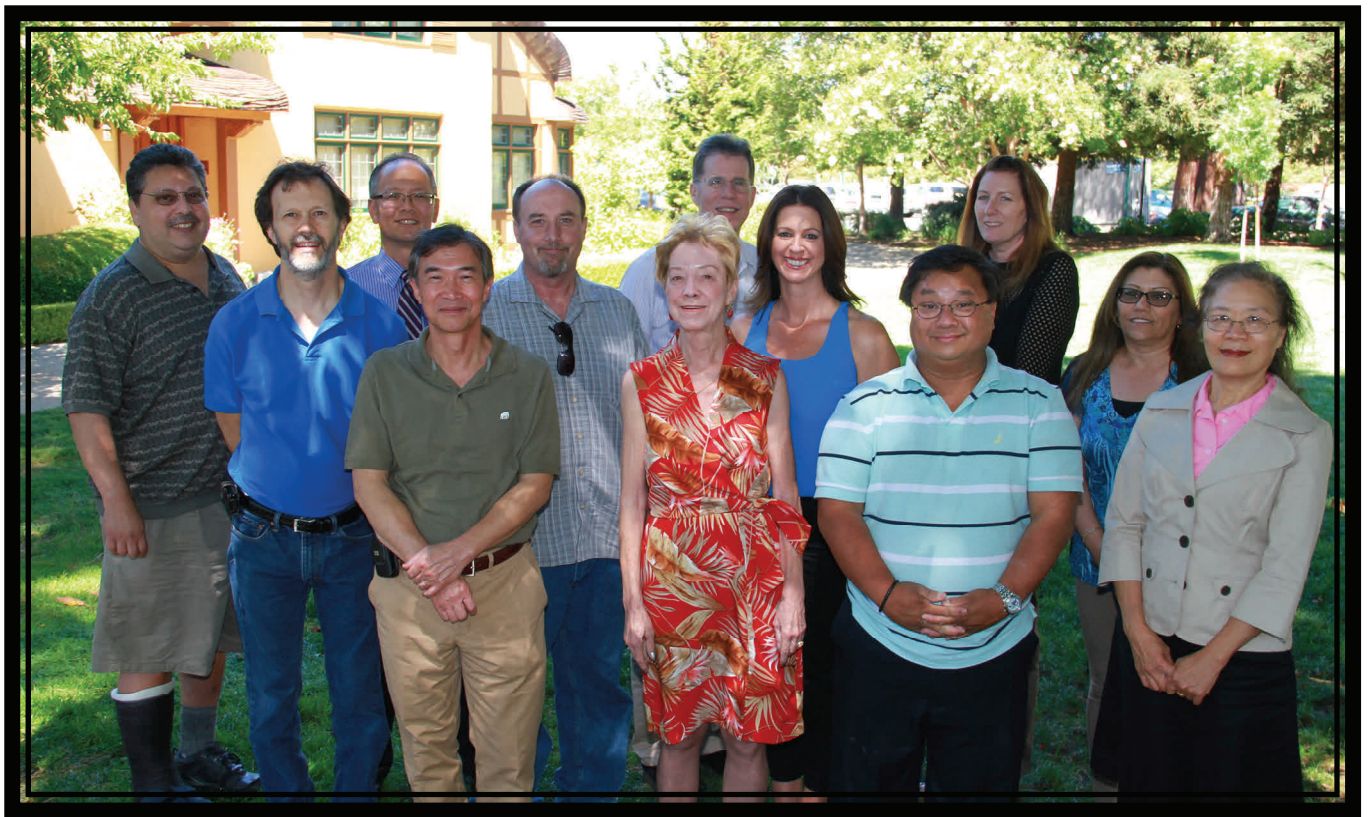
Museum Trust - Interest Revenue	794	4410	\$ 1,459	\$ 1,033	\$ -	\$ -
Museum Trust - Museum Donations	794	4812	57,605	42,474	30,000	20,000
Parks Donations	794	4818	7,401	-	-	-
Recreation Grant - Interest Revenue	795	4410	97	118	-	-
Recreation Grant - Private Grants	795	4824	18,000	-	-	-
Recreation Grant - Donation	795	4825	-	824	-	-
Adult Services Trust - Interest Rev	797	4410	150	94	-	-
Adult Services Trust - Donations	797	4813	3,594	3,009	3,736	-
TOTAL			\$ 88,306	\$ 47,552	\$ 33,736	\$ 20,000

**CITY OF CAMPBELL
OPERATING BUDGET - Transfers Detail
PROGRAM: TRANSFERS OUT - RECREATION DONATIONS FUNDS**

**EXHIBIT E
Funds 794,
795 & 797**

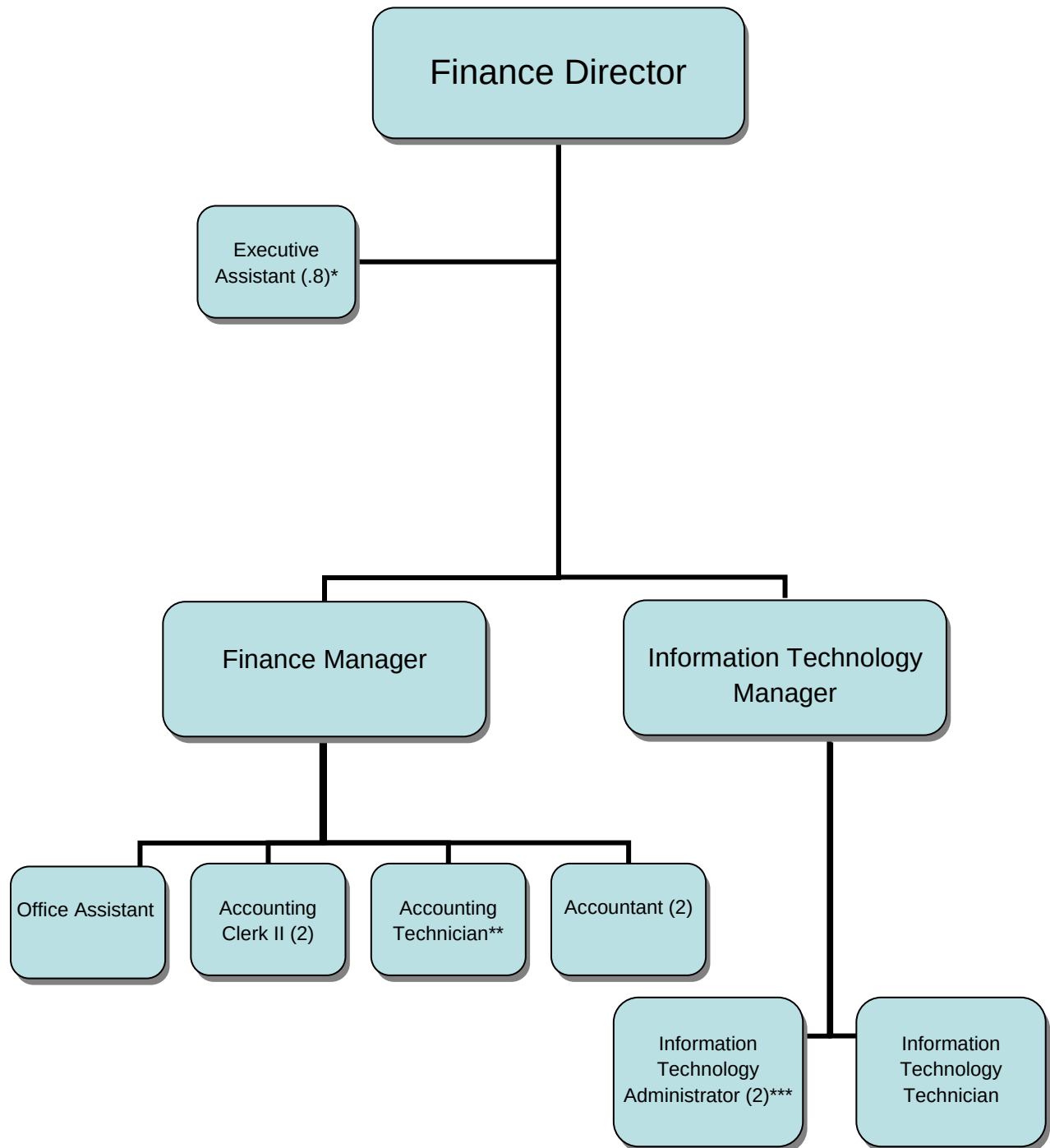
Account Description	14/15 Adopted
<u>9899 OPERATING TRANSFERS OUT</u>	
Museum Trust - (794) Museum Services - # 101.528	\$ 20,000
Recreation Grant (Van Sickle) - (795) Recreation - Sports, Aquatics, Fitness - # 101.531	7,000
Senior Citizens Trust - (797) Senior Citizens Services - # 101.526	-
TOTAL TRANSFERS OUT	\$ 27,000

Finance Department



Finance Department

2014 - 2015



* Permanent Part-Time

** Confidential

*** 1 Position @ 2-Yr Limited Term

FINANCE DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

Budgeted Positions	Actual 2011-2012	Actual 2012-2013	Adopted 2013-2014	Adopted 2014-2015
Accountant	1.87	2.00	2.00	2.00
Accounting Clerk II	2.00	2.00	2.00	2.00
Finance Manager	1.00	1.00	1.00	1.00
Accounting Technician	1.00	1.00	1.00	1.00
City Treasurer (Elected)	1.00	1.00	-	-
Executive Assistant	-	-	0.80	0.80
Finance Director	1.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	1.00
Information Technology Manager	1.00	1.00	1.00	1.00
Information Technology Administrator	1.00	1.00	1.00	2.00
Information Technology Technician	1.80	1.80	1.00	1.00
Total Budgeted Positions	12.67	12.80	11.80	12.80
Temporary Positions				
Finance Intern / Clerical Support	-	0.30	0.42	0.42
IT Intern	-	0.15	0.35	0.35
IT Technician	-	-	-	1.00
Total Temporary Positions	-	0.45	0.77	1.77
Total Staffing	12.67	13.25	12.57	14.57

Expenditure Summary

Description	Actual 2011-2012	Actual 2012-2013	Adopted 2013-2014	Adopted 2014-2015
Employee Services	\$ 1,520,010	\$ 1,681,321	\$ 2,022,772	\$ 2,165,257
Supplies & Other Services & Capital Outlay	1,586,337	1,876,266	2,431,010	2,300,765
Debt Service	1,651,197	1,697,804	1,607,399	1,604,443
Total Before Transfers	4,757,544	5,255,391	6,061,181	6,070,465
Transfers-Out	26,000	26,000	169,900	175,700
Appropriation Total	4,783,544	5,281,391	6,231,081	6,246,165
Less Transfers-In	858,854	1,194,814	1,124,494	1,259,693
Net Cost	\$ 3,924,690	\$ 4,086,577	\$ 5,106,587	\$ 4,986,472

Revenue Summary

Total Revenue Monitored by Department	\$ 26,121,394	\$ 28,222,317	\$ 28,947,055	\$ 30,683,750

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 accounts receivable revenues
- Effectively 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.
- Prepare semi-annual reserve balance estimates
- 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 updates of the City's User Fee and Cost Allocation studies
- Assist with 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
- Assist the City Manager's Office in maintaining an active economic development business retention program
- Monitor service levels and performance reporting standards for this program
- Update and reconcile capital assets
- Provide assistance and training to users of the Pentamotion Financial System
- Assist departments in the monitoring and reporting of performances measures
- Annually evaluate and update the City's Investment Strategy and Policy
- Prepare a monthly investment report for review by City Council
- Maintain appropriate number of investment brokers with whom to transact business
- 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 WORKPLAN ITEMS FOR FISCAL YEAR 2014 – 2015

- Continue to implement required provisions of the Patient Protection and Affordable Care Act (PPACA) related to Health Insurance Mandates and payroll reporting
- Complete software upgrade to SunGard Pentamotion financial system software modules (FINPLUS to version 5.0 and COMPLUS to version 9.0)
- Coordinate Citywide fixed asset inventory of capital assets including equipment

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	90% of invoices are processed within 45 days.	100%	100%	100%
2	Number of A/P checks generated annually.	4497	4958	5005
3	Number of invoices processed annually.	9599	10,412	10,130
4	90% of the time, distribute accurate month-end reports to departments within ten working days after the end of each accounting period.	83%	75%	100%
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%	100%	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.	98%	97%	100%
10	100% of bi-weekly payroll will be processed accurately and on schedule.	100%	100%	100%
11	100% of the time, all State and Federal required payroll reports will be prepared accurately and timely.	100%	100%	100%
12	Number of payroll checks generated annually.	8,031	8,094	8,386
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.	99%	99%	99%
15	80% of time, bank statements will be reconciled to general ledger cash balances within ten working days of month-end close.	75%	83%	79%

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

**EXHIBIT A
101.535**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 968,244	\$ 1,048,315	\$ 1,137,654	\$ 1,163,003
Supplies, Services & Capital Outlay (Exhibit C)	257,564	183,006	219,863	204,733
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,225,808	1,231,321	1,357,517	1,367,736
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 1,225,808	\$ 1,231,321	\$ 1,357,517	\$ 1,367,736

FUNDING SOURCE(s)						
Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 1,121,983	\$ 1,164,281	\$ 1,291,617	\$ 1,291,036
RDA - 20 % Housing Program	223	9899	6,976	-	-	-
LID #30 Fund	367	9899	1,100	-	-	-
RDA - Administration	434	9899	29,849	-	-	-
Motor Vehicle Pool	641	9899	10,000	10,000	10,000	10,000
Information Technologies Pool	647	9899	24,900	24,900	24,900	35,700
Environmental Services	209	9899	31,000	31,000	31,000	31,000
ABAG Risk Mitigation	212	9899	-	1,140	-	-
TOTAL			\$ 1,225,808	\$ 1,231,321	\$ 1,357,517	\$ 1,367,736

REVENUES MONITORED BY THIS PROGRAM						
Property Tax	101	4001-06	\$ 8,578,308	\$ 8,850,347	\$ 9,422,000	\$ 9,922,000
Property Tax Pass-Thru (2%)	101	4007	38,277	2,151	43,000	43,000
Redevelopment Prop Tax Trust Fund	101	4008	121,281	876,407	120,000	190,000
Sales and Use Tax	101	4110	7,519,303	7,670,301	7,917,000	8,161,000
Sales Tax Backfill	101	4115	2,057,180	2,611,065	2,660,000	2,710,000
Transactions & Use Tax	101	4112	2,200,924	2,368,402	2,440,000	2,513,000
Franchise - Electric	101	4120	364,360	373,355	365,000	400,000
Franchise - Gas	101	4121	98,267	83,550	90,000	90,000
Transient Occupancy Tax	101	4150	2,578,323	2,875,976	2,990,000	3,509,000
Real Property Transfer Tax	101	4153	199,791	285,293	218,000	341,000
Investment Earnings	101	4410	178,801	176,307	250,000	200,000
GASB 31 Market Value Adjustment	101	4431	13,123	(214,972)	-	-
Other Interest	101	4450	-	-	15,000	15,000
State M.V.I.L. Tax	101	4580	20,214	20,950	23,000	23,000
H.O.P.T.R. Tax	101	4581	42,831	41,692	45,000	45,000
Reimbursement - Mandated Cost	101	4584	13,357	9,193	15,000	15,000
Sale of Real/Personal Property	101	4960	-	-	3,000	3,000
Insurance Claims Refund	101	4962	5,410	1,712	5,000	5,000
Other Revenue	101	4965	18,386	365,960	15,000	15,000
Business License Tax	101	4152	598,342	625,050	620,000	637,000
Misc. Fund Transfers-In	101	6899	103,825	67,040	65,900	76,700
TOTAL			\$ 24,750,303	\$ 27,089,779	\$ 27,321,900	\$ 28,913,700

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

EXHIBIT B
101.535

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.535.7001 Personnel - Regular	\$ 697,294	\$ 739,567	\$ 809,502	\$ 817,784
101.535.7002 Personnel - Temporary	4,965	24,178	21,720	21,720
101.535.7003 Personnel - Overtime	1,028	946	2,000	2,000
101.535.7005 Personnel - POST	-	-	-	-
101.535.7103 Personnel - Holiday Pay	-	-	-	-
101.535.7104 Meal Allowance	-	-	-	-
101.535.7105 Uniform Allowance	-	-	-	-
101.535.7106 Retirement	102,036	109,179	131,625	140,445
101.535.7107 Dental Insurance	13,696	14,325	16,200	17,712
101.535.7108 Group Health Insurance	98,309	106,184	120,475	125,861
101.535.7109 Group Life Insurance	1,467	1,490	1,728	1,728
101.535.7110 Workers' Compensation Insurance	2,394	2,475	2,696	3,925
101.535.7111 Unemployment Insurance	-	-	-	-
101.535.7112 Group Disability Insurance	5,081	5,154	5,784	5,784
101.535.7113 Medicare	11,243	12,152	12,052	12,172
101.535.7114 Auto Allowance	2,280	2,324	2,280	2,280
101.535.7115 Cell Phone Allowance	-	-	-	-
101.535.7118 Other Benefit Pay	7,760	8,747	-	-
101.535.7120 Sick Leave Payout	-	-	-	-
101.535.7121 Leave Balance Payout	10,827	11,389	-	-
101.535.7122 Deferred Compensation Contribution	9,864	10,205	11,310	11,310
101.535.7126 PARS 457 Retirement	-	-	282	282
101.535.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 968,244	\$ 1,048,315	\$ 1,137,654	\$ 1,163,003

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

**EXHIBIT B-1
101.535**

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Finance Director	1.00	1.00	1.00	1.00	\$ 164,652
Finance Manager	1.00	1.00	1.00	1.00	121,930
Accountant *	1.87	2.00	2.00	2.00	190,072
Accounting Technician (Confidential)	1.00	1.00	1.00	1.00	80,912
Accounting Clerk II	2.00	2.00	2.00	2.00	143,896
Office Assistant	1.00	1.00	1.00	1.00	60,258
Executive Assistant **	-	-	0.80	0.80	56,064
* 0.1 FTE in 208.553 thru FY 12 0.03 FTE in 208.555 thru FY 12 ** Partial restoration of frozen position.					
TOTAL	7.87	8.00	8.80	8.80	\$ 817,784

Temporary Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Clerical Relief	-	0.30	0.30	0.30	18,720
Intern	-	-	0.12	0.12	3,000
TOTAL	-	0.30	0.42	0.42	\$ 21,720

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

EXHIBIT C
101.535

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.535.7420				
Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.535.7421				
Communications - Phones	-	-	-	-
101.535.7423				
Clothing and Personal Expense	-	-	-	-
101.535.7424				
Office Expense	6,337	3,920	6,000	6,000
101.535.7425				
Minor Tools & Equipment	-	-	-	-
101.535.7427				
Special Departmental Expense	49	166	800	800
101.535.7428				
Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.535.7429				
Maintenance & Operation of Equipment	138	-	800	800
101.535.7430				
Professional & Specialized Services	47,692	55,749	72,050	52,250
101.535.7431				
Promotional Expense	-	-	-	-
101.535.7432				
Other Contractual Services	-	-	3,500	4,000
101.535.7433				
Insurance and Surety Bonds	-	-	-	-
101.535.7434				
Memberships, Dues, Books	1,254	1,156	2,035	2,035
101.535.7435				
Professional Development & Meetings	2,573	2,307	3,000	4,000
101.535.7437				
Staff Development	-	851	-	-
101.535.7438				
Other Charges	144,616	68,307	78,000	72,000
101.535.7439				
Bad Debts	-	-	-	-
101.535.7440				
Fees Paid to State	-	-	-	-
101.535.7442				
Insurance Claims Expense	-	-	-	-
101.535.7548				
User Charges - Photocopy/Fax	-	-	-	-
101.535.7549				
User Charges - Communications Pool	-	-	-	-
101.535.7550				
User Charges - Motor Pool	-	11	50	50
101.535.7551				
User Charges - IT Pool	54,905	50,539	53,628	62,798
101.535.7884				
Machinery & Equipment	-	-	-	-
TOTAL	\$ 257,564	\$ 183,006	\$ 219,863	\$ 204,733

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Detail PROGRAM: FINANCE - ACCOUNTING		EXHIBIT C-1 101.535
Description	14/15 Adopted	
<u>7424 OFFICE EXPENSE</u>		
Check & Other Forms Printing	\$ 3,250	
Office Supplies	1,250	
Specialized Printing of Tabs for Budget, Capital Improvement Plan and Annual Financial Report	1,500	
	6,000	
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>		
Departmental Employee Recognition	300	
Meeting Expenses	500	
	800	
<u>7429 MAINTENANCE AND OPERATION OF EQUIPMENT</u>		
Filing System + Folder Sealer	800	
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>		
Annual Audit	45,000	
Budget and CAFR Review Program	850	
Collection Services Fees (A/R & DUI)	900	
Direct & Overlapping Bonded Debt Statement	500	
Mandated Cost Reimbursement (Per Contract)	3,200	
Off-Site Storage	1,800	
	52,250	
<u>7432 OTHER CONTRACTUAL SERVICES</u>		
Third Party Safekeeping	4,000	
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>		
Dues: APA; CMTA; CSMFO; and GFOA	1,135	
Subscriptions / Publications: Payroll Newsletters; American Payroll Association (APA) Guide; Gov't. Accounting/Audit Update Financial Reporting; Wall Street Journal;		
Miscellaneous Governmental Publications	900	
	2,035	
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	4,000	
<u>7438 OTHER CHARGES</u>		
Property Tax Administration Fees - County (Includes TCAS Amortization Software)	72,000	
<u>7550 USER CHARGES - MOTOR POOL</u>		
Use of City Pool Cars	50	
<u>7551 USER CHARGES - IT POOL</u>		
Use of Computer Hardware/Software; Phones & Photocopier/Fax	62,798	
TOTAL	\$ 204,733	

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 12	FY 13	FY 14
1	Number of liability claims filed.	22	23	22
2	Total annual liability and property claims expense.	\$16,489	\$47,085	\$60,968
3	Liability and property claims premium no more than 3% of total annual payroll.	1.58%	1.94%	1.76%

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM: FINANCE - NON-DEPARTMENTAL**

**EXHIBIT A
101.540**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ -	\$ 32,378	\$ 350,000	\$ 300,000
Supplies, Services & Capital Outlay (Exhibit C)	976,708	1,230,845	1,570,500	1,298,700
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	976,708	1,263,223	1,920,500	1,598,700
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 976,708	\$ 1,263,223	\$ 1,920,500	\$ 1,598,700

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 630,652	\$ 613,763	\$ 1,910,500	\$ 1,490,700
Lighting & Landscaping District	207	9899	10,000	10,000	10,000	10,000
RDA - 20% Housing	223	9899	7,211	-	-	-
RDA - Administration	434	9899	28,845	-	-	-
General Fund - SA Advance Reserve	101	6090	-	200,000	-	-
General Fund - Gen Liability Reserve	101	6090	-	30,000	-	-
General Fund - PERS/OPEB Reserve	101	6090	100,000	250,000	-	98,000
General Fund - RDA Advance Reserve	101	6090	200,000	-	-	-
Successor Agency to RDA	333	9899		159,460		
TOTAL			\$ 976,708	\$ 1,263,223	\$ 1,920,500	\$ 1,598,700

REVENUES MONITORED BY THIS PROGRAM

Rental / Leases	101	4810	\$ 7,200	\$ 1,200	\$ -	\$ -
Other Revenue	101	4965	1,874	66	-	-
Lighting & Landscaping District - Trsf.	101	6899	10,000	10,000	10,000	10,000
RDA - 20% Housing - Transfers In	101	6899	7,211	-	-	-
RDA - Administration - Transfers In	101	6899	28,845	-	-	-
Successor Agency ROPS Support	101	6899	-	159,460	-	-
TOTAL			\$ 55,130	\$ 170,726	\$ 10,000	\$ 10,000

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services Summary
PROGRAM: FINANCE - NON-DEPARTMENTAL

EXHIBIT B
101.540

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.540.7001 Personnel - Regular	\$ -	\$ -	\$ -	\$ -
101.540.7002 Personnel - Temporary	-	-	-	-
101.540.7003 Personnel - Overtime	-	-	-	-
101.540.7005 Personnel - POST	-	-	-	-
101.540.7103 Personnel - Holiday Pay	-	-	-	-
101.540.7104 Meal Allowance	-	-	-	-
101.540.7105 Uniform Allowance	-	-	-	-
101.540.7106 Retirement	-	-	-	-
101.540.7107 Dental Insurance	-	-	-	-
101.540.7108 Group Health Insurance	-	-	-	-
101.540.7109 Group Life Insurance	-	-	-	-
101.540.7110 Workers' Compensation Insurance	-	-	-	-
101.540.7111 Unemployment Insurance	-	-	-	-
101.540.7112 Group Disability Insurance	-	-	-	-
101.540.7113 Medicare	-	-	-	-
101.540.7114 Auto Allowance	-	-	-	-
101.540.7115 Cell Phone Allowance	-	-	-	-
101.540.7118 Other Benefit Pay	-	-	-	-
101.540.7119 Social Security	-	-	-	-
101.540.7121 Leave Balance Payout	-	32,378	350,000	300,000
101.540.7126 PARS 457 Retirement	-	-	-	-
101.540.7123 Voluntary Separation Incentive Payout	-	-	-	-
101.540.7130 Project Salary Overhead	-	-	-	-
TOTAL	\$ -	\$ 32,378	\$ 350,000	\$ 300,000

**CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM: FINANCE - NON-DEPARTMENTAL**

**EXHIBIT C
101.540**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.540.7420 Utilities - Electricity/Gas	\$ 178,725	\$ 207,760	\$ 215,000	\$ 215,000
101.540.7421 Communications - Phones	47,523	50,982	50,000	50,000
101.540.7422 Advertising	-	-	-	-
101.540.7424 Office Expense	1,957	3,910	4,900	5,200
101.540.7425 Minor Tools & Equipment	-	-	-	-
101.540.7427 Special Departmental Expense	183	16,144	400	400
101.540.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.540.7429 Maintenance & Operation of Equipment	-	-	-	-
101.540.7430 Professional & Specialized Services	18,229	55,762	18,000	20,000
101.540.7431 Promotional Expense	-	-	-	-
101.540.7432 Other Contractual Services	-	-	-	-
101.540.7433 Insurance and Surety Bonds	259,628	335,030	347,900	347,900
101.540.7434 Memberships, Dues, Books	-	1,370	-	-
101.540.7435 Professional Development & Meetings	-	-	-	-
101.540.7437 Staff Development	-	-	-	-
101.540.7438 Other Charges	232,915	231,854	32,000	33,200
101.540.7439 Bad Debt Expense	3,762	-	-	-
101.540.7440 Fees Paid to State	912	880	800	1,000
101.540.7442 Insurance Claims Expense	16,489	47,086	50,000	50,000
101.540.7445 Cobra Insurance	-	-	-	-
101.540.7448 Other Interest Expense	385	67	2,500	2,000
101.540.7452 Expense for Future Claims	-	-	-	-
101.540.7458 Annexation Expense	-	-	199,000	199,000
101.540.7549 User Charges - Communications Pool	-	-	-	-
101.540.7626 Retiree Health Prefunding	216,000	280,000	450,000	375,000
101.540.7884 Machinery & Equipment	-	-	-	-
101.540.7661 Reserve Set-Aside	-	-	200,000	-
TOTAL	\$ 976,708	\$ 1,230,845	\$ 1,570,500	\$ 1,298,700

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: FINANCE - NON-DEPARTMENTAL

EXHIBIT C-1
101.540
Page 1

Description	14/15 Adopted
<u>7420 UTILITIES</u> 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)	 \$ 215,000
<u>7421 COMMUNICATIONS - PHONES</u> Telephone - City Hall Local/Long Distance Calls - City Hall Modem Connection for Financial System - Emergency Lines - Fax Lines (City Hall) - Switchboard	 50,000
<u>7424 OFFICE EXPENSE</u> Print Shop Office Supplies, City-Wide Envelopes, Miscellaneous Forms, Etc.	 5,200
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u> Annual "Clean-Out Your Files" Day, Promotion Materials & Refreshments	 400
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u> Sales Tax Audit - MuniServices Revenue Share Estimate (Offset w/ New Revenue) STARS - Quarterly Sales Tax Report	 14,000 6,000 20,000
<u>7433 INSURANCE AND SURETY BONDS</u> Comprehensive Insurance Premiums: Fidelity Bonds Liability Insurance Pool Property	 900 319,000 28,000 347,900
<u>7438 OTHER CHARGES</u> Armored Car Service Credit Card Transaction Fees (Cashiering City Hall) Pay Pal	 6,000 26,000 1,200 33,200
<u>7440 FEES PAID TO STATE</u> Fuel Tax, Underground Storage Tank Fees, Annexations, Etc.	 1,000
SUB - TOTAL	\$ 672,700

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: FINANCE - NON-DEPARTMENTAL

EXHIBIT C-1
101.540
Page 2

Description	14/15 Adopted
<u>7442 INSURANCE CLAIMS EXPENSE</u>	
General Liability Self- Insured Retention (SIR)	\$ 50,000
<u>7448 OTHER INTEREST EXPENSE</u>	
Estimated Interest on Refundable Faithful Performance Deposits (Estimate)	2,000
<u>7458 ANNEXATION EXPENSE</u>	
Annexation Payment to City of San Jose (#2 of 40)	199,000
<u>7626 RETIREE HEALTH PREFUNDING</u>	
GASB 45 Phase in Funding of Future Retiree Health Benefits (OPEB)	375,000
(Per 6/30/2011 Valuation)	
TOTAL	\$ 1,298,700

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

MISSION STATEMENT

Provide cost effective Information Technology service and support to all City departments and manage related assets.

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:
 - Pentamotion - Financial System
 - Advantage - Permitting System
 - Active.Net - Recreation Management System
 - Square Rigger - Automotive Maintenance System
 - Palladium - 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
- Maintain website and on-going enhancements

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Complete Technology Needs Assessment and Update of Technology Master Plan (Citywide)*
- Complete analysis of capacity to provide increased on-line services (Citywide)
- Working with Community Development and Public Works, complete work on bringing WiFi to the Downtown (Citywide)
- Continue rollout of personal computer replacements (Citywide)
- Evaluate options for replacement of Email environment (Citywide)
- Replace and upgrade Vmware environment (Citywide)
- Replace existing SunGard Pentamotion financial system server & upgrade applications (Citywide)
- Continue migration of disaster recovery equipment to Community Center (Citywide)
- Replace eSafe web/email security protection environment (Citywide)
- Work with Police Department on CAD (computer aided dispatch) system (PD)
- Implement "Justice Mobile" application (PD)
- Install ReadyNas for VieVu and Digital Ally video systems (PD)
- Add new SLETS/CJIC workstations (PD)
- Install new VeriPic digital evidence manager application (PD)
- Assume support for existing SVITS (Silicon Valley Intelligent Transportation System) Traffic Monitoring systems (PW)
- Replace CAD (computer aided design) workstations (PW)
- Replace new versions of AutoCad for Engineering (PW)
- Add new computer workstations (RCS)
- Upgrade Choice Ticketing system (RCS)
- Install wireless access in Carriage House and Museum (RCS)

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

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	Core Business Applications will be available 98% of scheduled up-time.	99%	99%	99%
2	Network servers will be maintained to provide for reliability consistent with the Core Business Applications availability goal.	100%	100%	100%
3	An accurate and current inventory of City assets (workstations, servers & mobile) will be maintained.	100%	100%	100%
4	98% of all Network back-ups are completed as scheduled.	100%	100%	100%
5	The City's total per copy cost for black and white photocopies does not exceed \$.05.	≤.01¢	≤.01¢	≤.01¢
6	The City's total per copy cost for color photocopies does not exceed \$.30.	≤.09¢	≤.09¢	≤.09¢
7	Photocopying equipment will be available 95% of normal business hours.	90%	90%	95%
8	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.	99%	99%	90%
9	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%	100%

EXHIBIT A
647.547

PROGRAM INFORMATION TECHNOLOGIES SERVICES				
Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 531,495	\$ 573,745	\$ 519,537	\$ 702,254
Supplies, Services & Capital Outlay (Exhibit C)	350,345	460,776	636,762	792,332
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	881,840	1,034,521	1,156,299	1,494,586
Transfers Out (Exhibit E)	24,900	24,900	24,900	35,700
APPROPRIATION TOTAL	\$ 906,740	\$ 1,059,421	\$ 1,181,199	\$ 1,530,286

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Information Technologies (IT) Pool	647	Misc.	\$ 793,384	\$ 872,682	\$ 877,000	\$ 1,032,000
Beginning Fund Balance	647	6090	107,896	164,279	193,949	259,986
General Fund - CIPR (New Equipment)	101	9899	-	15,000	100,250	96,300
Contract Revenue	647	4705	5,460	5,460	5,000	5,000
Other Grant	212	9899	-	-	5,000	-
Successor Agency	647	4710	-	2,000	-	2,000
General Fund - CIPR *	101	9899	-	-	-	135,000
* Limited Term Position						
TOTAL			\$ 906,740	\$ 1,059,421	\$ 1,181,199	\$ 1,530,286

REVENUES MONITORED BY THIS PROGRAM

REVENUES MONITORED BY THIS PROGRAM:						
IT Pool User Charges	647	5104	\$ 797,642	\$ 822,408	\$ 877,000	\$ 1,032,000
General Fund - Transfers In (Equip)	647	6899	-	15,000	100,250	96,300
Contract Revenue	647	4705	5,460	5,793	5,000	5,000
Grant - Transfers-In	647	6899	-	-	5,000	-
Successor Agency Support	647	4710	-	2,000	-	2,000
General Fund - Transfers In (IT Admin)	647	6899	-	-	-	135,000
TOTAL			\$ 803,102	\$ 845,201	\$ 987,250	\$ 1,270,300

**CITY OF CAMPBELL
OPERATING BUDGET - Employee Services Summary
PROGRAM: INFORMATION TECHNOLOGIES SERVICES**

**EXHIBIT B
647.547**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
647.547.7001 Personnel - Regular	\$ 393,593	\$ 434,410	\$ 338,622	449,488
647.547.7002 Personnel - Temporary	-	648	58,640	81,440
647.547.7003 Personnel - Overtime	824	-	3,000	3,000
647.547.7005 Personnel - POST	-	-	-	-
647.547.7103 Personnel - Holiday Pay	-	-	-	-
647.547.7104 Meal Allowance	-	-	-	-
647.547.7105 Uniform Allowance	-	-	-	-
647.547.7106 Retirement	57,511	56,720	54,875	77,195
647.547.7107 Dental Insurance	6,946	7,001	5,400	7,872
647.547.7108 Group Health Insurance	46,377	48,243	40,272	56,124
647.547.7109 Group Life Insurance	744	713	576	768
647.547.7110 Workers' Compensation Insurance	3,878	3,719	3,975	7,679
647.547.7111 Unemployment Insurance	-	-	-	-
647.547.7112 Group Disability Insurance	2,574	2,475	1,992	2,592
647.547.7113 Medicare	5,898	5,904	5,743	7,698
647.547.7114 Auto Allowance	960	979	960	960
647.547.7115 Cell Phone Allowance	1,080	1,020	1,080	1,440
647.547.7118 Other Benefit Pay	6,430	4,581	-	-
647.547.7121 Leave Balance Payout	-	2,701	-	-
647.547.7122 Deferred Compensation	4,680	4,630	3,640	4,940
647.547.7126 PARS 457 Retirement	-	-	762	1,058
647.547.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 531,495	\$ 573,745	\$ 519,537	\$ 702,254

EXHIBIT B-1
647.547

* Limited Term (2 years)

TOTAL

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

**EXHIBIT C
647.547**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
647.547.7420 Utilities - Electricity/Gas	-	-	\$ -	\$ -
647.547.7421 Communications - Phones	5,979	15,843	14,880	14,880
647.547.7423 Clothing and Personal Expense	-	-	-	-
647.547.7424 Office Expense	9,348	3,350	18,500	20,500
647.547.7425 Minor Tools & Equipment	10,227	2,049	36,450	19,000
647.547.7427 Special Departmental Expense	-	-	-	-
647.547.7428 Maintenance of Bldgs. Struct. & Grounds	1,480	-	-	-
647.547.7429 Maintenance & Operation of Equipment	250,499	267,041	307,580	379,300
647.547.7430 Professional & Specialized Services	3,908	(6)	-	29,000
647.547.7431 Promotional Expense	-	-	-	-
647.547.7432 Other Contractual Services	-	-	-	-
647.547.7433 Insurance and Surety Bonds	-	-	-	-
647.547.7434 Memberships, Dues, Books	-	-	-	-
647.547.7435 Professional Development & Training	2,795	259	7,000	7,000
647.547.7437 Staff Development	-	-	7,000	7,000
647.547.7438 Other Charges	15,116	37,200	23,000	23,000
647.547.7441 Special Community Services	-	-	-	-
647.547.7442 Insurance Claims Expense	-	-	-	-
647.547.7444 Depreciation	50,993	87,969	-	-
647.547.7451 Loss on Sale of Equipment	-	-	-	-
647.547.7549 User Charges - Communications Pool	-	-	-	-
647.547.7550 User Charges - Motor Pool	-	-	-	-
647.547.7551 User Charges - IT Pool	-	-	-	-
647.547.7884 Machinery & Equipment	-	47,071	222,352	292,652
TOTAL	\$ 350,345	\$ 460,776	\$ 636,762	\$ 792,332

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: INFORMATION TECHNOLOGIES SERVICES

EXHIBIT C-1
647.547
Page 1

Description	14/15 Adopted
<u>7421 COMMUNICATIONS - PHONES</u>	
Internet Connection	\$ 14,880
<u>7424 OFFICE EXPENSE</u>	
Laser Printer Toner Cartridges (Includes Plotter & Color Laser Printers)	19,000
Magnetic Media, IT Consumables	1,500
	20,500
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Adobe Acrobat Pro - Building	300
Choice Ticketing Printer - New*	2,000
Forensic Computer Equipment for Police Department	1,000
Justice Mobile - Smartphones - Police Department - New *	3,500
Laptops (Pool) - Police Department - New *	2,500
MacBook Pro - Police Department - New *	2,000
Printer - Human Resources	400
Printer - Public Works Superindendent - New	400
Printer - Recreation Preschool Office	400
SLETS/CJIC Workstations for Police Department *	3,000
Uninterruptable Power Supplies (5 - New)	1,500
Wi-Fi Controllers - Carriage House & Morgan Gallery - New *	2,000
	19,000
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
<u>Hardware:</u>	
Cisco Router Support for CLETS	750
Cisco Smartnet Support Router & Firewall	5,000
Dispatch Automated Map System	5,500
D L I Annual Maintenance	3,000
Meridian Phone Switch Maintenance	15,000
Motorola Mobile Data Terminal Support Contract (Police Department)	19,000
Network Support Services	4,800
Past Perfect Museum Management System	500
Small Parts & Supplies	5,000
Spectracom Annual Maintenance	250
SUB - TOTAL	\$ 113,180

* Funded by CIPR

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: INFORMATION TECHNOLOGIES SERVICES

EXHIBIT C-1
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Description	14/15 Adopted
7429 MAINTENANCE & OPERATION OF EQUIPMENT (Continued)	
<u>Software:</u>	
Autodesk AutoCAD Upgrade	\$ 38,400
ArcIms & ArcView Support (ESRI)	1,500
CAD/RMS & FRS Map Source Code Escrow	1,750
Choice Ticketing Upgrade	3,000
Content Management System (CMS)	14,000
COPLINK Allocation	1,600
CopLogic On-Line Crime Reporting Maintenance	5,000
Critical Reach Support	400
Emergency Notification System	5,000
E-Safe Spam/Web Filtering	5,700
EST Anti-Virus Subscription	7,500
FTK Software Maintenance	900
Gasboy Communications & Reporting Maintenance	550
GIS System	8,000
Go Daddy SSL Certificates	500
Graffiti Tracking Software Maintenance	600
Granicus Webcasting	5,000
IWorQ (Work Orders, Citizen Request Management, Code Enforcement)	4,500
Justice Mobile MDM & Two Factor Authorization	1,000
LaserFiche - Document Management Maintenance	12,500
Miscellaneous Software Upgrades	5,000
Motorola Mobile Data Message Switch Interface (MSI) Software Maintenance	23,000
Munimetrix	700
Netmotion Maintenance	2,000
Online Municipal Code - Book Publishing Corp.	825
Open Data Project	5,000
Palladium CAD/RMS Support	80,000
PredPol Software (ABAG Funding)	5,000
Servlet Exec Annual Maintenance	1,000
Square Rigger - Vehicle Maintenance System	2,750
StreetSaver / Asset Management Maintenance	1,250
Sungard Public Sector (Pentamotion) Software Maintenance	31,500
T model - Traffic Counts	750
Tidemark - Permit*Plan (Permitting)	14,000
TrackIT Help Desk Software Upgrade	8,000
VeriPic Maintenance - Police Department - New	7,500
Veritas Back-up Executive	5,000
Visual Statement FX3 Software Maintenance	1,325
VMware ESX Maintenance & Support	4,000
Website, iPhone & Android App	4,500
Subtotal	320,500
Account Total	379,300
7430 PROFESSIONAL & SPECIALIZED SERVICES	
Supplemental Technology Support	29,000
SUB - TOTAL	\$ 462,680

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: INFORMATION TECHNOLOGIES SERVICES

EXHIBIT C-1
647.547
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Description	14/15 Adopted
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	\$ 7,000
<u>7437 STAFF DEVELOPMENT</u>	
City-Wide Specialized Technical Trainings	7,000
<u>7438 OTHER CHARGES</u>	
Maintenance - Photocopiers / Fax Machines	10,000
Paper, Toner, Miscellaneous Supplies - Photocopier / Fax Machines	13,000
	23,000
<u>7884 MACHINERY & EQUIPMENT</u>	
Copiers (Lease - Year Four of Five Year Lease)	13,000
Desktop Computers (Replacement)	80,000
Equipment for Secondary Data Site *	5,000
eSafe Security Appliance	12,000
GeoCollector XT with ARCPad - Public Works - New *	7,000
NAS Device - NEW *	9,000
Storage Area Hardware (Lease - Year Four of Five Year Lease)	17,852
Tablet Computers for Public Works - New *	6,800
Tablet Computers for Executive Team - New *	5,500
Upgrade Vmware Environment *	48,000
VDI / Desktop Computers (Lease)	38,500
Workstations for Computer Aided Design - Public Works (Replacement)	50,000
	292,652
TOTAL	\$ 792,332

* Funded by CIPR

CITY OF CAMPBELL
OPERATING BUDGET - Transfers Detail
PROGRAM: INFORMATION TECHNOLOGIES SERVICES

EXHIBIT E
647.547

Account Description	14/15 Adopted
<u>9899 TRANSFERS OUT</u>	
Finance - #101.535	
Accounting Clerk II - 15%	\$ 15,000
Accountant - 10%	12,700
Executive Assistant - 10%	8,000
TOTAL TRANSFERS OUT	\$ 35,700

COMMUNITY FACILITIES DISTRICT #1 FUND- (236)
Finance Department – Community Facilities District #1 (549)
Program Manager – Finance Manager

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

EXHIBIT A
236.549

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	5,000
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	5,000
Transfers Out (Exhibit E)	-	-	145,000	140,000
APPROPRIATION TOTAL	\$ -	\$ -	\$ 145,000	\$ 145,000

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
CFD #1 Program Revenue	236	Misc.	\$ -	\$ -	\$ 145,000	\$ 145,000
TOTAL			\$ -	\$ -	\$ 145,000	\$ 145,000

REVENUES MONITORED BY THIS PROGRAM

Special Tax Levy	236	5004	\$ -	\$ -	\$ 145,000	\$ 145,000
TOTAL			\$ -	\$ -	\$ 145,000	\$ 145,000

CITY OF CAMPBELL
OPERATING BUDGET - Transfers Detail
PROGRAM: FINANCE - COMMUNITY FACILITIES DISTRICT #1

EXHIBIT E
236.549

Account Description	14/15 Adopted
9899 TRANSFERS OUT	
PD Field Services - #101.605	\$ 70,000
Fire Services - #101.610	70,000
	140,000
TOTAL TRANSFERS OUT	\$ 140,000

EXHIBIT A
101.980

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	1,900,080	2,293,114	2,511,819	2,853,446
APPROPRIATION TOTAL	\$ 1,900,080	\$ 2,293,114	\$ 2,511,819	\$ 2,853,446

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 1,900,080	\$ 2,278,114	\$ 2,366,569	\$ 2,520,146
GF Beginning Fund Balance *	101	6090	-	-	-	-
Construction Tax Reserve	101	6090	-	-	-	-
Workers Comp Reserve	101	6090	-	-	-	-
CIPR	101	6090	-	15,000	145,250	333,300
Tree In Lieu Reserve	101	6090	-	-		-
* Reserve for RDA Advances						
TOTAL			\$ 1,900,080	\$ 2,293,114	\$ 2,511,819	\$ 2,853,446

REVENUES MONITORED BY THIS PROGRAM

TOTAL			\$ -	\$ -	\$ -	\$ -

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

EXHIBIT E
101.980

Account Description	14/15 Adopted
9899 TRANSFERS - OUT (Operating)	
L.L.D. Park Maintenance - # 207.775 (General Fund Subsidy)	\$ 1,056,953
City COP Debt Service # 366.543	513,045
1997 Street Maintenance Debt Service # 368.544	428,648
Public Works - Environmental Programs - # 209.715 (Garbage Franchise Fee/Solid Waste Fee)	521,500
Information Technology Pool - # 647.547 (New Equipment) *	96,300
Information Technology Pool - # 647.547 (IT Administrator Limited Term Position) *	135,000
Public Works - Vehicle & Equipment Maint. - # 641.750 (New Equipment) *	102,000
* Funded from CIPR	
TOTAL TRANSFERS OUT	\$ 2,853,446

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

**EXHIBIT A
Misc. 980**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	52,098	140,012	61,325	122,600
APPROPRIATION TOTAL	\$ 52,098	\$ 140,012	\$ 61,325	\$ 122,600

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Beg. Fund Bal. - Asset Seizure	205	6090	\$ -	\$ -	\$ -	\$ -
Asset Seizure	205	4892	3,500	3,500	4,000	13,600
Local Grant - ABAG	212	4550	9,038	86,031	28,575	10,000
Local Grant - County	212	Misc	15,189	26,463	-	-
Local Grant - Other	212	Misc	-	21,783	-	-
State Grants	212	Misc	-	1,830	-	70,000
Federal Grants	218	Misc	24,371	405	28,750	29,000
Parkland Dedication (Beg. Fund Bal.)	295	6090	-	-	-	-
TOTAL			\$ 52,098	\$ 140,012	\$ 61,325	\$ 122,600

REVENUES MONITORED BY THIS PROGRAM

Asset Seizure (205.604)	205	4892	\$ 4,627	\$ 23,413	\$ 4,000	\$ 13,600
Association of Bay Area Governments	212	4550	9,038	86,031	28,575	10,000
VTA - Project Readiness	212	4523	15,189	21,783	-	-
State Grant - AB 109	212	4556	-	-	-	70,000
State Grant - Alcohol Beverage Control	212	4523	-	1,830	-	-
Santa Clara County Grants	212	4523	-	26,463	-	-
Federal Grants (LLEBG)	218	4532	-	-	-	-
Federal Grants (Justice Assistance)	218	4523	19,593	-	-	-
Federal Grants (EMPG)	218	4523	-	-	6,750	7,000
Federal Grants (BVP)	218	4531	4,778	405	4,000	4,000
Federal Grants (Anti Drug Abuse)	218	4555	-	-	18,000	18,000
Federal Grants (Tobacco Prevention)	218	4549	-	-	-	-
TOTAL			\$ 53,225	\$ 159,925	\$ 61,325	\$ 122,600

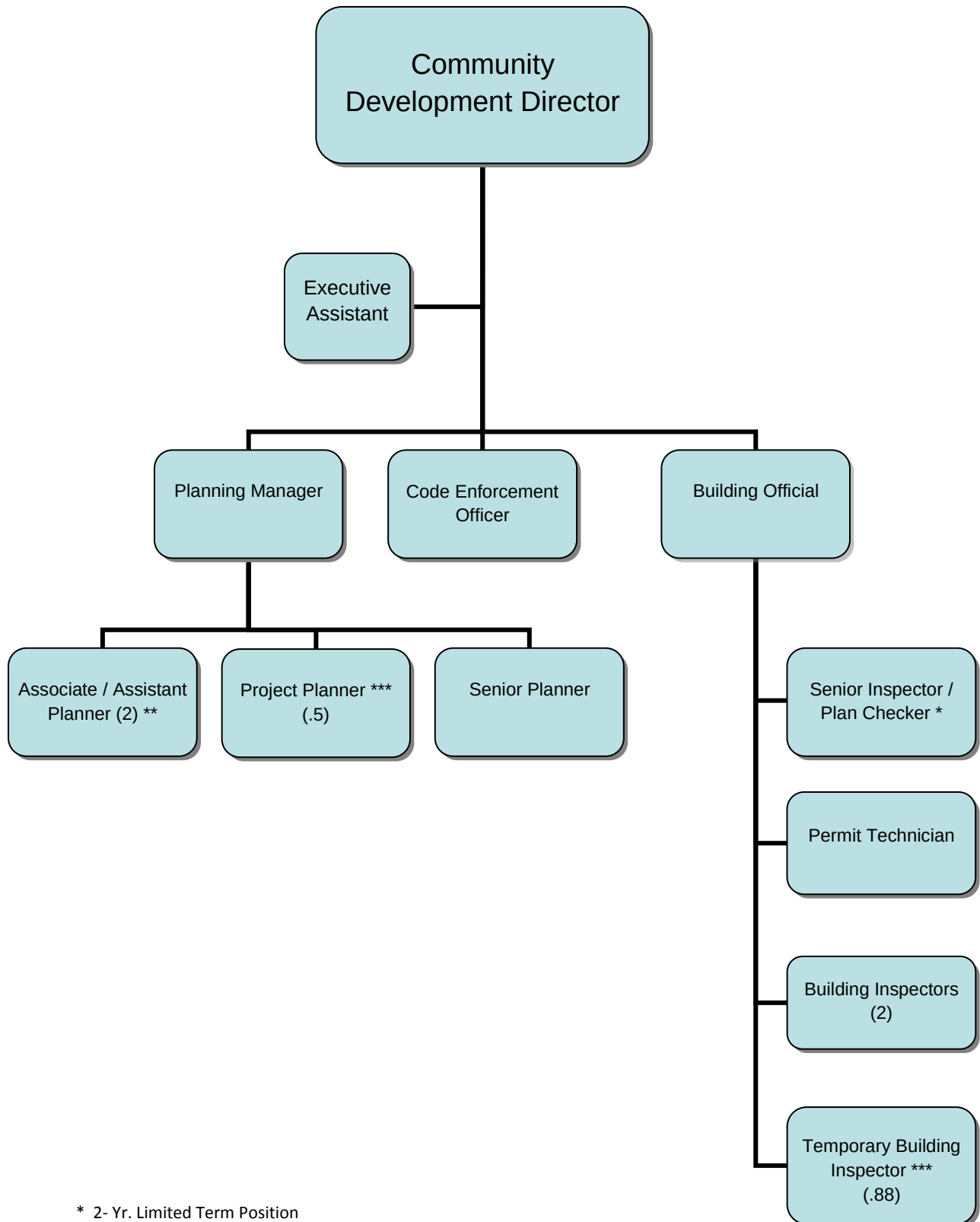
CITY OF CAMPBELL OPERATING BUDGET - Transfers Detail PROGRAM: TRANSFERS OUT - MISCELLANEOUS FUNDS		EXHIBIT E Misc. 980
Account Description	14/15 Adopted	
<u>9899 OPERATING TRANSFERS OUT</u>		
Asset Forfeiture Fund - (205)		
Police - Field Services - # 101.605 (AR-15 Replacement Rifles)	\$	13,600
Association of Bay Area Governments Grant) - (212)		
Police - Field Services - # 101.605 (Risk Mitigation Grant - Tasers & Vehicle Camera Maint)		-
Federal Grant (Bulletproof Vest Grant) - (218)		
Police - Field Services - # 101.605		4,000
State - AB 109 Public Safety Realignment Law - (212)		
Police - Special Enforcement - # 101.604 (Prisoner Release)		70,000
Federal Grant (Emergency Preparedness EMPG) - (218)		
Police - Special Enforcement Services - # 101.604 (CERT Equipment)		7,000
Federal Justice Assistance Grant (JAG) - (218)		
Police - Special Enforcement - # 101.604 (JAG Overtime Grant)		-
Association of Bay Area Governments Grant) - (212)		
Community Center - # 101.527 (Risk Mitigation Grant - Defibrillator)		-
Federal Grant (Tobacco Prevention Grant) - (218)		
Police - Special Enforcement Services - # 101.604		-
Federal Grant (Anti-Drug Abuse Grant) - (218)		
Police - Special Enforcement Services - # 101.604		18,000
Association of Bay Area Governments Grant) - (212)		
Information Technology - # 647.547 (Risk Mitigation Grant - Predictive Policing Software)		-
Association of Bay Area Governments Grant) - (212)		
Park Maintenance - # 207.775 (Risk Mitigation Grant)		10,000
TOTAL TRANSFERS OUT	\$	122,600

Community Development



Community Development Department

2014-2015



* 2- Yr. Limited Term Position
** 1 Position @ 2 Yr. Limited Term
*** Temporary

COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

Budgeted Positions	Actual 2011-2012	Actual 2012-2013	Adopted 2013-2014	Adopted 2014-2015
Accountant	0.13	-	-	-
Bldg 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 / Inspector	1.00	1.00	1.00	1.00
Community Development Director	0.50	1.00	1.00	1.00
HCD Coordinator	0.10	-	-	-
Assistant/Associate Planner	1.80	2.00	2.00	2.00
Planning Manager	0.90	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00
Executive Assistant	0.75	0.90	1.00	1.00
Senior Building Inspector	-	-	-	1.00
Senior Planner	-	-	-	1.00
Total Budgeted Positions	9.18	9.90	10.00	12.00
Temporary Positions				
Project Planner	-	-	0.50	0.50
Temporary Building Inspector	-	0.88	0.88	0.88
Planning Intern	0.13	0.13	0.13	0.13
Total Temporary Positions	0.13	1.01	1.51	1.51
Total Staffing	9.31	10.91	11.51	13.51

Expenditure Summary

Description	Actual 2011-2012	Actual 2012-2013	Adopted 2013-2014	Adopted 2014-2015
Employee Services	\$ 1,453,502	\$ 1,411,843	\$ 1,558,478	\$ 1,872,583
Supplies & Other Services & Capital Outlay	2,846,387	745,524	527,630	343,198
Debt Service	-	-	-	-
Total Before Transfers	4,299,889	2,157,367	2,086,108	2,215,781
Transfers-Out	-	-	-	-
Appropriation Total	4,299,889	2,157,367	2,086,108	2,215,781
Less Transfers-In	47,431	32,600	50,695	-
Net Cost	\$ 4,252,458	\$ 2,124,767	\$ 2,035,413	\$ 2,215,781

Revenue Summary

Total Revenue Monitored by Department	\$ 4,536,664	\$ 2,237,887	\$ 2,181,867	\$ 2,062,000

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 Redevelopment
- 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
- Establish administrative procedures for effective review and processing of permits
- Prepare the department's annual budget
- Implement Performance Measurement Program
- Maintain proper public records
- Ensure quality customer service
- Expand computer proficiency of department employees
- Monitor new legislation and case law affecting land use

WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Complete recruitment of Senior Planner position
- Complete the recruitment of the Building Inspector position

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	90% of call backs made within one business day.	97%	98%	95%
2	100% of public notices are filed accurately.	100%	100%	99%

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

**EXHIBIT A
101.550**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 479,654	\$ 329,104	\$ 313,964	\$ 330,124
Supplies, Services & Capital Outlay (Exhibit C)	61,847	34,178	91,637	98,728
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	541,501	363,282	405,601	428,852
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 541,501	\$ 363,282	\$ 405,601	\$ 428,852

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 541,501	\$ 363,282	\$ 405,601	\$ 428,852
TOTAL			\$ 541,501	\$ 363,282	\$ 405,601	\$ 428,852

REVENUES MONITORED BY THIS PROGRAM

Rents/Leases *						
Telecommunications Facilities	101	4810	\$ 96,294	\$ 105,326	\$ 104,500	\$ 175,000
Farmers Market In-Lieu Fee	101	4155	12,000	12,000	12,000	12,000
Rental Dispute Fee **	101	4663	-	-	54,000	54,000
TOTAL			\$ 108,294	\$ 117,326	\$ 170,500	\$ 241,000

* Moved from 101.540

** Moved from 208.555

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

**EXHIBIT B
101.550**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.550.7001 Personnel - Regular	\$ 311,439	\$ 170,985	\$ 234,020	\$ 243,829
101.550.7002 Personnel - Temporary	-	21,780	-	-
101.550.7003 Personnel - Overtime	-	-	-	-
101.550.7005 Personnel - POST	-	-	-	-
101.550.7103 Personnel - Holiday Pay	-	-	-	-
101.550.7104 Meal Allowance	-	-	-	-
101.550.7105 Uniform Allowance	-	-	-	-
101.550.7106 Retirement	45,389	25,232	38,053	41,876
101.550.7107 Dental Insurance	6,146	3,926	3,780	4,133
101.550.7108 Group Health Insurance	40,637	26,993	28,214	29,500
101.550.7109 Group Life Insurance	643	377	403	403
101.550.7110 Workers' Compensation Insurance	1,203	858	770	1,156
101.550.7111 Unemployment Insurance	-	-	-	-
101.550.7112 Group Disability Insurance	2,187	1,244	1,471	1,471
101.550.7113 Medicare	5,325	3,204	3,393	3,536
101.550.7114 Auto Allowance	886	212	1,416	1,416
101.550.7115 Cell Phone Allowance	-	17	-	360
101.550.7118 Other Benefit Pay	5,673	651	-	-
101.550.7120 Sick Leave Payoff	-	37,578	-	-
101.550.7121 Leave Balance Payout	56,016	33,002	-	-
101.550.7122 Deferred Compensation Contribution	4,110	2,815	2,444	2,444
101.550.7126 PARS 457 Retirement	-	230	-	-
101.550.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 479,654	\$ 329,104	\$ 313,964	\$ 330,124

EXHIBIT B-1
101.550

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Community Development Director	0.50	1.00	1.00	1.00	\$ 153,650
Planning Manager *	0.10	0.20	0.10	0.10	13,011
Executive Assistant	0.75	0.90	1.00	1.00	77,168
* Balance Funded in Programs 551 & 552					
TOTAL	1.35	2.10	2.10	2.10	\$ 243,829

Temporary Personnel	Full-Time Equivalents (FTE's)					14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted		
TOTAL	-	-	-	-	\$	-

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

**EXHIBIT C
101.550**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.550.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.550.7421 Communications - Phones	-	-	-	-
101.550.7422 Advertising	3,794	3,455	3,500	4,000
101.550.7423 Clothing and Personal Expense	-	-	-	-
101.550.7424 Office Expense	2,952	3,375	3,500	3,500
101.550.7425 Minor Tools & Equipment	-	-	-	-
101.550.7427 Special Departmental Expense	-	207	325	325
101.550.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.550.7429 Maintenance & Operation of Equipment	-	-	515	515
101.550.7430 Professional & Specialized Services	31,018	3,938	-	-
101.550.7431 Promotional Expense	-	-	-	-
101.550.7432 Other Contractual Services	-	-	54,000	54,000
101.550.7433 Insurance and Surety Bonds	-	-	-	-
101.550.7434 Memberships, Dues, Books	358	88	400	3,800
101.550.7435 Professional Development & Meetings	6,295	4,430	8,400	8,000
101.550.7437 Staff Development	-	-	-	-
101.550.7438 Other Charges	-	-	-	-
101.550.7441 Special Community Services	-	-	-	-
101.550.7442 Insurance Claims Expense	-	-	-	-
101.550.7548 User Charges - Photocopy/Fax	-	-	-	-
101.550.7549 User Charges - Communications Pool	-	-	-	-
101.550.7550 User Charges - Motor Pool	-	307	-	-
101.550.7551 User Charges - IT Pool	17,430	18,378	20,997	24,588
101.550.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 61,847	\$ 34,178	\$ 91,637	\$ 98,728

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

EXHIBIT C-1
101.550
Page 1

Description	14/15 Adopted
<u>7422 ADVERTISING</u>	
Publication of Legal Notices, EIR's, Etc.	\$ 4,000
<u>7424 OFFICE EXPENSE</u>	
Miscellaneous Printings, Maps, Publications,	
Office Supplies, Etc.	
Reproduction for General Plan & Public Meetings	3,500
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Employee Recognition	325
<u>7429 MAINTENANCE OF BUILDINGS, STRUCTURES & GROUNDS</u>	
Microfiche Service Contract	515
<u>7432 CONTRACTUAL SERVICES</u>	
Rental Dispute Mediation (Project Sentinel) *	54,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books; Director & SCCAPO Dues & Subscriptions - APA, AICP & CDBG	3,800
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	8,000
All Staff (11 Employees)	
(APA, League of California Cities, Workshops, Build it Green, Historic Preservation Board)	
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	24,588
* Funded with Rental Dispute Fee Revenue	
TOTAL	\$ 98,728

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

MISSION STATEMENT

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

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 adopted design and development policies
- Provide technical assistance and analysis to assist decision makers
- Provide staff support through the preparation and presentation of the reports and the maintenance of records to the following: City Council, Planning Commission, Historic Preservation Board, site and Architectural Review Committee (SARC), 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 WORKPLAN ITEMS FOR FISCAL YEAR 2014 – 2015

- Complete the Sign Ordinance modifications to the Freeway Oriented Sign provisions
- Begin the update to the Wireless Telecommunications Ordinance

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

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	80% of inquiry phone calls and emails are returned within one business day.	98%	97%	95%
2	90% of minor building permits receive a response within five business days.	98%	96%	93%
3	85% of major building permits receive a response within ten business days.	98%	99%	98%
4	100% of completeness letters are sent out within 30 days.	99%	100%	100%
5	100% permit-streamlining to applicable projects are completed within six months.	99%	100%	100%
6	90% of hearings are held within 60 days of application completeness.	100%	99%	90%

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

**EXHIBIT A
101.551**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 203,289	\$ 233,040	\$ 313,519	\$ 453,493
Supplies, Services & Capital Outlay (Exhibit C)	15,358	15,760	17,347	19,145
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	218,647	248,800	330,866	472,638
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 218,647	\$ 248,800	\$ 330,866	\$ 472,638

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 218,647	\$ 248,800	\$ 330,866	\$ 352,638
Beginning Fund Balance - CIPR *	101	6090	-	-	-	120,000
* Limited Term Position						
TOTAL			\$ 218,647	\$ 248,800	\$ 330,866	\$ 472,638

REVENUES MONITORED BY THIS PROGRAM

Zoning Fees	101	4660	\$ 402,596	\$ 241,787	\$ 200,000	\$ 250,000
TOTAL			\$ 402,596	\$ 241,787	\$ 200,000	\$ 250,000

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

**EXHIBIT B
101.551**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.551.7001 Personnel - Regular	\$ 147,354	\$ 168,732	\$ 198,909	\$ 296,986
101.551.7002 Personnel - Temporary	4,000	4,360	39,000	39,000
101.551.7003 Personnel - Overtime	925	3,079	4,000	4,000
101.551.7005 Personnel - POST	-	-	-	-
101.551.7008 FLSA Overtime	-	33	-	-
101.551.7104 Meal Allowance	-	-	-	-
101.551.7105 Uniform Allowance	-	-	-	-
101.551.7106 Retirement	21,526	24,369	32,343	51,004
101.551.7107 Dental Insurance	2,605	2,812	3,420	5,708
101.551.7108 Group Health Insurance	18,232	20,655	25,498	40,676
101.551.7109 Group Life Insurance	279	292	364	556
101.551.7110 Workers' Compensation Insurance	1,136	1,288	1,971	4,227
101.551.7111 Unemployment Insurance	-	-	-	-
101.551.7112 Group Disability Insurance	990	1,032	1,236	1,836
101.551.7113 Medicare	2,500	2,834	3,451	4,873
101.551.7114 Auto Allowance	480	530	480	480
101.551.7115 Cell Phone Allowance	-	41	-	-
101.551.7118 Other Benefit Pay	1,390	991	-	-
101.551.7119 Social Security	-	-	-	-
101.551.7121 Leave Balance Payout	-	-	-	-
101.551.7122 Deferred Compensation Contribution	1,820	1,935	2,340	3,640
101.551.7126 PARS 457 Retirement	52	57	507	507
101.551.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 203,289	\$ 233,040	\$ 313,519	\$ 453,493

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

EXHIBIT B-1
101.551

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Planning Manager *	0.50	0.50	0.50	0.50	\$ 65,057
Assistant/Associate Planner **	0.90	1.80	1.40	0.70	72,174
Associate Planner (Limited Term) ***	-	-	-	1.00	89,066
Senior Planner ****	-	-	-	0.70	70,689
* Balance Funded in 550 & 552 ** Balance Funded in Program 552 *** Limited Term (2-Years) **** Balance Funded in Program 557					
TOTAL	1.40	2.30	1.90	2.90	\$ 296,986

Temporary Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Planning Intern	0.13	0.13	0.13	0.13	\$ 5,000
Project Planner	-	-	0.50	0.50	34,000
TOTAL	0.13	0.13	0.63	0.63	\$ 39,000

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

EXHIBIT C
101.551

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.551.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.551.7421 Communications - Phones	-	-	-	-
101.551.7422 Advertising	-	-	-	-
101.551.7423 Clothing and Personal Expense	-	-	-	-
101.551.7424 Office Expense	-	-	-	-
101.551.7425 Minor Tools & Equipment	-	-	-	-
101.551.7427 Special Departmental Expense	270	230	500	500
101.551.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.551.7429 Maintenance & Operation of Equipment	-	-	-	-
101.551.7430 Professional & Specialized Services	-	-	-	-
101.551.7431 Promotional Expense	-	-	-	-
101.551.7432 Other Contractual Services	-	-	-	-
101.551.7433 Insurance and Surety Bonds	-	-	-	-
101.551.7434 Memberships, Dues, Books	1,948	1,747	925	-
101.551.7435 Professional Development & Meetings	-	-	-	-
101.551.7437 Staff Development	67	-	-	-
101.551.7438 Other Charges	-	-	-	-
101.551.7441 Special Community Services	-	-	-	-
101.551.7442 Insurance Claims Expense	-	-	-	-
101.551.7548 User Charges - Photocopy/Fax	-	-	-	-
101.551.7549 User Charges - Communications Pool	-	-	-	-
101.551.7550 User Charges - Motor Pool	-	-	-	-
101.551.7551 User Charges - IT Pool	13,073	13,783	15,922	18,645
101.551.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 15,358	\$ 15,760	\$ 17,347	\$ 19,145

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

EXHIBIT C-1
 101.551

Description	14/15 Adopted
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Historic Preservation Board Projects	\$ 500
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	18,645
TOTAL	\$ 19,145

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

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
- Provide land use, urban design and policy support to the Redevelopment Agency
- 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 WORKPLAN ITEMS FOR FISCAL YEAR 2014 – 2015

- Complete the Dell Avenue Area Plan (DAAP) to establish development standards and guidelines to attract and retain high tech businesses
- Complete the update to the Housing Element
- Conduct a Study Session to determine the need to prepare an Area Plan for Bascom Avenue

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	85% of policy development milestones and projects are completed according to the approved Work Plan.	40%	60%	60%

EXHIBIT A
101.552

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 180,905	\$ 177,447	\$ 106,550	\$ 112,160
Supplies, Services & Capital Outlay (Exhibit C)	10,637	4,594	89,274	9,793
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	191,542	182,041	195,824	121,953
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 191,542	\$ 182,041	\$ 195,824	\$ 121,953

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 176,711	\$ 182,041	\$ 115,824	\$ 121,953
RDA - 20% Housing Fund	223	9899	2,966	-	-	-
RDA - Administration	434	9899	11,865	-	-	-
Beginning Fund Balance - CIPR	101	6090	-	-	80,000	-
TOTAL			\$ 191,542	\$ 182,041	\$ 195,824	\$ 121,953

REVENUES MONITORED BY THIS PROGRAM

General Plan Maintenance Fee *	101	4670	\$ 61,908	\$ 60,264	\$ -	\$ -
RDA - Transfers In	101	6899	14,831	-	-	-
* Non-operating revenue						
TOTAL			\$ 76,739	\$ 60,264	\$ -	\$ -

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

EXHIBIT B
101.552

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.552.7001 Personnel - Regular	\$ 135,099	\$ 132,131	\$ 79,515	\$ 82,978
101.552.7002 Personnel - Temporary	-	-	-	-
101.552.7003 Personnel - Overtime	1,206	2,239	-	-
101.552.7005 Personnel - POST	-	-	-	-
101.552.7103 Personnel - Holiday Pay	-	-	-	-
101.552.7104 Meal Allowance	-	-	-	-
101.552.7105 Uniform Allowance	-	-	-	-
101.552.7106 Retirement	19,672	19,098	12,929	14,250
101.552.7107 Dental Insurance	2,257	2,088	1,260	1,377
101.552.7108 Group Health Insurance	15,838	15,040	9,407	9,835
101.552.7109 Group Life Insurance	242	217	135	135
101.552.7110 Workers' Compensation Insurance	1,057	974	464	694
101.552.7111 Unemployment Insurance	-	-	-	-
101.552.7112 Group Disability Insurance	832	754	497	497
101.552.7113 Medicare	1,968	1,942	1,153	1,204
101.552.7114 Auto Allowance	288	318	384	384
101.552.7115 Cell Phone Allowance	-	25	-	-
101.552.7118 Other Benefit Pay	834	1,117	-	-
101.552.7119 Social Security	-	-	-	-
101.552.7121 Leave Balance Payout	-	-	-	-
101.552.7122 Deferred Compensation Contribution	1,612	1,504	806	806
101.552.7126 PARS 457 Retirement	-	-	-	-
101.552.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 180,905	\$ 177,447	\$ 106,550	\$ 112,160

EXHIBIT B-1
101.552

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Planning Manager *	0.30	0.30	0.40	0.40	\$ 52,046
Assistant/Associate Planner **	0.90	0.20	0.30	0.30	30,932
* Balance Funded in 550 & 551					
** Balance Funded in 551 & 557					
TOTAL	1.20	0.50	0.70	0.70	\$ 82,978

Temporary Personnel	Full-Time Equivalents (FTE's)					14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted		
TOTAL	-	-	-	-	\$	-

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

EXHIBIT C
101.552

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.552.7420				
Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.552.7421				
Communications - Phones	-	-	-	-
101.552.7422				
Advertising	-	-	-	-
101.552.7423				
Clothing and Personal Expense	-	-	-	-
101.552.7424				
Office Expense	-	-	-	-
101.552.7425				
Minor Tools & Equipment	-	-	-	-
101.552.7427				
Special Departmental Expense	6,279	-	3,500	3,500
101.552.7428				
Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.552.7429				
Maintenance & Operation of Equipment	-	-	-	-
101.552.7430				
Professional & Specialized Services	-	-	80,000	-
101.552.7431				
Promotional Expense	-	-	-	-
101.552.7432				
Other Contractual Services	-	-	-	-
101.552.7433				
Insurance and Surety Bonds	-	-	-	-
101.552.7434				
Memberships, Dues, Books	-	-	400	-
101.552.7435				
Professional Development & Meetings	-	-	-	-
101.552.7437				
Staff Development	-	-	-	-
101.552.7438				
Other Charges	-	-	-	-
101.552.7442				
Insurance Claims Expense	-	-	-	-
101.552.7548				
User Charges - Photocopy/Fax	-	-	-	-
101.552.7549				
User Charges - Communications Pool	-	-	-	-
101.552.7550				
User Charges - Motor Pool	-	-	-	-
101.552.7551				
User Charges - IT Pool	4,358	4,594	5,374	6,293
101.552.7882				
Buildings	-	-	-	-
101.552.7884				
Machinery & Equipment	-	-	-	-
TOTAL	\$ 10,637	\$ 4,594	\$ 89,274	\$ 9,793

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

EXHIBIT C-1
101.552

Description	14/15 Adopted
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Local Area Formation Commission (LAFCO) Fee - Mandate	\$ 3,500
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	6,293
TOTAL	\$ 9,793

HOUSING & COMMUNITY DEVELOPMENT ACT FUND - (208)
Community Development - Housing Program (553)
Program Manager – Planning Manager

MISSION STATEMENT

Administer the City's Housing Programs.

ONGOING RESPONSIBILITIES

- Responsible for managing the City's remaining Housing Programs.
- Coordinate the distribution of CDBG monies from the County of Santa Clara.
- Provide inclusionary/density bonus "below market rate housing" agreements.
- Direct tenant/landlord mediation program calls to appropriate agencies.
- Oversee existing first time home buyer home loans.
- Conduct quarterly reviews of CDBG projects and report to the County Office of Affordable Housing.
- Work with Project Sentinel regarding sub-standard housing cases.

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2014-2015

- Continue the Housing Program with limited staffing resources
- Prepare and disseminate handouts to landlords of multi-family developments to encourage the participation in Section 8 housing program
- Develop and maintain an active listing of opportunity sites for development of housing to be made available and marketed to housing developers

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	Resolve 75% of investigated code cases.	75%	75%	75%

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

**EXHIBIT A
208.553**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 66,681	\$ 41,276	\$ 39,817	\$ 9,633
Supplies, Services & Capital Outlay (Exhibit C)	7,843	20,277	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	74,524	61,553	39,817	9,633
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 74,524	\$ 61,553	\$ 39,817	\$ 9,633

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Housing & Comm. Development	208	Misc.	\$ 74,524	\$ 61,553	\$ 39,817	\$ 9,633
TOTAL			\$ 74,524	\$ 61,553	\$ 39,817	\$ 9,633

REVENUES MONITORED BY THIS PROGRAM

Support Services:						
CDBG County Rehab.	208	4520	\$ 24,688	\$ -	\$ -	\$ -
CDBG County Code Enforcement	208	4520	38,000	40,000	40,000	10,000
Other Revenue	208	4965	148	148	-	-
TOTAL			\$ 62,836	\$ 40,148	\$ 40,000	\$ 10,000

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

**EXHIBIT B
208.553**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
208.553.7001 Personnel - Regular	\$ 50,929	\$ 27,180	\$ 28,547	\$ 6,769
208.553.7002 Personnel - Temporary	-	5,115	-	-
208.553.7003 Personnel - Overtime	-	-	-	-
208.553.7005 Personnel - POST	-	-	-	-
208.553.7103 Personnel - Holiday Pay	-	-	-	-
208.553.7104 Meal Allowance	-	-	-	-
208.553.7105 Uniform Allowance	-	-	46	11
208.553.7106 Retirement	7,370	3,896	4,642	1,162
208.553.7107 Dental Insurance	866	545	540	138
208.553.7108 Group Health Insurance	5,385	3,091	4,021	981
208.553.7109 Group Life Insurance	93	57	58	13
208.553.7110 Workers' Compensation Insurance	379	291	961	328
208.553.7111 Unemployment Insurance	-	-	-	-
208.553.7112 Group Disability Insurance	297	181	180	42
208.553.7113 Medicare	660	479	414	98
208.553.7114 Auto Allowance	-	-	-	-
208.553.7115 Cell Phone Allowance	-	-	18	-
208.553.7118 Other Benefit Pay	-	-	-	-
208.553.7119 Social Security	-	-	-	-
208.553.7121 Leave Balance Payout	-	-	-	-
208.553.7122 Deferred Compensation Contribution	702	374	390	91
208.553.7126 PARS 457 Retirement	-	67	-	-
208.553.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 66,681	\$ 41,276	\$ 39,817	\$ 9,633

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

**EXHIBIT B-1
208.553**

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
HCD Coordinator *	0.04	-	-	-	\$ -
Building Inspector **	0.08	-	-	-	-
Accountant ***	0.10	-	-	-	-
<u>Code Enforcement:</u>					
Building Inspector **	0.08	0.05	0.05	-	-
Code Enforcement Officer **	0.35	0.26	0.25	0.07	6,769
* Balance of 0.06 Funded in Programs 555 & .065 Funded in 817 thru FY 12 ** Balance Funded in Program 554 *** Balance Funded in Programs 535, 554 & 555					
TOTAL	0.64	0.31	0.30	0.07	\$ 6,769

Temporary Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
208.553**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
208.553.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
208.553.7421 Communications - Phones	-	-	-	-
208.553.7422 Advertising	-	-	-	-
208.553.7423 Clothing and Personal Expense	-	-	-	-
208.553.7424 Office Expense	-	-	-	-
208.553.7425 Minor Tools & Equipment	-	-	-	-
208.553.7427 Special Departmental Expense	-	-	-	-
208.553.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
208.553.7429 Maintenance & Operation of Equipment	-	-	-	-
208.553.7430 Professional & Specialized Services	-	2,342	-	-
208.553.7431 Promotional Expense	-	-	-	-
208.553.7432 Other Contractual Services	-	-	-	-
208.553.7433 Insurance and Surety Bonds	-	-	-	-
208.553.7434 Memberships, Dues, Books	-	-	-	-
208.553.7435 Professional Development & Training	-	-	-	-
208.553.7437 Staff Development	-	-	-	-
208.553.7438 Other Charges	429	17,935	-	-
208.553.7439 Bad Debts	-	-	-	-
208.553.7447 Rehab Grants	3,056	-	-	-
208.553.7449 Rehab Loans	-	-	-	-
208.553.7548 User Charges - Photocopy/Fax	-	-	-	-
208.553.7549 User Charges - Communications Pool	-	-	-	-
208.553.7551 User Charges - IT Pool	4,358	-	-	-
208.553.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 7,843	\$ 20,277	\$ -	\$ -

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 Building Division budget
- Assist other departments with building code information
- Staff the Building Code Board of Appeals and schedule meetings as needed
- Conduct nuisance abatement actions as required
- Monitor State Code changes and maintain current adoption matrix
- Perform Housing Code inspections and abatement of violations
- Oversee the City Graffiti Abatement Program
- Revise and update all Building Division handout offerings to create professional, standardized forms for public use

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Install public computer workstations at lobby counter
- Complete the inventory of "soft-shell" apartment units and distribute educational information and encourage ways to retrofit buildings
- Update process and schedule for bringing to closure the backlog of code enforcement cases through the use of expanded staffing resources including staff and temporary code enforcement staff

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

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	85% of all plan check submittals are given first review for compliance with codes within ten days of submittal.	100%	100%	100%
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.	95%	85%	85%
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.	70%	60%	70%
7	90% of all minor nuisance complaints resolved within 30 days.	88%	65%	85%
8	90% of code enforcement inquiries are responded to within three business days.	89%	85%	85%

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

**EXHIBIT A
101.554**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 508,275	\$ 587,847	\$ 727,706	\$ 925,375
Supplies, Services & Capital Outlay (Exhibit C)	141,387	146,675	129,764	147,732
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	649,662	734,522	857,470	1,073,107
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 649,662	\$ 734,522	\$ 857,470	\$ 1,073,107

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 649,662	\$ 734,522	\$ 857,470	\$ 938,107
Beginning Fund Balance - CIPR *	101	6090	-	-	-	135,000
* Limited Term Position						
TOTAL			\$ 649,662	\$ 734,522	\$ 857,470	\$ 1,073,107

REVENUES MONITORED BY THIS PROGRAM

Construction Tax *	101	4151	\$ 87,702	\$ 67,920	\$ -	\$ -
Construction Permits	101	4210	1,083,106	1,046,860	1,200,000	1,120,000
Advance Plan Check Fees	101	4211	316,634	443,251	320,163	300,000
Building Division General Revenue	101	4212	13,824	9,792	13,090	13,000
Plan Check Fee - Title 24 Energy	101	4213	39,336	36,826	70,306	50,000
Document Imaging Fees	101	4661	18,645	15,950	6,000	15,000
Code Enforcement Fees	101	4671	2,120	1,000	2,000	2,000
Code Enforcement Fines	101	4371	1,600	-	-	-
Other Revenue	101	4965	485	469	-	-
* Non-operating revenue						
TOTAL			\$ 1,563,452	\$ 1,622,068	\$ 1,611,559	\$ 1,500,000

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

**EXHIBIT B
101.554**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.554.7001 Personnel - Regular	\$ 363,369	\$ 384,535	\$ 472,493	\$ 605,286
101.554.7002 Personnel - Temporary	13,135	63,400	72,800	72,800
101.554.7003 Personnel - Overtime	-	804	-	-
101.554.7005 Personnel - POST	-	-	-	-
101.554.7103 Personnel - Holiday Pay	-	-	-	-
101.554.7104 Meal Allowance	-	-	-	-
101.554.7105 Uniform Allowance	450	450	406	440
101.554.7106 Retirement	53,092	55,730	76,829	103,952
101.554.7107 Dental Insurance	6,419	6,609	8,460	11,670
101.554.7108 Group Health Insurance	45,023	47,385	63,059	83,175
101.554.7109 Group Life Insurance	687	687	902	947
101.554.7110 Workers' Compensation Insurance	3,744	4,246	13,020	24,987
101.554.7111 Unemployment Insurance	-	-	-	-
101.554.7112 Group Disability Insurance	2,393	2,393	3,012	3,150
101.554.7113 Medicare	5,868	6,918	7,907	9,833
101.554.7114 Auto Allowance	960	979	960	960
101.554.7115 Cell Phone Allowance	1,080	1,101	1,062	1,080
101.554.7118 Other Benefit Pay	3,492	3,760	-	-
101.554.7119 Social Security	-	-	-	-
101.554.7121 Leave Balance Payout	3,937	3,513	-	-
101.554.7122 Deferred Compensation Contribution	4,455	4,513	5,850	6,149
101.554.7126 PARS 457 Retirement	171	824	946	946
101.554.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 508,275	\$ 587,847	\$ 727,706	\$ 925,375

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

EXHIBIT B-1
101.554

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Building Division Manager / Bldg Official	1.00	1.00	1.00	1.00	\$ 139,942
Building Inspector	1.95	1.95	1.95	2.00	206,712
Code Enforcement Officer *	0.74	0.74	0.75	0.93	89,931
Permit Technician	1.00	1.00	1.00	1.00	71,594
Senior Building Inspector **		-	-	1.00	97,107
* Balance in Program 208.553 ** Limited Term (2-Years)					
TOTAL	4.69	4.69	4.70	5.93	\$ 605,286

Temporary Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Temporary Building Inspector	-	0.88	0.88	0.88	\$ 72,800
TOTAL	-	0.88	0.88	0.88	\$ 72,800

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

**EXHIBIT C
101.554**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.554.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.554.7421 Communications - Phones	1,528	438	500	500
101.554.7422 Advertising	-	-	-	-
101.554.7423 Clothing and Personal Expense	-	-	150	150
101.554.7424 Office Expense	4,722	5,983	3,500	4,000
101.554.7425 Minor Tools & Equipment	119	-	150	150
101.554.7427 Special Departmental Expense	-	-	-	-
101.554.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.554.7429 Maintenance & Operation of Equipment	-	-	-	-
101.554.7430 Professional & Specialized Services	75,002	81,178	60,000	70,000
101.554.7431 Promotional Expense	-	-	-	-
101.554.7432 Other Contractual Services	-	-	-	-
101.554.7433 Insurance and Surety Bonds	-	-	-	-
101.554.7434 Memberships, Dues, Books	959	1,123	3,200	3,200
101.554.7435 Professional Development & Meetings	-	296	-	-
101.554.7437 Staff Development	-	-	-	-
101.554.7438 Other Charges	-	-	-	-
101.554.7440 Fees Paid to State	-	-	-	-
101.554.7442 Insurance Claims Expense	-	-	-	-
101.554.7548 User Charges - Photocopy/Fax	-	-	-	-
101.554.7549 User Charges - Communications Pool	-	-	-	-
101.554.7550 User Charges - Motor Pool	24,196	20,901	22,070	22,663
101.554.7551 User Charges - IT Pool	34,861	36,756	40,194	47,069
101.554.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 141,387	\$ 146,675	\$ 129,764	\$ 147,732

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Detail PROGRAM: COMMUNITY DEVELOPMENT - BUILDING		EXHIBIT C-1 101.554
Description	14/15 Adopted	
<u>7421 COMMUNICATIONS - PHONES</u>		
Cellular Phones & Service	\$ 500	
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>		
Replacement for Damaged Clothing	150	
<u>7424 OFFICE EXPENSE</u>		
Printing, Maps, Etc.	4,000	
<u>7425 MINOR TOOLS & EQUIPMENT</u>		
Miscellaneous Equipment & Supplies	150	
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>		
Contract Plan Checking - Structural Engineer Fees	60,000	
Graffiti Abatement	10,000	
	70,000	
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>		
Books	1,500	
California Association of Building Officials (CABO) Dues	600	
International Code Council (ICC) Dues	1,100	
	3,200	
<u>7550 USER CHARGES - MOTOR POOL</u>		
Use of City Vehicles	22,663	
<u>7551 USER CHARGES - IT POOL</u>		
Use of Computer Hardware/Software; Phones & Photocopier/Fax	47,069	
TOTAL	\$ 147,732	

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

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

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM: COMMUNITY DEVELOPMENT - LOW-MODERATE INCOME HOUSING**

**EXHIBIT A
233.557**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ -	\$ 30,010	\$ 39,227	\$ 41,798
Supplies, Services & Capital Outlay (Exhibit C)	2,474,095	437,044	67,800	67,800
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	2,474,095	467,054	107,027	109,598
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 2,474,095	\$ 467,054	\$ 107,027	\$ 109,598

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Program Revenue	233	Misc	\$ -	\$ 91,053	\$ 61,000	\$ 61,000
Beginning Fund Balance	233	6090	-	-	46,027	48,598
Transfer of RDA Homebuyer Loans	233	6799	1,432,500	-	-	-
Transfer of RDA Rehabilitation Loans	233	6799	1,683,602	-	-	-
Transfer of RDA Property for Sale	233	6799	933,073	-	-	-
TOTAL			\$ 4,049,175	\$ 91,053	\$ 107,027	\$ 109,598

REVENUES MONITORED BY THIS PROGRAM

Investment Interest	233	4410	\$ -	\$ 20,142	\$ 1,000	\$ 1,000
Loan Interest Revenue	233	4450	2,179	(17,955)	10,000	10,000
Loan Principal Repayment	233	4966	-	-	50,000	50,000
Rent/Lease Revenue	233	4810	4,786	4,163	-	-
B E G I N State Housing Loans	233	4553	2,256,000	-	-	-
Other Revenue	233	4965	-	84,703	-	-
TOTAL			\$ 2,262,965	\$ 91,053	\$ 61,000	\$ 61,000

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services Summary
PROGRAM: COMMUNITY DEVELOPMENT - LOW-MODERATE INCOME HOUSING

EXHIBIT B
233.557

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
233.557.7001 Personnel - Regular	\$ -	\$ 3,963	\$ 28,672	\$ 30,295
233.557.7002 Personnel - Temporary	-	24,050	-	-
233.557.7003 Personnel - Overtime	-	60	-	-
233.557.7005 Personnel - POST	-	-	-	-
233.557.7103 Personnel - Holiday Pay	-	-	-	-
233.557.7104 Meal Allowance	-	-	-	-
233.557.7105 Uniform Allowance	-	-	-	-
233.557.7106 Retirement	-	579	4,662	5,203
233.557.7107 Dental Insurance	-	83	540	590
233.557.7108 Group Health Insurance	-	599	4,021	4,205
233.557.7109 Group Life Insurance	-	9	58	58
233.557.7110 Workers' Compensation Insurance	-	188	288	438
233.557.7111 Unemployment Insurance	-	-	-	-
233.557.7112 Group Disability Insurance	-	27	180	180
233.557.7113 Medicare	-	402	416	439
233.557.7114 Auto Allowance	-	-	-	-
233.557.7115 Cell Phone Allowance	-	-	-	-
233.557.7118 Other Benefit Pay	-	-	-	-
233.557.7119 Social Security	-	-	-	-
233.557.7121 Leave Balance Payout	-	-	-	-
233.557.7122 Deferred Compensation Contribution	-	50	390	390
233.557.7126 PARS 457 Retirement	-	-	-	-
233.557.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ -	\$ 30,010	\$ 39,227	\$ 41,798

EXHIBIT B-1
233.557

[illegible]

Temporary Personnel	Full-Time Equivalents (FTE's)					14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted		
TOTAL	-	-	-	-	\$	-

CITY OF CAMPBELL

OPERATING BUDGET - Supplies & Services Summary

EXHIBIT C

233.557

PROGRAM: COMMUNITY DEVELOPMENT - LOW-MODERATE INCOME HOUSING

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
233.557.7420				
Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
233.557.7421				
Communications - Phones	-	-	-	-
233.557.7422				
Advertising	-	-	200	200
233.557.7423				
Clothing and Personal Expense	-	-	-	-
233.557.7424				
Office Expense	-	-	100	100
233.557.7425				
Minor Tools & Equipment	-	-	-	-
233.557.7427				
Special Departmental Expense	-	-	-	-
233.557.7428				
Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
233.557.7429				
Maintenance & Operation of Equipment	-	-	-	-
233.557.7430				
Professional & Specialized Services	931	-	17,500	17,500
233.557.7431				
Promotional Expense	-	-	-	-
233.557.7432				
Other Contractual Services	1,212	-	-	-
233.557.7433				
Insurance and Surety Bonds	-	-	-	-
233.557.7434				
Memberships, Dues, Books	-	-	-	-
233.557.7435				
Professional Development & Training	-	-	-	-
233.557.7437				
Staff Development	-	-	-	-
233.557.7438				
Other Charges	-	-	-	-
233.557.7439				
Bad Debt Expense	45,000	113,000	50,000	50,000
233.557.7442				
Insurance Claims Expense	-	-	-	-
233.557.7451				
Loss on Sale of Property	170,000	323,427	-	-
233.557.7457				
Housing Grant	656	-	-	-
233.557.7463				
BEGIN Program Loans	2,256,000	-	-	-
233.557.7464				
Housing Loans	-	-	-	-
233.557.7880				
Property Acquisition	296	617	-	-
TOTAL	\$ 2,474,095	\$ 437,044	\$ 67,800	\$ 67,800

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: COMMUNITY DEVELOPMENT - LOW-MODERATE INCOME HOUSING

EXHIBIT C-1
233.557

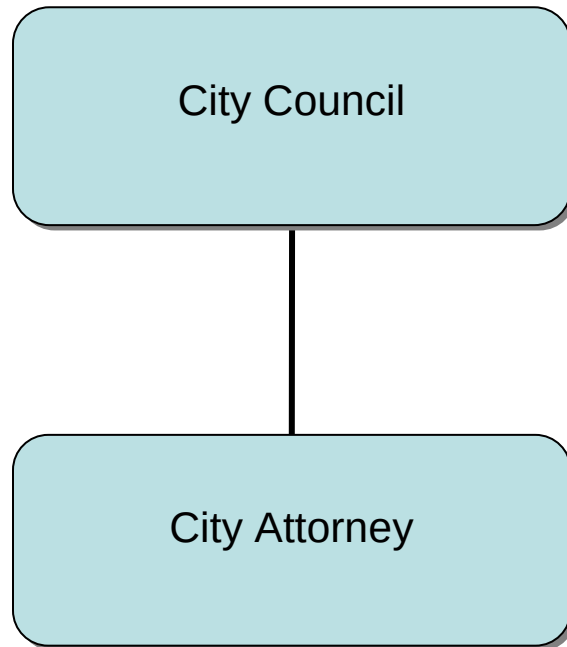
Description	14/15 Adopted
<u>7422 ADVERTISING</u>	
Promote Housing Assistance Availability	\$ 200
<u>7424 OFFICE EXPENSE</u>	
Office Supplies	100
<u>7430 PROFESSIONAL SERVICES</u>	
General Consulting & Legal Services	15,000
Santa Clara County Homeless Study	2,500
	17,500
<u>7439 BAD DEBT EXPENSE</u>	
Loan Forgiveness (Bankruptcy, Foreclosures, Short Sales)	50,000
TOTAL	\$ 67,800

Legal Services



Legal Services

2014 - 2015



LEGAL SERVICES PROGRAM SUMMARY

Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2011-2012</u>	<u>Actual 2012-2013</u>	<u>Adopted 2013-2014</u>	<u>Adopted 2014-2015</u>
City Attorney	1.00	1.00	1.00	1.00
Total Budgeted Positions	1.00	1.00	1.00	1.00

Expenditure Summary

<u>Description</u>	<u>Actual 2011-2012</u>	<u>Actual 2012-2013</u>	<u>Adopted 2013-2014</u>	<u>Adopted 2014-2015</u>
Employee Services	\$ 227,058	\$ 227,905	\$ 333,878	\$ 344,617
Supplies & Other Services & Capital Outlay	3,328	2,592	4,175	8,562
Debt Service	-	-	-	-
Total Before Transfers	230,386	230,497	338,053	353,179
Transfers-Out	-	-	-	-
Appropriation Total	230,386	230,497	338,053	353,179
Less Transfers-In	-	-	-	-
Net Cost	\$ 230,386	\$ 230,497	\$ 338,053	\$ 353,179

Revenue Summary

Total Revenue Monitored by Department	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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 WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Prepare updates to at least four Chapters of the Municipal Code, including sign ordinance, tree protection ordinance and business licensing title
- Update Public Works Contract Provisions and Specifications
- Prepare procedures for Protests and non-responsibility determinations on Public Works contracts
- Assist with/review update to Housing Element of the General Plan
- Assist with/review update to Transportation Element of the General Plan
- Assist with/review proposed area plans

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

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	Complete review of 85% of all contract and other documents submitted for review within two (2) weeks of submission.	93%	82%	82%
2	Provide a response to 70% of all requests for a written opinion within four (4) weeks of submission.	94%	97%	97%
3	Provide a response to 85% of all requests for oral advice within two (2) working days of submission.	95%	96%	100%
4	Obtain a favorable outcome in at least 60% of all cases adjudicated to a final conclusion.	80%	100%	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.	100%	100%	95%
7	Provide approximately 1,128 hours of non-litigation legal assistance annually.	1,126 hrs	1,131 hrs	1,287 hrs
8	Complete major workplan items within one (1) fiscal year.	1	1	1
9	Provide at least 250 office hours at City Hall each year.	372 hrs	327 hrs	343 hrs

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

EXHIBIT A
 101.560

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 227,058	\$ 227,905	\$ 333,878	\$ 344,617
Supplies, Services & Capital Outlay (Exhibit C)	3,328	2,592	4,175	8,562
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	230,386	230,497	338,053	353,179
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 230,386	\$ 230,497	\$ 338,053	\$ 353,179

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 230,386	\$ 230,497	\$ 338,053	\$ 353,179
TOTAL			\$ 230,386	\$ 230,497	\$ 338,053	\$ 353,179

REVENUES MONITORED BY THIS PROGRAM

TOTAL			\$ -	\$ -	\$ -	\$ -

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

**EXHIBIT B
101.560**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.560.7001 Personnel - Regular	\$ 174,850	\$ 174,110	\$ 263,600	\$ 268,872
101.560.7002 Personnel - Temporary	-	-	-	-
101.560.7003 Personnel - Overtime	-	-	-	-
101.560.7005 Personnel - POST	-	-	-	-
101.560.7103 Personnel - Holiday Pay	-	-	-	-
101.560.7104 Meal Allowance	-	-	-	-
101.560.7105 Uniform Allowance	-	-	-	-
101.560.7106 Retirement	25,112	24,834	42,861	46,176
101.560.7107 Dental Insurance	1,736	1,789	1,800	1,968
101.560.7108 Group Health Insurance	22,097	23,946	19,944	21,444
101.560.7109 Group Life Insurance	186	186	192	192
101.560.7110 Workers' Compensation Insurance	542	515	867	1,274
101.560.7111 Unemployment Insurance	-	-	-	-
101.560.7112 Group Disability Insurance	-	-	792	792
101.560.7113 Medicare	2,535	2,525	3,822	3,899
101.560.7114 Auto Allowance	-	-	-	-
101.560.7115 Cell Phone Allowance	-	-	-	-
101.560.7118 Other Benefit Pay	-	-	-	-
101.560.7119 Social Security	-	-	-	-
101.560.7121 Leave Balance Payout	-	-	-	-
101.560.7122 Deferred Compensation Contribution	-	-	-	-
101.560.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 227,058	\$ 227,905	\$ 333,878	\$ 344,617

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

EXHIBIT B-1
101.560

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
City Attorney *	1.00	1.00	1.00	1.00	\$ 268,872
* Retainer and additional hourly charges per contract. Not a full-time position.					
TOTAL	1.00	1.00	1.00	1.00	\$ 268,872

Temporary Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
TOTAL	-	-	-	-	\$ -

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Summary PROGRAM: CITY ATTORNEY - LEGAL SERVICES				EXHIBIT C 101.560
Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.560.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.560.7421 Communications - Phones	-	-	-	-
101.560.7422 Advertising	-	-	-	-
101.560.7423 Clothing and Personal Expense	-	-	-	-
101.560.7424 Office Expense	(2,831)	15	-	-
101.560.7425 Minor Tools & Equipment	-	-	-	-
101.560.7427 Special Departmental Expense	3,036	183	100	500
101.560.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.560.7429 Maintenance & Operation of Equipment	-	-	-	-
101.560.7430 Professional & Specialized Services	-	-	-	-
101.560.7431 Promotional Expense	-	-	-	-
101.560.7432 Other Contractual Services	-	-	-	-
101.560.7433 Insurance and Surety Bonds	-	-	-	-
101.560.7434 Memberships, Dues, Books	1,500	880	2,100	3,920
101.560.7435 Professional Development & Meetings	550	595	1,000	3,000
101.560.7437 Staff Development	-	-	-	-
101.560.7438 Other Charges	-	-	-	-
101.560.7441 Special Community Services	-	-	-	-
101.560.7442 Insurance Claims Expense	-	-	-	-
101.560.7548 User Charges - Photocopy/Fax	-	-	-	-
101.560.7549 User Charges - Communications Pool	-	-	-	-
101.560.7550 User Charges - Motor Pool	-	-	-	-
101.560.7551 User Charges - IT Pool	1,073	919	975	1,142
101.560.7883 Improvements other than Buildings	-	-	-	-
101.560.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 3,328	\$ 2,592	\$ 4,175	\$ 8,562

CITY OF CAMPBELL
 OPERATING BUDGET - Supplies & Services Detail
 PROGRAM: CITY ATTORNEY - LEGAL SERVICES

EXHIBIT C-1
 101.560

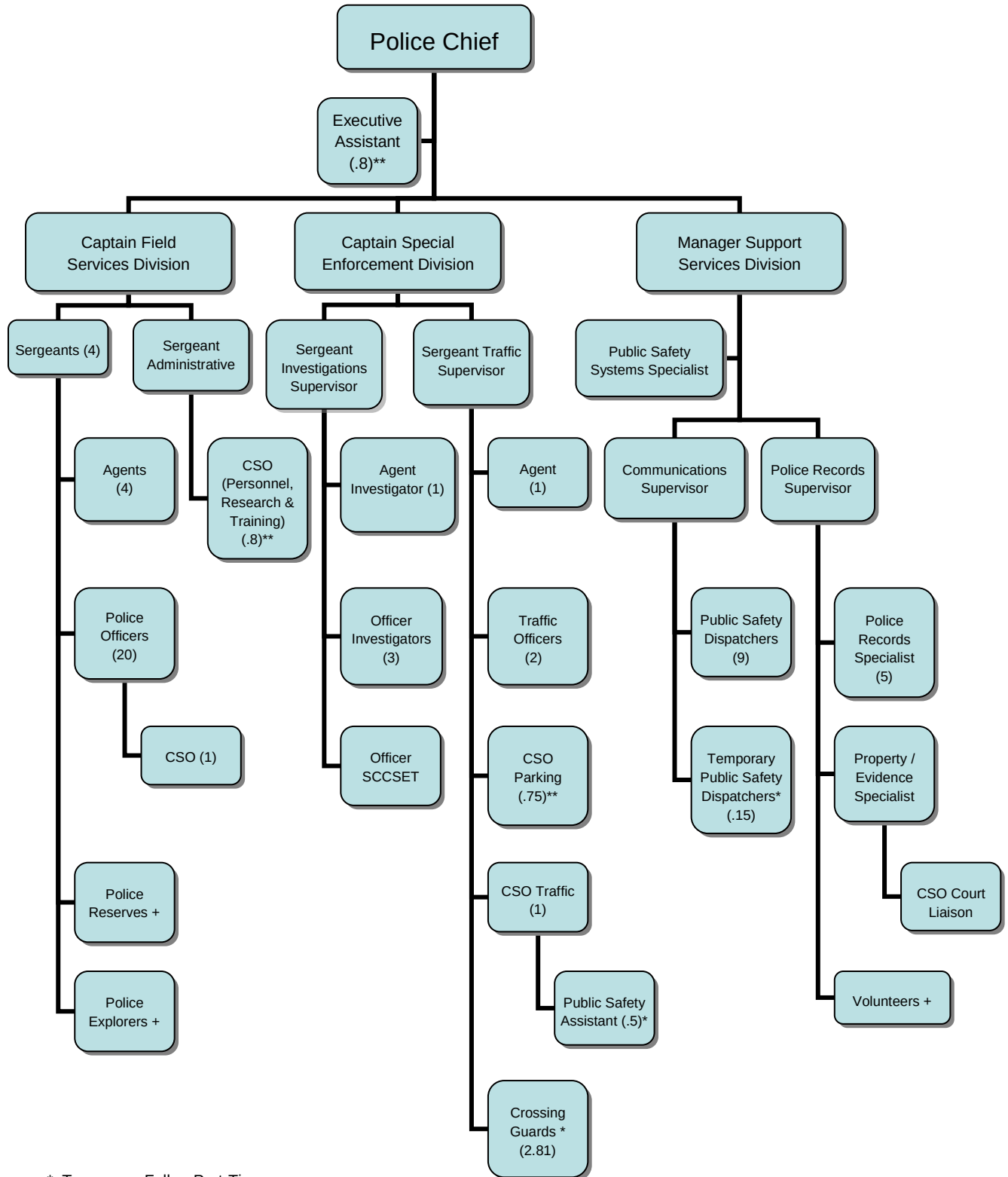
Description	14/15 Adopted
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Federal Express / Printing / Photocopying	\$ 500
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Matthew-Bender On-line Publications:	1,000
California Litigation	
California Real Estate Law	
Case Reporters	
Statutes	
Continuing Education of the Bar Publications	2,225
IMLA	695
	3,920
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	3,000
<u>7551 USER CHARGES - IT POOL</u>	1,142
TOTAL	\$ 8,562

Public Safety



Police Department

2014 - 2015



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

PUBLIC SAFETY PROGRAM SUMMARY

Staffing (Full-Time Equivalents)

Budgeted Positions	Actual 2011-2012	Actual 2012-2013	Adopted 2013-2014	Adopted 2014-2015
Communications Supervisor	1.00	1.00	1.00	1.00
Community Services Officer	4.55	4.55	4.55	4.55
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	25.00	25.00	26.00	26.00
Police Records Specialist	4.50	4.00	4.00	5.00
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	8.50	9.00	9.00	9.00
Support Services Manager	1.00	1.00	1.00	1.00
Systems Specialist	-	-	-	1.00
Total Budgeted Positions	63.35	63.35	64.35	66.35
Temporary Positions				
Public Safety Assistant	0.50	0.50	0.50	0.50
Crossing Guard	2.81	2.81	2.81	2.81
Part-Time Dispatcher	0.15	0.15	0.15	0.15
Part-Time Police Clerk	-	1.20	1.20	0.20
Total Temporary Positions	3.46	4.66	4.66	3.66
Total Staffing	66.81	68.01	69.01	70.01

Expenditure Summary

Description	Actual 2011-2012	Actual 2012-2013	Adopted 2013-2014	Adopted 2014-2015
Employee Services	\$ 11,252,127	\$ 12,255,376	\$ 11,792,325	\$ 12,530,522
Supplies & Other Services & Capital Outlay	8,032,722	8,023,732	8,523,390	8,955,002
Debt Service	-	-	-	-
Total Before Transfers	19,284,849	20,279,108	20,315,715	21,485,524
Transfers-Out	-	-	-	-
Appropriation Total	19,284,849	20,279,108	20,315,715	21,485,524
Less Transfers-In	57,234	35,119	179,325	252,600
Net Cost	\$ 19,227,615	\$ 20,243,989	\$ 20,136,390	\$ 21,232,924

Revenue Summary

Total Revenue Monitored by Department	\$ 937,493	\$ 785,553	\$ 812,000	\$ 851,000

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 12	FY 13	FY 14
1	Percent of regular and reserve officers who are in compliance with P.O.S.T. approved in-service training requirements.	100%	100%	100%

EXHIBIT A
101.601

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 488,684	\$ 513,331	\$ 445,874	\$ 488,910
Supplies, Services & Capital Outlay (Exhibit C)	305,942	279,574	320,856	313,426
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	794,626	792,905	766,730	802,336
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 794,626	\$ 792,905	\$ 766,730	\$ 802,336

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 794,626	\$ 779,099	\$ 763,955	\$ 802,336
ABAG Grant	212	9899	-	13,806	2,775	-
TOTAL			\$ 794,626	\$ 792,905	\$ 766,730	\$ 802,336

REVENUES MONITORED BY THIS PROGRAM

POST Reimbursement	101	4588	\$ 47,725	\$ 48,756	\$ 20,000	\$ 20,000
DUI Cost Recovery *	101	4698	27,285	16,982	18,000	-
Other Revenue	101	4965	35	557	-	-
Association of Bay Area Government Grants						
	101	6899	-	13,806	2,775	-
* Moved to 604 in FY14						
TOTAL			\$ 75,045	\$ 80,101	\$ 40,775	\$ 20,000

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

**EXHIBIT B
101.601**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.601.7001 Personnel - Regular	\$ 229,193	\$ 236,094	\$ 235,812	242,308
101.601.7002 Personnel - Temporary	-	-	-	-
101.601.7003 Personnel - Overtime	105,387	83,213	75,000	100,000
101.601.7005 Personnel - POST	-	-	-	-
101.601.7103 Personnel - Holiday Pay	-	-	-	-
101.601.7104 Meal Allowance	-	-	-	-
101.601.7105 Uniform Allowance	1,100	1,100	-	-
101.601.7106 Retirement	80,622	86,758	91,280	97,508
101.601.7107 Dental Insurance	4,807	4,730	3,600	3,936
101.601.7108 Group Health Insurance	31,524	31,263	24,787	25,889
101.601.7109 Group Life Insurance	525	501	384	384
101.601.7110 Workers' Compensation Insurance	12,590	12,594	7,860	11,640
101.601.7111 Unemployment Insurance	-	-	-	-
101.601.7112 Group Disability Insurance	1,367	1,400	1,392	1,392
101.601.7113 Medicare	5,297	5,629	3,419	3,513
101.601.7114 Auto Allowance	-	-	-	-
101.601.7115 Cell Phone Allowance	-	-	-	-
101.601.7118 Other Benefit Pay	2,636	2,126	-	-
101.601.7120 Sick Leave Payout	-	33,735	-	-
101.601.7121 Leave Balance Payout	11,118	11,761	-	-
101.601.7122 Deferred Compensation Contribution	2,518	2,427	2,340	2,340
101.601.7126 PARS 457 Retirement	-	-	-	-
101.601.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 488,684	\$ 513,331	\$ 445,874	\$ 488,910

EXHIBIT B-1
101.601

Temporary Personnel	Full-Time Equivalents (FTE's)					14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted		
TOTAL	-	-	-	-	\$	-

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

**EXHIBIT C
101.601**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.601.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.601.7421 Communications - Phones	-	-	-	-
101.601.7422 Advertising	-	-	-	-
101.601.7423 Clothing and Personal Expense	87	-	-	-
101.601.7424 Office Expense	966	1,106	1,000	1,000
101.601.7425 Minor Tools & Equipment	-	-	-	-
101.601.7427 Special Departmental Expense	2,600	4,844	2,800	2,800
101.601.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.601.7429 Maintenance & Operation of Equipment	-	-	-	-
101.601.7430 Professional & Specialized Services	135,818	146,497	191,075	159,822
101.601.7431 Promotional Expense	-	4,508	-	-
101.601.7432 Other Contractual Services	-	-	-	-
101.601.7433 Insurance and Surety Bonds	-	-	-	-
101.601.7434 Memberships, Dues, Books	5,274	6,424	6,700	7,200
101.601.7435 Professional Development & Meetings	7,425	12,350	12,000	12,000
101.601.7437 Staff Development	69,855	50,550	51,000	70,000
101.601.7438 Other Charges	-	-	-	-
101.601.7442 Insurance Claims Expense	-	-	-	-
101.601.7450 Booking Fees	-	-	-	-
101.601.7548 User Charges - Photocopy/Fax	-	-	-	-
101.601.7549 User Charges - Communications Pool	-	-	-	-
101.601.7550 User Charges - Motor Pool	18,553	34,917	36,784	37,772
101.601.7551 User Charges - IT Pool	65,364	18,378	19,497	22,832
101.601.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 305,942	\$ 279,574	\$ 320,856	\$ 313,426

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Detail PROGRAM: POLICE - ADMINISTRATION		EXHIBIT C-1 101.601
Description	14/15 Adopted	
<u>7424 OFFICE EXPENSE</u>		
Office Supplies	\$ 1,000	
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>		
Department Employee Recognition	800	
Department Meeting	500	
Miscellaneous Equipment/Training	700	
Other Department-Wide Supplies	800	
	2,800	
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>		
Annual Update & Reprint of General Order Manual - Lexipol	5,550	
Cal-ID Santa Clara Automated Fingerprint System (Fee Calculated by Usage)	33,160	
Contracted Background Checks	10,000	
Contracted Legal Service	3,000	
Crime Lab Fees	108,112	
	159,822	
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>		
Books & Subscriptions	1,200	
Dues	6,000	
	7,200	
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>		
Professional Development	12,000	
<u>7437 STAFF DEVELOPMENT</u>		
Training Costs (Includes POST Training)	55,000	
EVOC Training (Mandatory Training)	15,000	
	70,000	
<u>7450 BOOKING FEES</u>		
Contractual Fee with Santa Clara County	-	
<u>7550 USER CHARGES - MOTOR POOL</u>		
Use of City Vehicles	37,772	
<u>7551 USER CHARGES - IT POOL</u>		
Use of Computer Hardware/Software; Phones & Photocopier/Fax	22,832	
TOTAL	\$ 313,426	

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Detail PROGRAM: POLICE - ADMINISTRATION		EXHIBIT C-1 101.601
Description	14/15 Adopted	
<u>7424 OFFICE EXPENSE</u>		
Office Supplies	\$ 1,000	
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>		
Department Employee Recognition	800	
Department Meeting	500	
Miscellaneous Equipment/Training	700	
Other Department-Wide Supplies	800	
	2,800	
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>		
Annual Update & Reprint of General Order Manual - Lexipol	5,550	
Cal-ID Santa Clara Automated Fingerprint System (Fee Calculated by Usage)	33,160	
Contracted Background Checks	10,000	
Contracted Legal Service	3,000	
Crime Lab Fees	108,112	
	159,822	
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>		
Books & Subscriptions	1,200	
Dues	6,000	
	7,200	
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>		
Professional Development	12,000	
<u>7437 STAFF DEVELOPMENT</u>		
Training Costs (Includes POST Training)	55,000	
EVOC Training (Mandatory Training)	15,000	
	70,000	
<u>7450 BOOKING FEES</u>		
Contractual Fee with Santa Clara County	-	
<u>7550 USER CHARGES - MOTOR POOL</u>		
Use of City Vehicles	37,772	
<u>7551 USER CHARGES - IT POOL</u>		
Use of Computer Hardware/Software; Phones & Photocopier/Fax	22,832	
TOTAL	\$ 313,426	

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Police Computer Aided Dispatch, Records Management System, and Mobile Data Computer System Replacements

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	90% of incoming 9-1-1 calls are answered within ten seconds.	97%	97%	96%
2	90% of emergency calls for service are dispatched in less than two minutes.	100%	98%	96%

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

**EXHIBIT A
101.602**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 1,311,974	\$ 1,448,039	\$ 1,462,368	\$ 1,661,881
Supplies, Services & Capital Outlay (Exhibit C)	226,592	211,072	229,553	245,091
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,538,566	1,659,111	1,691,921	1,906,972
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 1,538,566	\$ 1,659,111	\$ 1,691,921	\$ 1,906,972

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenue	101	Misc.	\$ 1,538,566	\$ 1,659,111	\$ 1,691,921	\$ 1,906,972
TOTAL			\$ 1,538,566	\$ 1,659,111	\$ 1,691,921	\$ 1,906,972

REVENUES MONITORED BY THIS PROGRAM

CAL NENA/APCO Reimbursement	101	4707	\$ 3,396	\$ -	\$ 3,000	\$ 3,000
9-1-1 Phone Maintenance Reimb.	101	4708	-	2,311	7,000	7,000
False Alarm Fees	101	4693	26,681	25,406	25,000	25,000
TOTAL			\$ 30,077	\$ 27,717	\$ 35,000	\$ 35,000

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

**EXHIBIT B
101.602**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.602.7001 Personnel - Regular	\$ 863,244	\$ 947,155	\$ 969,788	\$ 1,096,457
101.602.7002 Personnel - Temporary	5,248	8,560	10,000	10,000
101.602.7003 Personnel - Overtime	58,529	79,410	50,000	60,000
101.602.7005 Personnel - POST	-	-	-	-
101.602.7103 Personnel - Holiday Pay	40,134	42,832	43,750	45,174
101.602.7104 Meal Allowance	964	1,062	200	200
101.602.7105 Uniform Allowance	-	-	-	-
101.602.7106 Retirement	131,523	142,468	164,803	196,065
101.602.7107 Dental Insurance	17,339	18,428	18,900	22,632
101.602.7108 Group Health Insurance	139,216	155,244	164,172	184,614
101.602.7109 Group Life Insurance	2,717	2,828	2,976	3,168
101.602.7110 Workers' Compensation Insurance	3,013	3,216	3,288	5,340
101.602.7111 Unemployment Insurance	-	-	-	-
101.602.7112 Group Disability Insurance	5,950	6,219	6,396	6,996
101.602.7113 Medicare	13,948	15,580	14,205	16,045
101.602.7114 Auto Allowance	432	489	480	480
101.602.7115 Cell Phone Allowance	540	551	540	540
101.602.7118 Other Benefit Pay	5,312	2,910	-	-
101.602.7119 Social Security	-	-	-	-
101.602.7121 Leave Balance Payout	11,986	8,245	-	-
101.602.7122 Deferred Compensation Contribution	11,811	12,731	12,740	14,040
101.602.7126 PARS 457 Retirement	68	111	130	130
101.602.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 1,311,974	\$ 1,448,039	\$ 1,462,368	\$ 1,661,881

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

**EXHIBIT B-1
101.602**

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Support Services Manager *	0.50	0.50	0.50	0.50	\$ 59,987
Communications Supervisor	1.00	1.00	1.00	1.00	107,131
Public Safety Dispatcher **	8.50	9.00	9.00	9.00	834,075
Public Safety Systems Specialist ***	-	-	-	1.00	95,264
* Balance in Program 603 ** .50 FTE Added in FY 13 *** Position Added in FY 15					
Program 603					
TOTAL	10.00	10.50	10.50	11.50	\$ 1,096,457

Temporary Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 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	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.602.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.602.7421 Communications - Phones	49,139	59,541	52,500	52,500
101.602.7422 Advertising	-	-	-	-
101.602.7423 Clothing and Personal Expense	-	-	-	-
101.602.7424 Office Expense	1,234	1,320	900	900
101.602.7425 Minor Tools & Equipment	-	-	-	-
101.602.7427 Special Departmental Expense	1,670	4,249	3,300	7,300
101.602.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.602.7429 Maintenance & Operation of Equipment	37,526	22,950	28,500	28,500
101.602.7430 Professional & Specialized Services	71,507	62,504	76,388	77,088
101.602.7431 Promotional Expense	-	-	-	-
101.602.7432 Other Contractual Services	-	-	-	-
101.602.7433 Insurance and Surety Bonds	-	-	-	-
101.602.7434 Memberships, Dues, Books	1,634	1,305	1,600	1,600
101.602.7435 Professional Development & Meetings	2,875	(577)	3,000	3,000
101.602.7437 Staff Development	-	-	-	-
101.602.7438 Other Charges	-	-	-	-
101.602.7444 Depreciation	-	-	-	-
101.602.7451 Loss on Sale of Equipment	-	-	-	-
101.602.7548 User Charges - Photocopy/Fax	-	-	-	-
101.602.7549 User Charges - Communications Pool	-	-	-	-
101.602.7550 User Charges - Motor Pool	-	52	-	-
101.602.7551 User Charges - IT Pool	61,007	59,728	63,365	74,203
101.602.7884 Machinery & Equipment	-	-	-	-
101.602.7886 Communications Equipment Reserve	-	-	-	-
TOTAL	\$ 226,592	\$ 211,072	\$ 229,553	\$ 245,091

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

EXHIBIT C-1
101.602
Page 1

Description	14/15 Adopted
<u>7421 COMMUNICATIONS - PHONES</u>	
9-1-1 Phone System Maintenance *	\$ 7,000
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) & Phone Lines, Etc.)	30,000
	52,500
<u>7424 OFFICE EXPENSE</u>	
Dispatch Office Supplies	900
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Cell Phones (Replacement)	1,500
Communications Supplies	750
Dispatch Chairs	4,000
Headsets	1,050
	7,300
<u>7429 MAINTENANCE AND OPERATION OF EQUIPMENT</u>	
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 PROFESSIONAL AND SPECIALIZED SERVICES</u>	
Automated Warrant System User Fee - Direct Connect & Not Direct Connect	8,000
California Law Enforcement Telecommunications System Access Fee (Direct Connect)	7,500
Dispatch console cleaning (every other year)	1,000
Pruneyard Tower Repeater Lease	3,000
Sheriff's Law Enforcement Telecommunication System (includes CJIC Not Direct)	9,748
SVRIA Assessment & E-Comm Maintenance	39,200
Wireless Data for Patrol Vehicles (\$40 Per Month x 18 Vehicles)	8,640
	77,088
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books & Subscriptions	900
Dues	700
	1,600
 * Reimbursed by the State	
SUB - TOTAL	\$ 167,888

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

EXHIBIT C-1
101.602
Page 2

Description	14/15 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	74,203
* Funded by State 9-1-1 Program	
TOTAL	\$ 245,091

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Police Computer Aided Dispatch, Records Management System, and Mobile Data Computer System Replacements

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	85% of report requests submitted to the Records Division will be processed within 7 business days of receipt.	93%	98%	92%

CITY OF CAMPBELL OPERATING BUDGET - Summary of Exhibits PROGRAM: POLICE - RECORDS				EXHIBIT A 101.603
Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 858,770	\$ 886,423	\$ 908,523	\$ 981,866
Supplies, Services & Capital Outlay (Exhibit C)	113,265	126,527	125,238	147,661
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	972,035	1,012,950	1,033,761	1,129,527
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 972,035	\$ 1,012,950	\$ 1,033,761	\$ 1,129,527

FUNDING SOURCE(s)						
Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 972,035	\$ 1,012,950	\$ 1,033,761	\$ 1,129,527
TOTAL			\$ 972,035	\$ 1,012,950	\$ 1,033,761	\$ 1,129,527

REVENUES MONITORED BY THIS PROGRAM						
Other Filing Fees	101	4690	\$ 11,997	\$ 9,143	\$ 10,000	\$ 10,000
Cost Recovery (Court Liaison) *	101	4704	41,948	3,565	-	-
Special Police Services:	101	4691	22,452	33,049	23,000	30,000
Reports						
Photos						
Fingerprints						
Impounds, Etc.						
* Discontinued in FY 14						
TOTAL			\$ 76,397	\$ 45,757	\$ 33,000	\$ 40,000

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

**EXHIBIT B
101.603**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.603.7001 Personnel - Regular	\$ 541,339	\$ 552,513	\$ 549,242	\$ 628,078
101.603.7002 Personnel - Temporary	43,962	53,166	69,888	11,648
101.603.7003 Personnel - Overtime	2,225	2,570	4,000	4,000
101.603.7005 Personnel - POST	-	-	-	-
101.603.7103 Personnel - Holiday Pay	24,007	24,453	23,560	27,270
101.603.7104 Meal Allowance	-	-	-	-
101.603.7105 Uniform Allowance	4,645	4,582	4,670	5,335
101.603.7106 Retirement	82,573	83,965	93,137	112,547
101.603.7107 Dental Insurance	13,023	13,556	13,500	16,728
101.603.7108 Group Health Insurance	107,382	113,400	116,940	137,886
101.603.7109 Group Life Insurance	2,046	2,045	2,112	2,400
101.603.7110 Workers' Compensation Insurance	4,291	4,301	6,897	9,675
101.603.7111 Unemployment Insurance	-	-	-	-
101.603.7112 Group Disability Insurance	4,504	4,551	4,596	5,196
101.603.7113 Medicare	7,785	8,087	8,979	9,276
101.603.7114 Auto Allowance	432	489	480	480
101.601.7115 Cell Phone Allowance	900	917	540	900
101.603.7118 Other Benefit Pay	582	3,608	-	-
101.603.7120 Sick Leave Payoff	-	2,973	-	-
101.601.7121 Leave Balance Payout	9,429	1,310	-	-
101.603.7122 Deferred Compensation Contribution	9,074	9,246	9,074	10,296
101.603.7126 PARS 457 Retirement	571	691	908	151
101.601.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 858,770	\$ 886,423	\$ 908,523	\$ 981,866

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

**EXHIBIT B-1
101.603**

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Support Services Manager *	0.50	0.50	0.50	0.50	\$ 59,987
Police Records Supervisor	1.00	1.00	1.00	1.00	90,220
Police Records Specialist ** / ***	4.50	4.00	4.00	5.00	328,620
Property/Evidence Specialist	1.00	1.00	1.00	1.00	74,776
Community Services Officer	1.00	1.00	1.00	1.00	74,475
* Balance in Program 602 ** .50 FTE Added in FY 13 and moved to Part-Time *** 1.0 FTE Changed from Temporary in FY 15					
TOTAL	8.00	7.50	7.50	8.50	\$ 628,078

Temporary Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Part-Time Police Clerk *	-	1.20	1.20	0.20	\$ 11,648
* 1.0 FTE Records Specialist to Permanent in FY 15					
TOTAL	-	1.20	1.20	0.20	\$ 11,648

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

**EXHIBIT C
101.603**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.603.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.603.7421 Communications - Phones	-	-	-	-
101.603.7422 Advertising	-	-	-	-
101.603.7423 Clothing and Personal Expense	15	-	-	-
101.603.7424 Office Expense	17,254	15,374	16,000	16,000
101.603.7425 Minor Tools & Equipment	-	-	-	-
101.603.7427 Special Departmental Expense	13,848	17,705	15,400	17,500
101.603.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.603.7429 Maintenance & Operation of Equipment	1,030	1,030	1,050	3,600
101.603.7430 Professional & Specialized Services	11,448	3,904	3,200	6,800
101.603.7431 Promotional Expense	-	-	-	-
101.603.7432 Other Contractual Services	-	-	-	-
101.603.7433 Insurance and Surety Bonds	-	-	-	-
101.603.7434 Memberships, Dues, Books	295	245	300	300
101.603.7435 Professional Development & Meetings	-	-	-	-
101.603.7437 Staff Development	-	38	-	-
101.603.7438 Other Charges	8,368	9,866	6,425	6,425
101.603.7441 Special Community Services	-	-	-	-
101.603.7442 Insurance Claims Expense	-	-	-	-
101.603.7548 User Charges - Photocopy/Fax	-	-	-	-
101.603.7549 User Charges - Communications Pool	-	-	-	-
101.603.7550 User Charges - Motor Pool	-	259	-	-
101.603.7551 User Charges - IT Pool	61,007	78,106	82,863	97,036
101.603.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 113,265	\$ 126,527	\$ 125,238	\$ 147,661

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Detail PROGRAM: POLICE - RECORDS		EXHIBIT C-1 101.603
Description	14/15 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	500	
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	
Chairs	1,500	
Special Forms/Materials	3,000	
	17,500	
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>		
Parking Citation Hand Held Ticketing Device - Lease & Maintenance (2 Devices)	3,600	
<u>7430 PROFESSIONAL & SPECIAL SERVICES</u>		
Crime Reports.Com (Public Engines)	1,200	
Fingerprint Checks (Department of Justice & County Fee)	900	
Livescan Applicant Fingerprinting	500	
Parking Citation Web-Based Service (\$300/mo.)	3,600	
Parking Ticket Hearing Official	600	
	6,800	
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>		
Dues	300	
<u>7438 OTHER CHARGES</u>		
Annex Water Service	625	
Hazardous Material Pickup	1,400	
Linen Service - Men's & Women's Locker Rooms	1,800	
Shredding Service	2,600	
	6,425	
<u>7551 USER CHARGES - IT POOL</u>		
Use of Computer Hardware/Software; Phones & Photocopier/Fax	97,036	
TOTAL	\$ 147,661	

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, i.e., Neighborhood Traffic Management Program (NTMP) areas or traffic complaint areas
- Promote traffic safety and efficiency through public education, traffic law enforcement, and cooperative efforts with other City departments

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	95% of victims contacted within 24 hours of case assignment.	100%	100%	100%
2	95% of cases assigned for investigation that are closed and/or inactivated.	100%	100%	100%
3	Traffic enforcement index of at least 21. *	33.05	38.38	45.54
4	80% of abandoned vehicle complaints responded to within 48 hours of receipt of inspecting the vehicle and where appropriate, marking and placing a notice on the vehicle. **	100%	100%	100%
5	Percentage of traffic concerns received where resources are assigned.	100%	100%	100%

* Hazardous Citations plus DUI arrests, divided by injury accidents.

** This measure was reduced in FY 10 due to the Budget Correction Strategy.

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM: POLICE - SPECIAL ENFORCEMENT SERVICES**

**EXHIBIT A
101.604**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 2,487,579	\$ 2,712,848	\$ 2,713,421	\$ 2,825,669
Supplies, Services & Capital Outlay (Exhibit C)	158,615	150,122	171,806	191,997
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	2,646,194	2,862,970	2,885,227	3,017,666
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 2,646,194	\$ 2,862,970	\$ 2,885,227	\$ 3,017,666

FUNDING SOURCE(s)						
Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 2,606,276	\$ 2,861,140	\$ 2,860,477	\$ 2,922,666
Federal Grant (JAG)	218	9899	19,593	-	-	-
Federal Tobacco Prevention Grant	218	9899	18,732	-	-	-
Federal Anti-Drug Abuse Grant	218	9899	-	-	18,000	18,000
County - Emergency Training Reimb.	212	9899	1,593	-	-	-
Federal Grant (EMPG)	218	9899	-	-	6,750	7,000
County - ABC Grant	212	9899	-	1,830	-	-
State - AB 109 Public Safety Realign	212	9899	-	-	-	70,000
TOTAL			\$ 2,646,194	\$ 2,862,970	\$ 2,885,227	\$ 3,017,666

REVENUES MONITORED BY THIS PROGRAM						
Traffic Fines	101	Misc.	\$ 258,419	\$ 256,247	\$ 250,000	\$ 300,000
Abandoned Vehicle Fees	101	4582	100,665	93,796	80,000	80,000
SCCSET Data Queries	101	4706	2,000	2,000	2,000	2,000
Anti-Drug Abuse Grant *	101	6899	19,593	-	18,000	18,000
Special Events-Community Group Sponsored	101	4630	37,690	43,326	37,000	37,000
PD Cost Recovery - Non City Sponsored Special Details	101	4704	360	3,196	14,000	14,000
Federal Tobacco Prevention Grant	101	6899	18,732	-	-	-
Other Revenue	101	4965	50	1,357	-	-
Homeland Security Grant (Training)	101	6899	1,593	-	-	-
DUI Cost Recovery **	101	4698	-	-	18,000	18,000
Emergency Management Performance Grant (EMPG)	101	6899	-	-	6,750	7,000
Alcohol Beverage Control	101	6899	-	1,830	-	-
AB 109 Public Safety Realignment Law	101	6899	-	-	-	70,000
* SCCSET Overtime Reimbursement						
** Moved from 601 in FY 14						
TOTAL			\$ 439,102	\$ 401,752	\$ 425,750	\$ 546,000

**CITY OF CAMPBELL
OPERATING BUDGET - Employee Services Summary
PROGRAM: POLICE - SPECIAL ENFORCEMENT SERVICES**

**EXHIBIT B
101.604**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.604.7001 Personnel - Regular	\$ 1,254,471	\$ 1,313,980	\$ 1,404,234	\$ 1,445,865
101.604.7002 Personnel - Temporary	80,490	80,490	114,715	114,715
101.604.7003 Personnel - Overtime	115,628	133,369	93,000	111,000
101.604.7005 Personnel - POST	74,039	74,708	71,067	72,940
101.604.7103 Personnel - Holiday Pay	59,438	63,350	65,762	67,754
101.604.7104 Meal Allowance	-	-	-	-
101.604.7105 Uniform Allowance	11,536	11,639	12,295	12,295
101.604.7106 Retirement	549,146	597,942	641,008	650,720
101.604.7107 Dental Insurance	20,135	21,137	22,200	22,704
101.604.7108 Group Health Insurance	160,042	167,577	183,456	191,139
101.604.7109 Group Life Insurance	2,445	2,473	2,688	2,688
101.604.7110 Workers' Compensation Insurance	62,313	65,754	62,804	93,051
101.604.7111 Unemployment Insurance	-	-	-	-
101.604.7112 Group Disability Insurance	2,009	1,980	7,992	7,992
101.604.7113 Medicare	21,690	21,949	22,023	22,629
101.604.7114 Auto Allowance	-	-	-	-
101.604.7115 Cell Phone Allowance	-	-	-	-
101.604.7118 Other Benefit Pay	8,331	20,815	-	-
101.604.7120 Sick Leave Payoff	-	59,127	-	-
101.604.7121 Leave Balance Payout	57,202	67,506	-	-
101.604.7122 Deferred Compensation Contribution	7,841	8,224	8,684	8,684
101.604.7126 PARS 457 Retirement	823	828	1,493	1,493
101.604.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 2,487,579	\$ 2,712,848	\$ 2,713,421	\$ 2,825,669

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM: POLICE - SPECIAL ENFORCEMENT SERVICES

EXHIBIT B-1
101.604

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Police Captain	1.00	1.00	1.00	1.00	\$ 164,236
Police Sergeant	2.00	2.00	2.00	2.00	260,926
Police Agent	2.00	2.00	2.00	2.00	234,656
Police Officer	6.00	6.00	6.00	6.00	655,716
Community Services Officer	1.75	1.75	1.75	1.75	130,331
TOTAL	12.75	12.75	12.75	12.75	\$ 1,445,865

Temporary Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Public Safety Assistant	0.50	0.50	0.50	0.50	\$ 27,040
Crossing Guards	2.81	2.81	2.81	2.81	87,675
TOTAL	3.31	3.31	3.31	3.31	\$ 114,715

**CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM: POLICE - SPECIAL ENFORCEMENT SERVICES**

**EXHIBIT C
101.604**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.604.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.604.7421 Communications - Phones	-	-	-	-
101.604.7422 Advertising	-	-	-	-
101.604.7423 Clothing and Personal Expense	4,682	4,589	5,500	5,500
101.604.7424 Office Expense	2,870	1,574	1,500	1,500
101.604.7425 Minor Tools & Equipment	-	-	-	-
101.604.7427 Special Departmental Expense	30,461	10,778	23,500	23,600
101.604.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.604.7429 Maintenance & Operation of Equipment	3,448	2,358	2,750	3,550
101.604.7430 Professional & Specialized Services	23,629	27,425	33,775	41,270
101.604.7431 Promotional Expense	10,340	6,272	-	-
101.604.7432 Other Contractual Services	-	-	-	-
101.604.7433 Insurance and Surety Bonds	-	-	-	-
101.604.7434 Memberships, Dues, Books	1,687	1,077	1,750	1,750
101.604.7435 Professional Development & Training	-	-	-	-
101.604.7437 Staff Development	150	(100)	-	-
101.604.7438 Other Charges	3,399	2,672	4,000	4,000
101.604.7441 Special Community Services	-	-	-	-
101.604.7442 Insurance Claims Expense	-	-	-	-
101.604.7548 User Charges - Photocopy/Fax	-	-	-	-
101.604.7549 User Charges - Communications Pool	-	-	-	-
101.604.7550 User Charges - Motor Pool	38,731	33,749	35,666	36,624
101.604.7551 User Charges - IT Pool	39,218	59,728	63,365	74,203
101.604.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 158,615	\$ 150,122	\$ 171,806	\$ 191,997

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Detail PROGRAM: POLICE - SPECIAL ENFORCEMENT SERVICES		EXHIBIT C-1 101.604 Page 1
Description	14/15 Adopted	
7423 CLOTHING AND PERSONAL EXPENSE		
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 OFFICE EXPENSE		
Office & Desk Supplies	1,500	
7427 SPECIAL DEPARTMENTAL EXPENSE		
Community Emergency Response Team (CERT) Equipment *	7,000	
Crime Scene Response Team (CSRT) Supplies -- Evidence Collection, Chemicals / MAIT	750	
Crisis Negotiation Team (CNT) Supplies & Equipment (Moved from 605)	450	
APBnet Computer Transmission Charges (Formerly Critical Reach)	400	
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	
Computer Forensic Investigation Equipment**	1,500	
GPS Tracker for Investigations**	1,000	
Cell Phone Download Reader - Replacement**	4,100	
	23,600	
7429 MAINTENANCE & OPERATION OF EQUIPMENT		
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	1,500	
Recorders, Camera & Video Equipment	250	
	3,550	
7430 PROFESSIONAL & SPECIALIZED SERVICES		
Advanced Tracking Systems (Annual Fee)	1,200	
Audio/Video Tape Transcription (Contracted)	1,500	
Cell Phone Download Reader - Annual Subscription Fee	3,000	
Comcast Cable	1,370	
Computer Crime Investigations Internet Service Provider	1,200	
Private Database Searches (CLEAR)	14,000	
San Tomas Expressway - California Highway Patrol Contract	8,000	
Sexual Assault Exams (Valley Medical Center)	7,000	
Sketch Artist Fees	1,000	
Monitored Surveillance System (Bay Alarm)**	3,000	
	41,270	
* Funded by EMPG Grant		
** Asset Forfeiture Funds (605)		
SUB - TOTAL	\$ 75,420	

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: POLICE - SPECIAL ENFORCEMENT SERVICES

EXHIBIT C-1
101.604
Page 2

Description	14/15 Adopted
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books	\$ 250
Dues	1,500
	1,750
<u>7438 OTHER CHARGES</u>	
Transportation (Prisoner Transport Fees)	2,500
Vehicle Abatement (Towing Fees)	1,500
	4,000
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles	36,624
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	74,203
TOTAL	\$ 191,997

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Graffiti Enforcement and Abatement *

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	Respond to 90% of emergency calls for service within five minutes.	90%	88%	95%
2	Respond to 90% of non-emergency calls for service within twenty minutes.	97%	99%	97%

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

**EXHIBIT A
101.605**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 6,105,120	\$ 6,694,735	\$ 6,262,139	\$ 6,572,196
Supplies, Services & Capital Outlay (Exhibit C)	768,086	751,598	782,859	810,823
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	6,873,206	7,446,333	7,044,998	7,383,019
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 6,873,206	\$ 7,446,333	\$ 7,044,998	\$ 7,383,019

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 6,755,890	\$ 7,326,850	\$ 6,808,198	\$ 7,195,419
Supplemental Law Enforce. Grant *	101	4526	100,000	100,000	100,000	100,000
Asset Forfeiture	205	9899	3,500	3,500	4,000	13,600
Federal Grant - Vests/EMPG/LLEBG	218	9899	4,778	405	4,000	4,000
State/Local Grant	212	9899	9,038	15,578	8,800	-
Community Facilities District #1	236	9899	-	-	100,000	70,000
General Fund - CIPR	101	6090	-	-	20,000	-
TOTAL			\$ 6,873,206	\$ 7,446,333	\$ 7,044,998	\$ 7,383,019

REVENUES MONITORED BY THIS PROGRAM

Supplemental Law Enforce. Grant	101	4526	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Asset Forfeiture - Transfers In	101	6899	3,500	3,500	4,000	13,600
Federal Grant - Vest Reimbursement	101	6899	4,778	405	4,000	4,000
Emergency Management Performance Grant (EMPG)	101	6899	-	-	-	-
Association of Bay Area Governments	101	6899	9,038	15,578	8,800	-
Other Revenue	101	4965	15	-	-	-
Cost Recovery - PD *	101	4704	5,760	-	-	-
Community Facilities District #1	101	6899	-	-	100,000	70,000
* Moved to 604 in FY 13						
TOTAL			\$ 123,091	\$ 119,483	\$ 216,800	\$ 187,600

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services Summary
PROGRAM: POLICE - FIELD SERVICES

EXHIBIT B
101.605

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.605.7001 Personnel - Regular	\$ 3,079,612	\$ 3,367,075	\$ 3,469,212	\$ 3,535,303
101.605.7002 Personnel - Temporary	18,392	22,004	-	-
101.605.7003 Personnel - Overtime	195,500	293,097	180,000	200,000
101.605.7005 Personnel - POST	187,531	184,557	158,487	175,880
101.605.7103 Personnel - Holiday Pay	171,509	178,545	177,339	180,659
101.605.7104 Meal Allowance	-	-	-	-
101.605.7105 Uniform Allowance	34,474	35,725	33,232	33,232
101.605.7106 Retirement	1,436,187	1,505,129	1,491,856	1,605,129
101.605.7107 Dental Insurance	50,087	53,409	54,120	54,624
101.605.7108 Group Health Insurance	406,268	428,846	454,879	473,993
101.605.7109 Group Life Insurance	5,722	5,872	6,336	6,336
101.605.7110 Workers' Compensation Insurance	157,415	169,229	148,133	217,530
101.605.7111 Unemployment Insurance	-	-	-	-
101.605.7112 Group Disability Insurance	1,453	1,453	19,392	19,392
101.605.7113 Medicare	51,168	61,044	50,301	51,266
101.605.7114 Auto Allowance	-	-	-	-
101.605.7115 Cell Phone Allowance	360	367	288	288
101.605.7118 Other Benefit Pay	186,878	86,442	-	-
101.605.7120 Sick Leave Policy	-	79,363	-	-
101.605.7121 Leave Balance Payout	105,754	204,892	-	-
101.605.7122 Deferred Compensation Contribution	16,810	17,686	18,564	18,564
101.605.7126 PARS 457 Retirement	-	-	-	-
101.605.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 6,105,120	\$ 6,694,735	\$ 6,262,139	\$ 6,572,196

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM: POLICE - FIELD SERVICES

EXHIBIT B-1
101.605

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Police Captain	1.00	1.00	1.00	1.00	\$ 164,236
Police Sergeant	5.00	5.00	5.00	5.00	652,315
Police Agent	4.00	4.00	4.00	4.00	469,312
Police Officer *	19.00	19.00	20.00	20.00	2,115,386
Community Services Officer	1.80	1.80	1.80	1.80	134,054
* 1.0 FTE Position Added for Annexation FY 14					
TOTAL	30.80	30.80	31.80	31.80	\$ 3,535,303

Temporary Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
101.605**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.605.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.605.7421 Communications - Phones	-	-	-	-
101.605.7422 Advertising	-	-	-	-
101.605.7423 Clothing and Personal Expense	8,234	7,592	9,000	10,000
101.605.7424 Office Expense	1,191	1,412	1,200	1,200
101.605.7425 Minor Tools & Equipment	-	-	-	-
101.605.7427 Special Departmental Expense	92,700	76,873	101,550	94,450
101.605.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.605.7429 Maintenance & Operation of Equipment	2,885	2,462	3,000	3,000
101.605.7430 Professional & Specialized Services	17,565	19,540	23,000	25,000
101.605.7431 Promotional Expense	-	-	-	-
101.605.7432 Other Contractual Services	318,794	293,636	274,000	284,000
101.605.7433 Insurance and Surety Bonds	-	-	-	-
101.605.7434 Memberships, Dues, Books	1,568	953	800	1,000
101.605.7435 Professional Development & Meetings	16	-	-	-
101.605.7437 Staff Development	100	(250)	-	-
101.605.7438 Other Charges	421	216	1,000	1,000
101.605.7441 Special Community Services	-	-	-	-
101.605.7450 Prisoner Booking Fees	-	-	-	-
101.605.7548 User Charges - Photocopy/Fax	-	-	-	-
101.605.7549 User Charges - Communications Pool	-	-	-	-
101.605.7550 User Charges - Motor Pool	272,320	271,058	286,446	294,137
101.605.7551 User Charges - IT Pool	52,292	78,106	82,863	97,036
101.605.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 768,086	\$ 751,598	\$ 782,859	\$ 810,823

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

EXHIBIT C-1
101.605
Page 1

Description	14/15 Adopted
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>	
Badge Replacement	\$ 400
Baseball Caps	400
Cleaning (Reserves, PSA's, and Explorer Uniforms)	2,500
Name Tags and Cap Pieces	500
Officer Rain Gear	1,200
Public Safety Assistant (PSA) Uniforms	500
Reserve Uniforms & Safety Equipment	2,400
Special Duty Uniforms	1,500
Uniform Repair/Replacement	600
	10,000
<u>7424 OFFICE EXPENSE</u>	
Office Supplies	1,200
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Patrol Supplies:	
Batteries	1,800
Bio-Hazard Supplies	1,000
Cones / Flares	500
First Aid Supplies	4,000
Flashlights	1,000
Replacement Sirens, Light Bars, Control Boxes	5,500
In-Car Video Cameras	4,300
Safety & Leather Gear	1,000
Vehicle Beat Pack Supplies	1,300
Evidence Supplies:	
Barrier Tape	500
Digital Cameras	1,000
Digital Voice Recorders	1,000
Photo Storage Medium	1,000
Fingerprint Supplies	500
Narcotic Kits	1,000
Firearms Supplies:	
Ammunition	40,000
Range Supplies (Cleaning Solution/Targets/Ear & Eye Protection)	3,000
Other Supplies:	
AR-15 Rifles Replacement / Repairs *	4,000
Bulletproof Vests (50% Reimbursed by Federal Government)	8,000
Chemical Agents	1,000
Division Meetings	750
Emergency Preparedness Equipment & Supplies	500
Memory Flash Cards for In-Car Video Recorders (State Law AB-820, Chapter 264)	800
Taser Cartridges	1,000
Taser Weapons	4,000
Vehicle Stripes	3,000
Vie Vu Replacement / Repair	3,000
	94,450
* Asset Forfeiture Funds	
SUB - TOTAL	\$ 105,650

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Detail PROGRAM: POLICE - FIELD SERVICES		EXHIBIT C-1 101.605 Page 2
Description	14/15 Adopted	
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>		
Fire Extinguisher Service	\$ 500	
In-Car Video Repair (Preventive & Repair)	500	
Miscellaneous Repairs	500	
Repairs for Damages to Citizen Property	1,000	
Weapons Repair	500	
	3,000	
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>		
Alcohol Blood, Breath and Urine Tests	12,000	
Emergency Clean-Up / Call Outs	3,000	
Pistol Range Use	5,000	
Mobile EOC Costs (Satellite Phone / TV / Internet)	4,000	
Range Storage - Alarm & Electricity Fees	1,000	
	25,000	
<u>7432 OTHER CONTRACTUAL SERVICES</u>		
Silicon Valley Animal Control Authority Services (Shelter & Field Services)	284,000	
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>		
Books, Dues & Subscriptions	1,000	
<u>7438 OTHER CHARGES</u>		
Towing, PD Vehicle Malfunctions / Mobile Emergency Response Group & Equipment (MERGE)		
Course Rental	1,000	
<u>7550 USER CHARGES - MOTOR POOL</u>		
Use of Vehicles	294,137	
<u>7551 USER CHARGES - IT POOL</u>		
Use of Computer Hardware/Software; Phones & Photocopier/Fax	97,036	
TOTAL	\$ 810,823	

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 12	FY 13	FY 14
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%

EXHIBIT A
101.610

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	6,460,222	6,504,839	6,893,078	7,246,004
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	6,460,222	6,504,839	6,893,078	7,246,004
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 6,460,222	\$ 6,504,839	\$ 6,893,078	\$ 7,246,004

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 6,460,222	\$ 6,504,839	\$ 6,858,078	\$ 7,176,004
Community Facilities District #1	236	9899	-	-	35,000	70,000
TOTAL			\$ 6,460,222	\$ 6,504,839	\$ 6,893,078	\$ 7,246,004

REVENUES MONITORED BY THIS PROGRAM

Fire Permits	101	4241	\$ 111,320	\$ 88,837	\$ 75,000	\$ 75,000
Hazardous Waste Cleanup	101	4692	139,695	57,025	130,000	130,000
Community Facilities District #1	101	6899	-	-	35,000	70,000
TOTAL			\$ 251,015	\$ 145,862	\$ 240,000	\$ 275,000

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

**EXHIBIT C
101.610**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.610.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.610.7421 Communications - Phones	-	-	-	-
101.610.7422 Advertising	-	-	-	-
101.610.7423 Clothing and Personal Expense	-	-	-	-
101.610.7424 Office Expense	-	-	-	-
101.610.7425 Minor Tools & Equipment	-	-	-	-
101.610.7427 Special Departmental Expense	-	-	-	-
101.610.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.610.7429 Maintenance & Operation of Equipment	-	-	-	-
101.610.7430 Professional & Specialized Services	-	-	-	-
101.610.7431 Promotional Expense	-	-	-	-
101.610.7432 Other Contractual Services	6,460,027	6,504,839	6,893,078	7,246,004
101.610.7433 Insurance and Surety Bonds	-	-	-	-
101.610.7434 Memberships, Dues, Books	-	-	-	-
101.610.7435 Professional Development & Meetings	-	-	-	-
101.610.7437 Staff Development	195	-	-	-
101.610.7438 Other Charges	-	-	-	-
101.610.7441 Special Community Services	-	-	-	-
101.610.7442 Insurance Claims Expense	-	-	-	-
101.610.7548 User Charges - Photocopy/Fax	-	-	-	-
101.610.7549 User Charges - Communications Pool	-	-	-	-
101.610.7550 User Charges - Motor Pool	-	-	-	-
101.610.7883 Improvements other than Buildings	-	-	-	-
101.610.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 6,460,222	\$ 6,504,839	\$ 6,893,078	\$ 7,246,004

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: FIRE PROTECTION SERVICES

EXHIBIT C-1
101.610

Description	14/15 Adopted
7432 OTHER CONTRACTUAL SERVICES	
Santa Clara County Fire Department (SCCFD) Service Contract *	
FY 13/14 Base Contract	\$ 6,893,078
FY 14/15 Increase	352,926
	7,246,004
* Includes Paramedic Services	
TOTAL	\$ 7,246,004

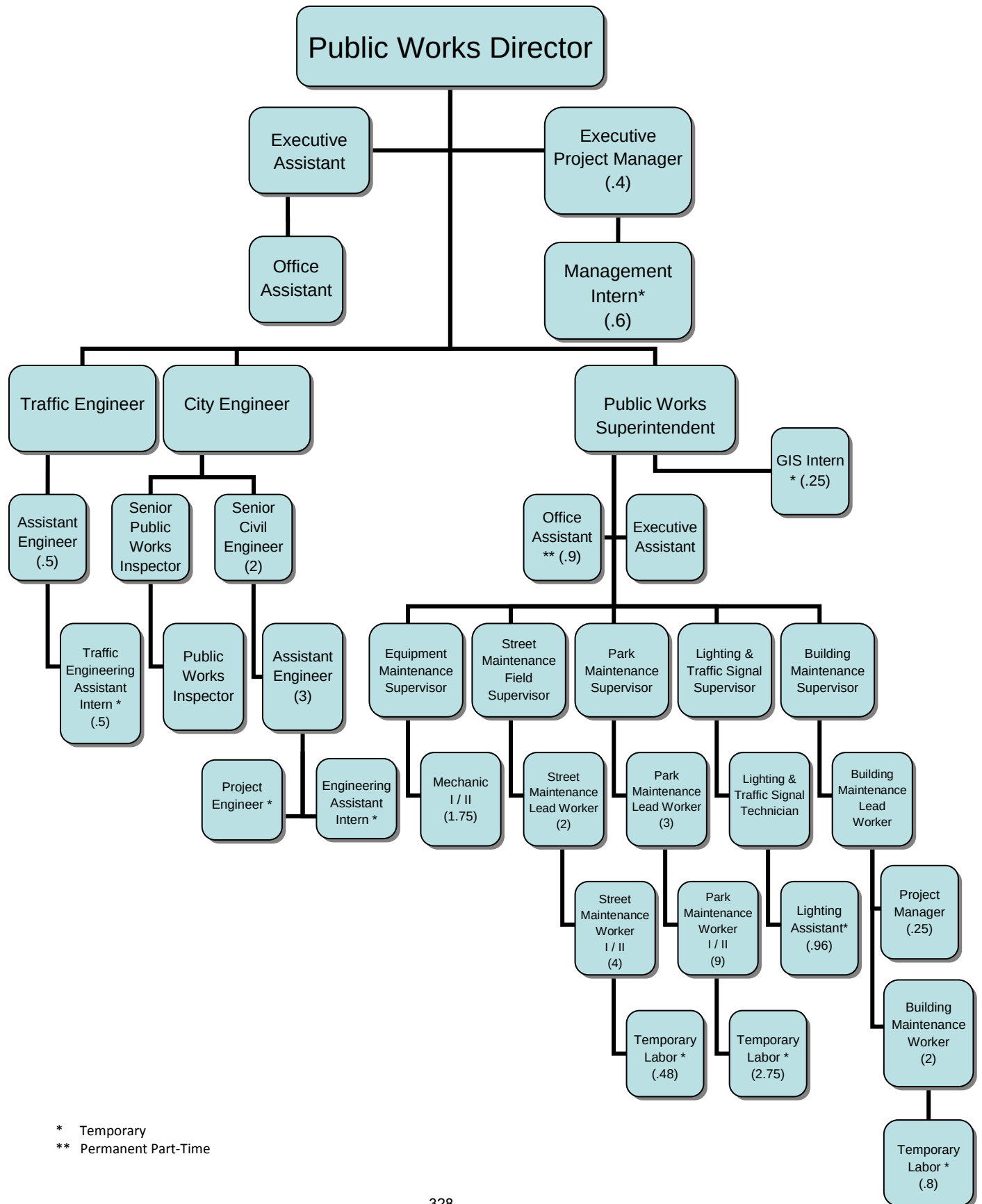


Public Works



Public Works Department

2014-2015



PUBLIC WORKS DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

Budgeted Positions	Actual 2011-2012	Actual 2012-2013	Adopted 2013-2014	Adopted 2014-2015
Assistant Engineer	1.90	1.90	3.00	3.00
Associate Civil Engineer	1.00	1.00	-	-
Building Maintenance Lead Worker	1.00	1.00	1.00	1.00
Building Maintenance Worker	2.00	2.00	2.00	2.00
Building Maintenance Supervisor	-	-	-	1.00
City Engineer	1.00	1.00	1.00	1.00
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	2.00	2.00
Facility Maintenance Manager	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	5.00	5.00	5.00	4.00
Mechanic I/II	1.50	1.50	1.50	1.75
Office Assistant	0.90	1.90	1.90	1.90
Office Specialist	2.00	1.00	-	-
Park Maintenance Lead Worker	2.00	2.00	2.00	3.00
Park Maintenance Supervisor	1.00	1.00	1.00	1.00
Park Maintenance Worker I/II	9.00	9.00	9.00	9.00
Public Works Director	-	-	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 Public Works Inspector	1.00	1.00	1.00	1.00
Street Maintenance Field Supervisor	1.00	1.00	1.00	1.00
Street Maintenance Lead Worker	1.00	1.00	1.00	2.00
Traffic Engineer	1.00	1.00	1.00	1.00
Utility Worker	-	-	-	-
Total Budgeted Positions	41.30	41.30	42.40	43.65

PUBLIC WORKS DEPARTMENT SUMMARY

Temporary Positions	Actual 2011-2012	Actual 2012-2013	Adopted 2013-2014	Adopted 2014-2015
Engineering Intern	0.25	0.50	0.75	1.35
Engineering Assistant	0.25	0.25	0.50	0.50
Project Engineer	0.50	1.00	1.00	1.50
Project Manager	0.40	0.40	0.40	0.65
Temporary Labor	2.75	2.75	3.23	3.23
Temporary Lighting Assistant	0.77	0.77	0.77	0.96
Traffic Engineering Assistant	0.25	0.25	0.25	0.50
Weekend Work Furlough Supervisor	0.20	-	0.20	-
Weekend Park Maintenance	-	0.20	0.20	-
Temporary Building Maintenance Worker	-	-	0.80	0.80
Total Temporary Positions	5.37	6.12	8.10	9.49
Total Staffing	46.67	47.42	50.50	53.14

Expenditure Summary

Description	Actual 2011-2012	Actual 2012-2013	Adopted 2013-2014	Adopted 2014-2015
Employee Services	\$ 4,506,109	\$ 4,810,518	\$ 5,170,385	\$ 6,122,801
Supplies & Other Services & Capital Outlay	2,344,827	2,639,149	3,413,439	4,492,785
Debt Service	-	-	-	-
Total Before Transfers	6,850,936	7,449,667	8,583,824	10,615,586
Transfers-Out	1,192,485	1,530,031	1,636,989	1,541,934
Appropriation Total	8,043,421	8,979,698	10,220,813	12,157,520
Less Transfers-In	2,334,489	2,806,991	2,920,262	3,123,871
Net Cost	\$ 5,708,932	\$ 6,172,707	\$ 7,300,551	\$ 9,033,649

Revenue Summary

Total Revenue Monitored by Department	\$ 7,172,013	\$ 7,555,039	\$ 7,475,207	\$ 7,658,585

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

WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Complete Civic Center Master Plan
- Develop RFP/RFQ for ESCO services – and execute agreement

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM: PUBLIC WORKS - DEPARTMENT ADMINISTRATION**

**EXHIBIT A
101.701**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 223,275	\$ 238,606	\$ 458,801	\$ 493,470
Supplies, Services & Capital Outlay (Exhibit C)	60,936	69,959	56,444	111,114
	-	-	-	-
Total Before Transfers	284,211	308,565	515,245	604,584
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 284,211	\$ 308,565	\$ 515,245	\$ 604,584

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 146,118	\$ 195,765	\$ 372,445	\$ 411,784
Lighting & Landscaping District	207	9899	10,000	10,000	10,000	10,000
Environmental Programs	209	9899	102,800	102,800	132,800	132,800
RDA - 20% Housing Fund	223	9899	5,059	-	-	-
RDA - Administration	434	9899	20,234	-	-	-
Beginning Fund Balance - CIPR	641	6090	-	-	-	50,000
TOTAL			\$ 284,211	\$ 308,565	\$ 515,245	\$ 604,584

REVENUES MONITORED BY THIS PROGRAM

Franchise - San Jose Water	101	4124	\$ 143,261	\$ 155,427	\$ 135,000	\$ 180,000
Lighting & Landscaping District - Trsfs.	101	6899	10,000	10,000	10,000	10,000
Environmental Programs - Transfers In	101	6899	102,800	102,800	132,800	132,800
RDA - 20% Housing Fund - Transfers In	101	6899	5,059	-	-	-
RDA - Administration - Transfers In	101	6899	20,234	-	-	-
Tree in Lieu Fee	101	4971	1,475	-	-	-
TOTAL			\$ 282,829	\$ 268,227	\$ 277,800	\$ 322,800

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services Summary
PROGRAM: PUBLIC WORKS - DEPARTMENT ADMINISTRATION

EXHIBIT B
101.701

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.701.7001 Personnel - Regular	\$ 100,771	\$ 129,120	\$ 297,588	\$ 305,822
101.701.7002 Personnel - Temporary	62,368	53,344	49,858	67,858
101.701.7003 Personnel - Overtime	-	-	500	500
101.701.7005 Personnel - POST	-	-	-	-
101.701.7103 Personnel - Holiday Pay	-	-	-	-
101.701.7104 Meal Allowance	-	-	-	-
101.701.7105 Uniform Allowance	-	-	-	-
101.701.7106 Retirement	14,584	18,572	48,388	52,522
101.701.7107 Dental Insurance	3,184	3,573	5,400	5,904
101.701.7108 Group Health Insurance	21,873	26,132	40,872	42,708
101.701.7109 Group Life Insurance	326	372	576	576
101.701.7110 Workers' Compensation Insurance	555	555	2,621	3,950
101.701.7111 Unemployment Insurance	-	-	-	-
101.701.7112 Group Disability Insurance	1,040	1,160	1,992	1,992
101.701.7113 Medicare	2,576	2,702	5,038	5,428
101.701.7114 Auto Allowance	-	40	1,320	1,320
101.701.7115 Cell Phone Allowance	360	367	360	360
101.701.7118 Other Benefit Pay	-	-	-	-
101.701.7119 Social Security	-	-	-	-
101.701.7121 Leave Balance Payout	13,186	-	-	-
101.701.7122 Deferred Compensation Contribution	2,310	2,669	3,640	3,640
101.701.7126 PARS 457 Retirement	142	-	648	890
101.701.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 223,275	\$ 238,606	\$ 458,801	\$ 493,470

EXHIBIT B-1
101.701

Permanent Personnel	Full-Time Equivalents (FTE's)				
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Public Works Director	-	-	1.00	1.00	\$ 173,992
Executive Assistant	1.00	1.00	1.00	1.00	77,168
Office Specialist	1.00	-	-	-	-
Office Assistant *	-	1.00	1.00	1.00	54,662
* FY 13 Office Specialist Reclassified to Office Assistant					
TOTAL	2.00	2.00	3.00	3.00	\$ 305,822

Temporary Personnel	Full-Time Equivalents (FTE's)					14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted		
Executive Project Manager	0.40	0.40	0.40	0.40	\$	49,858
Management Intern *	-	-	-	0.60		18,000
* 1 Year Term						
TOTAL	0.40	0.40	0.40	1.00	\$	67,858

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM: PUBLIC WORKS - DEPARTMENT ADMINISTRATION

EXHIBIT C
101.701

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.701.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.701.7421 Communications - Phones	3,376	1,358	1,100	1,100
101.701.7422 Advertising	-	-	-	-
101.701.7423 Clothing and Personal Expense	-	-	-	-
101.701.7424 Office Expense	3,267	2,804	4,000	4,000
101.701.7425 Minor Tools & Equipment	-	-	-	-
101.701.7427 Special Departmental Expense	3,090	3,102	3,600	3,600
101.701.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.701.7429 Maintenance & Operation of Equipment	1,644	1,754	2,000	2,000
101.701.7430 Professional & Specialized Services	-	16,250	-	50,000
101.701.7431 Promotional Expense	-	-	-	-
101.701.7432 Other Contractual Services	-	-	-	-
101.701.7433 Insurance and Surety Bonds	-	-	-	-
101.701.7434 Memberships, Dues, Books	625	847	750	750
101.701.7435 Professional Development & Meetings	5,182	7,088	6,000	4,000
101.701.7437 Staff Development	176	-	-	-
101.701.7438 Other Charges	-	-	-	-
101.701.7441 Special Community Services	-	-	-	-
101.701.7442 Insurance Claims Expense	-	-	-	-
101.701.7548 User Charges - Photocopy/Fax	-	-	-	-
101.701.7549 User Charges - Communications Pool	-	-	-	-
101.701.7550 User Charges - Motor Pool	-	-	-	-
101.701.7551 User Charges - IT Pool	43,576	36,756	38,994	45,664
101.701.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 60,936	\$ 69,959	\$ 56,444	\$ 111,114

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: PUBLIC WORKS - DEPARTMENT ADMINISTRATION

EXHIBIT C-1
101.701

Description	14/15 Adopted
<u>7421 COMMUNICATIONS - PHONES</u> Monthly Fees - Cellular Telephones	\$ 1,100
<u>7424 OFFICE EXPENSE</u> Office Supplies	4,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u> Departmental Employee Recognition Drafting Materials, Special Events, Special Equipment, Etc.	1,100 2,500 3,600
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u> Engineering Copier	2,000
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u> Financing Analysis Services related to Civic Center Master Plan *	50,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u> Books, Dues & Subscriptions	750
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	4,000
<u>7551 USER CHARGES - IT POOL</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	45,664
* Funded by CIPR	
TOTAL	\$ 111,114

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 12	FY 13	FY 14
1	City of Campbell Solid Waste Maximum Disposal (pounds/person/day)	3.8	3.8	4.1

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 PROGRAMS

EXHIBIT A
209.715

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	800,300	1,128,202	1,201,405	1,306,754
APPROPRIATION TOTAL	\$ 800,300	\$ 1,128,202	\$ 1,201,405	\$ 1,306,754

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Solid Waste Revenues	209	Misc.	\$ 54,023	\$ 246,846	\$ 257,560	\$ 438,607
Storm Water Revenues	209	4720	258,800	373,059	379,869	387,700
Storm Drain Fees	209	4721	24,264	31,744	15,000	15,000
Solid Waste - Beginning Fund Bal.	209	6090	11,213	-	5,000	-
General Fund - Transfers-In	101	9899	452,000	511,940	511,940	521,500
Storm Water - Fund Balance	209	6090	-	-	32,036	32,476
TOTAL			\$ 800,300	\$ 1,163,589	\$ 1,201,405	\$ 1,395,283

REVENUES MONITORED BY THIS PROGRAM

Storm Water Fees - WV Sanitation	209	4720	\$ 258,800	\$ 373,059	\$ 379,869	\$ 387,700
Storm Drain Fees	209	4721	21,292	29,564	15,000	15,000
AB939 Recycling - Santa Clara County	209	4922	43,089	77,327	44,000	44,000
Solid Waste - Beverage Container Grant	209	4533	10,934	10,959	5,000	-
Storm Drain Fee Interest	209	4410	2,972	2,180	-	-
General Fund - Transfers-In	209	6899	452,000	511,940	511,940	521,500
Solid Waste Fees *	209	4724	-	158,560	208,560	221,078
Solid Waste Revenue (10 Yr Contract)	209	4724	-	-	-	173,529
* Includes solid waste fees for:						
Street Sweeping \$120,000						
10 yr Downtown Litter \$20,000						
10 yr Heavy Leaf Pickup \$15,000						
10 yr Street Sweep/Tree Trim \$30,000						
10 yr Trash Capture Devices \$20,000						
Household Hazard Waste \$23,915						
WVSWMA Admin \$47,163						
Campbell Solid Waste Admin \$30,000						
TOTAL			\$ 789,087	\$ 1,163,589	\$ 1,164,369	\$ 1,362,807

EXHIBIT E
209.715

339

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 Redevelopment Agency, Community Development Department, and the 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
- Review, in conjunction with the Police Department, current list of Neighborhood Traffic Management Program (NTMP) special enforcement zone streets and revise as necessary
- 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)

WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Campbell Avenue Portals Project – provide construction support
- Hacienda Avenue Rehabilitation Project – provide construction support
- Update the Land Use and Transportation Element of the General Plan for consistency with Complete Streets Act
- Virginia Avenue Sidewalk Project – provide design support
- Harriet Avenue/McCoy Avenue/San Tomas Aquino Road Signalization Project – design and construction

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	95% of Congestion Management Program (CMP) roadways meet CMP Level Of Service standards.	100%	100%	100%
2	Number of pedestrian accidents and percent of total of all accidents.	18/ 3.7%	26/ 4.5%	17/ 3.3%
3	Number of bicycle accidents and percent of total of all accidents.	21/ 4.3%	24/ 4.2%	28/ 5.4%
4	Number of injury accidents and percent of total of all accidents.	82 / 17.0%	98 / 17.0%	71 / 13.6%
5	80% of Traffic Service Requests responded to within 30 days.	99.1%	99.2%	98.2%

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM: PUBLIC WORKS - TRANSPORTATION ENGINEERING

EXHIBIT A
101.720

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 241,922	\$ 238,380	\$ 258,209	\$ 256,233
Supplies, Services & Capital Outlay (Exhibit C)	18,048	24,027	321,447	76,882
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	259,970	262,407	579,656	333,115
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 259,970	\$ 262,407	\$ 579,656	\$ 333,115

FUNDING SOURCE(s)						
Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 49,996	\$ 27,407	\$ 81,294	\$ 241,535
Construction Tax Reserve	101	6090	30,000	35,000	35,000	35,000
Federal Aid Urban	211	9899	29,135	-	-	-
Gas Tax Fund	204	9899	150,839	200,000	163,362	26,580
Beginning Fund Balance (CIPR)	101	6090	-	-	300,000	30,000
TOTAL			\$ 259,970	\$ 262,407	\$ 579,656	\$ 333,115

REVENUES MONITORED BY THIS PROGRAM						
Truck Permits	101	4271	\$ 1,440	\$ 896	\$ 500	\$ 500
Transit Shelter Advertising	101	4544	4,184	4,729	5,000	6,000
Traffic Engineering Services	101	4728	77	75	-	-
Federal Aid Urban	101	6899	29,135	-	-	-
Gas Tax Fund	101	6899	150,839	200,000	163,362	26,580
Cost Recovery	101	4701	28,930	-	-	-
Project Overhead Offset *	101	4725	-	-	-	30,000
* Harriet/McCoy Signal Design						
TOTAL			\$ 214,605	\$ 205,700	\$ 168,862	\$ 63,080

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services Summary
PROGRAM: PUBLIC WORKS - TRANSPORTATION ENGINEERING

EXHIBIT B
101.720

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.720.7001				
Personnel - Regular	\$ 171,541	\$ 169,040	\$ 187,320	\$ 139,942
101.720.7002				
Personnel - Temporary	7,460	4,585	7,540	65,520
101.720.7003				
Personnel - Overtime	-	-	500	500
101.720.7005				
Personnel - POST	-	-	-	-
101.720.7103				
Personnel - Holiday Pay	-	-	-	-
101.720.7104				
Meal Allowance	-	-	-	-
101.720.7105				
Uniform Allowance	68	68	75	-
101.720.7106				
Retirement	25,368	24,802	30,459	24,034
101.720.7107				
Dental Insurance	2,605	2,606	2,700	1,968
101.720.7108				
Group Health Insurance	17,652	18,156	20,166	14,076
101.720.7109				
Group Life Insurance	279	271	288	192
101.720.7110				
Workers' Compensation Insurance	1,824	1,719	2,135	3,018
101.720.7111				
Unemployment Insurance	-	-	-	-
101.720.7112				
Group Disability Insurance	1,089	1,064	1,092	792
101.720.7113				
Medicare	2,839	2,794	2,826	2,979
101.720.7114				
Auto Allowance	960	979	960	960
101.720.7115				
Cell Phone Allowance	360	367	360	360
101.720.7118				
Other Benefit Pay	3,751	3,892	-	-
101.720.7119				
Social Security	-	-	-	-
101.720.7121				
Leave Balance Payout	4,404	6,381	-	-
101.720.7122				
Deferred Compensation Contribution	1,625	1,596	1,690	1,040
101.720.7126				
PARS 457 Retirement	97	60	98	852
101.720.7130				
Project Overhead Cost	-	-	-	-
TOTAL	\$ 241,922	\$ 238,380	\$ 258,209	\$ 256,233

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM: PUBLIC WORKS - TRANSPORTATION ENGINEERING

EXHIBIT B-1
101.720

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Traffic Engineer	1.00	1.00	1.00	1.00	\$ 139,942
Assistant Engineer *	0.45	0.45	0.50	-	-
* Additional .50 FTE in Program 730. Voluntary .05 Reduction for FY 11 - FY 13. Temp Backfill FY 15.					
TOTAL	1.45	1.45	1.50	1.00	\$ 139,942

Temporary Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Traffic Engineering Assistant (Intern)	0.25	0.25	0.25	0.50	\$ 15,600
Project Engineer	-	-	-	0.50	49,920
TOTAL	0.25	0.25	0.25	1.00	\$ 65,520

**CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM: PUBLIC WORKS - TRANSPORTATION ENGINEERING**

**EXHIBIT C
101.720**

Description	11/12 Actual	12/13 Adopted	13/14 Adopted	14/15 Adopted
101.720.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.720.7421 Communications - Phones	-	-	-	-
101.720.7422 Advertising	-	-	-	-
101.720.7423 Clothing and Personal Expense	-	-	-	-
101.720.7424 Office Expense	-	-	-	-
101.720.7425 Minor Tools & Equipment	-	-	-	-
101.720.7427 Special Departmental Expense	-	4,560	500	10,500
101.720.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.720.7429 Maintenance & Operation of Equipment	97	-	400	7,500
101.720.7430 Professional & Specialized Services	-	-	300,000	30,000
101.720.7431 Promotional Expense	-	-	-	-
101.720.7432 Other Contractual Services	-	-	-	-
101.720.7433 Insurance and Surety Bonds	-	-	-	-
101.720.7434 Memberships, Dues, Books	521	1,089	1,050	1,050
101.720.7435 Professional Development & Meetings	-	-	-	-
101.720.7437 Staff Development	-	-	-	-
101.720.7441 Special Community Services	-	-	-	-
101.720.7442 Insurance Claims Expense	-	-	-	-
101.720.7548 User Charges - Photocopy/Fax	-	-	-	-
101.720.7549 User Charges - Communications Pool	-	-	-	-
101.720.7550 User Charges - Motor Pool	-	-	-	-
101.720.7551 User Charges - IT Pool	17,430	18,378	19,497	27,832
101.720.7883 Improvements Other Than Buildings	-	-	-	-
101.720.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 18,048	\$ 24,027	\$ 321,447	\$ 76,882

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: PUBLIC WORKS - TRANSPORTATION ENGINEERING

EXHIBIT C-1
101.720

Description	14/15 Adopted
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Marking Paint, Measuring Wheels, Hoses, Etc.	\$ 250
Silicon Valley Intelligent Traffic Solutions Technical Support	10,000
Technical Software and Updates (Non-Information Technology Supported)	250
	10,500
<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>	
Update to Land Use and Transportation Element of the City's General Plan	30,000
Environmental Review *	
<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	22,832
IT Support of Silicon Valley Intelligent Traffic Solutions	5,000
	27,832
* Funded from CIPR	
TOTAL	\$ 76,882

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

WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Winchester Boulevard Underground Utility District - coordinate with PG&E and other utilities to complete construction
- Hacienda Avenue Green Street Improvement Project – manage construction phase
- East Campbell Avenue Portals Project – manage construction phase
- Park System Improvements – design and construct
- Hamilton Avenue Rehabilitation (STP project) – construction
- Hamilton Avenue Median Curb and Roadway Rehabilitation – design and construction
- 2015 Annual Street Maintenance Project – design and construction
- Virginia Avenue Sidewalk – design
- Harriet McCoy STAR Traffic Signal – design support
- San Tomas Aquino Creek Trail – Prepare Feasibility Study and Grant Proposal; Implement phase I improvements if funding allows
- Harriet Avenue Improvement – Prepare Feasibility Study and Grant Proposal

GENERAL FUND - (101)
Public Works - Engineering (730)
Program Manager - City Engineer

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	Average cost of design and construction engineering is 18%.	24%	17%	17%
2	75% of City's pavement network is at a PCI of 70 or greater.	74.5%	85%	66.3%
3	Mean PCI of City's pavement network.	73%	73%	74

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM: PUBLIC WORKS - ENGINEERING**

**EXHIBIT A
101.730**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 1,066,227	\$ 1,156,887	\$ 1,116,192	\$ 865,092
Supplies, Services & Capital Outlay (Exhibit C)	52,140	52,144	57,844	69,514
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,118,367	1,209,031	1,174,036	934,606
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 1,118,367	\$ 1,209,031	\$ 1,174,036	\$ 934,606

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 938,661	\$ 1,062,248	\$ 1,049,036	\$ 834,606
Lighting & Landscaping District	207	9899	30,000	30,000	30,000	-
Environmental Programs	209	9899	95,000	95,000	95,000	100,000
Gas Tax Fund	204	9899	39,517	-	-	-
VTA - Project Readiness	212	9899	15,189	21,783	-	-
TOTAL			\$ 1,118,367	\$ 1,209,031	\$ 1,174,036	\$ 934,606

REVENUES MONITORED BY THIS PROGRAM

Project Overhead Offset	101	4725	\$ 500,726	\$ 482,640	\$ 450,000	\$ 300,000
Sale of Maps / Publications	101	4760	1,563	1,838	1,000	1,000
Notice of Improvement Obligation	101	4924	4,216	3,393	2,000	2,000
Lighting & Landscaping District - Trsf. In	101	6899	30,000	30,000	30,000	-
Environmental Programs - Transfers In	101	6899	95,000	95,000	95,000	100,000
Cost Recovery (Other Agency)	101	4701	16,043	-	-	-
Gas Tax Fund	101	6899	39,517	-	-	-
VTA - Project Readiness	101	6899	15,189	21,783	-	-
TOTAL			\$ 702,254	\$ 634,654	\$ 578,000	\$ 403,000

**CITY OF CAMPBELL
OPERATING BUDGET - Employee Services Summary
PROGRAM: PUBLIC WORKS - ENGINEERING**

**EXHIBIT B
101.730**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.730.7001 Personnel - Regular	\$ 750,465	\$ 768,312	\$ 736,268	\$ 539,533
101.730.7002 Personnel - Temporary	61,615	116,315	121,160	121,160
101.730.7003 Personnel - Overtime	300	1,894	3,000	3,000
101.730.7005 Personnel - POST	-	-	-	-
101.730.7103 Personnel - Holiday Pay	-	-	-	-
101.730.7104 Meal Allowance	-	-	-	-
101.730.7105 Uniform Allowance	518	518	450	450
101.730.7106 Retirement	109,646	112,017	119,718	92,660
101.730.7107 Dental Insurance	11,287	11,549	10,800	8,856
101.730.7108 Group Health Insurance	78,450	83,302	80,604	63,162
101.730.7109 Group Life Insurance	1,209	1,201	1,152	864
101.730.7110 Workers' Compensation Insurance	7,979	8,076	13,875	13,824
101.730.7111 Unemployment Insurance	-	-	-	-
101.730.7112 Group Disability Insurance	4,455	4,430	4,176	2,988
101.730.7113 Medicare	12,841	14,008	12,434	9,580
101.730.7114 Auto Allowance	2,881	2,936	2,880	1,440
101.730.7115 Cell Phone Allowance	720	734	1,080	540
101.730.7118 Other Benefit Pay	7,178	12,527	-	-
101.730.7119 Social Security	-	-	-	-
101.730.7121 Leave Balance Payout	8,273	9,910	-	-
101.730.7122 Deferred Compensation Contribution	7,605	7,690	7,020	5,460
101.730.7126 PARS 457 Retirement	805	1,468	1,575	1,575
101.730.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 1,066,227	\$ 1,156,887	\$ 1,116,192	\$ 865,092

**CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM: PUBLIC WORKS - ENGINEERING**

**EXHIBIT B-1
101.730**

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
City Engineer *	1.00	1.00	1.00	0.50	\$ 78,957
Senior Civil Engineer **	2.00	2.00	2.00	1.00	139,942
Assistant Engineer ***	1.00	1.00	1.00	2.00	210,248
Senior Public Works Inspector	1.00	1.00	1.00	1.00	110,386
Public Works Inspector ****	1.00	1.00	1.00	-	-
* 0.5 FTE Moved to Land Development 740 ** 1.0 FTE Moved to Land Development 740 *** Assoc Engineer Moved from Land Dev 740 Filled with Assistant Engineer in FY 15. **** 1.0 FTE Moved to Land Development 740					
TOTAL	6.00	6.00	6.00	4.50	\$ 539,533

Temporary Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Engineering Assistant (Intern)	0.25	0.25	0.50	0.50	\$ 15,080
Project Engineer	0.50	1.00	1.00	1.00	106,080
TOTAL	0.75	1.25	1.50	1.50	\$ 121,160

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM: PUBLIC WORKS - ENGINEERING

EXHIBIT C
101.730

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.730.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.730.7421 Communications - Phones	-	-	-	-
101.730.7422 Advertising	-	-	-	-
101.730.7423 Clothing and Personal Expense	-	-	250	250
101.730.7424 Office Expense	863	-	-	-
101.730.7425 Minor Tools & Equipment	-	-	-	-
101.730.7427 Special Departmental Expense	-	-	-	-
101.730.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.730.7429 Maintenance & Operation of Equipment	-	-	-	-
101.730.7430 Professional & Specialized Services	-	-	2,000	2,000
101.730.7431 Promotional Expense	-	-	-	-
101.730.7432 Other Contractual Services	-	-	-	-
101.730.7433 Insurance and Surety Bonds	-	-	-	-
101.730.7434 Memberships, Dues, Books	-	1,392	1,700	1,500
101.730.7435 Professional Development & Meetings	-	-	-	4,700
101.730.7437 Staff Development	-	(125)	-	100
101.730.7438 Other Charges	-	-	-	-
101.730.7548 User Charges - Photocopy/Fax	-	-	-	-
101.730.7549 User Charges - Communications Pool	-	-	-	-
101.730.7550 User Charges - Motor Pool	16,416	14,121	14,900	15,300
101.730.7551 User Charges - IT Pool	34,861	36,756	38,994	45,664
101.730.7883 Improvements Other Than Buildings	-	-	-	-
101.730.7884 Machinery & Equipment	-	-	-	-
101.730.7885 Street Maintenance Reserve	-	-	-	-
TOTAL	\$ 52,140	\$ 52,144	\$ 57,844	\$ 69,514

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Detail PROGRAM: PUBLIC WORKS - ENGINEERING		EXHIBIT C-1 101.730
Description	14/15 Adopted	
<u>7423 CLOTHING & PERSONAL EXPENSE</u>		
Safety Clothing and Damaged Clothing Repair	\$ 250	
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>		
Supplemental Engineering & Storm Water Consultant Services (As Needed)	2,000	
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>		
Books	500	
Dues	900	
Subscriptions	100	
	1,500	
<u>7435 PROFESSIONAL DEVELOPMENT AND MEETINGS</u>		
APWA Monthly Meetings	600	
Teleconferences	400	
APWA Annual Conference	1,500	
League of Cities - PW Inst.	1,400	
Inspector Training Courses	800	
	4,700	
<u>7437 SPECIAL DEPARTMENT EXPENSESE</u>		
Employee Recognition	100	
<u>7550 USER CHARGES - MOTOR POOL</u>		
Use of City Vehicles	15,300	
<u>7551 USER CHARGES - IT POOL</u>		
Use of Computer Hardware/Software; Phones & Photocopier/Fax	45,664	
TOTAL	\$ 69,514	

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
- Tend 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)

WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Prepare draft ordinance for restrictions on expanded polystyrene (EPS) products for City Council consideration
- Provide assistance to Public Works Maintenance regarding the establishment of Community Facilities District No. 2
- Conduct citywide alleyway study to determine ownership/responsibility – dependent on additional funding
- Transition management of LLA-1 to outside consultant
- Review methods of cost recovery for pre-entitlement engineering services
- Work with City Attorney to develop and execute a Development Agreement between Robson properties and City of Campbell to facilitate a land/improvement exchange.

GENERAL FUND - (101)
Public Works - Land Development / Environmental Programs (740)

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	80% of development application reviews completed within ten working days.	75%	87%	89%

CITY OF CAMPBELL

OPERATING BUDGET - Summary of Exhibits

PROGRAM: PUBLIC WORKS - LAND DEVELOPMENT/ENVIRONMENTAL PROGRAMS

EXHIBIT A

101.740

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 150,635	\$ 181,576	\$ 227,210	\$ 598,432
Supplies, Services & Capital Outlay (Exhibit C)	86,976	354,041	455,193	505,727
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	237,611	535,617	682,403	1,104,159
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 237,611	\$ 535,617	\$ 682,403	\$ 1,104,159

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund	101	Misc.	\$ 45,111	\$ 48,215	\$ 136,798	\$ 521,541
Environmental Services - Storm Water	209	9899	75,000	307,902	326,105	334,376
Environmental Programs - Solid Waste	209	9899	117,500	179,500	179,500	180,578
General Fund - CIPR	101	6090	-	-	40,000	30,000
Community Facilities District #2	237	9899	-	-	-	2,664
Lighting and Landscape District	207	9899	-	-	-	35,000
TOTAL			\$ 237,611	\$ 535,617	\$ 682,403	\$ 1,104,159

REVENUES MONITORED BY THIS PROGRAM

Franchise - Garbage	101	4123	\$ 1,538,048	\$ 1,629,248	\$ 1,602,000	\$ 1,602,000
Engineering & Subdivision Filing Fees	101	4722	257,168	344,504	225,000	300,000
Environmental Programs - Transfers-In	101	6899	192,500	487,402	505,605	514,954
Lighting & Landscaping District - Trsfs. In	101	6899	-	-	-	35,000
Community Facilities District #2	101	6899	-	-	-	2,664
TOTAL			\$ 1,987,716	\$ 2,461,154	\$ 2,332,605	\$ 2,454,618

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services Summary
PROGRAM: PUBLIC WORKS - LAND DEVELOPMENT/ENVIRONMENTAL PROGRAMS

EXHIBIT B
101.740

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.740.7001 Personnel - Regular	\$ 112,945	\$ 125,353	\$ 155,868	\$ 427,379
101.740.7002 Personnel - Temporary	2,360	9,501	15,080	15,080
101.740.7003 Personnel - Overtime	837	1,037	-	-
101.740.7005 Personnel - POST	-	-	-	-
101.740.7103 Personnel - Holiday Pay	-	-	-	-
101.740.7104 Meal Allowance	-	-	-	-
101.740.7105 Uniform Allowance	150	150	225	300
101.740.7106 Retirement	16,346	17,983	25,345	73,398
101.740.7107 Dental Insurance	1,736	1,919	2,700	6,888
101.740.7108 Group Health Insurance	12,197	13,934	20,106	49,146
101.740.7109 Group Life Insurance	186	199	288	672
101.740.7110 Workers' Compensation Insurance	375	550	2,073	10,429
101.740.7111 Unemployment Insurance	-	-	-	-
101.740.7112 Group Disability Insurance	594	636	900	2,388
101.740.7113 Medicare	1,578	1,964	2,479	6,416
101.740.7114 Auto Allowance	-	-	-	1,440
101.740.7115 Cell Phone Allowance	-	-	-	540
101.740.7118 Other Benefit Pay	-	-	-	-
101.740.7120 Sick Leave Payoff	-	2,862	-	-
101.740.7121 Leave Balance Payout	-	3,946	-	-
101.740.7122 Deferred Compensation Contribution	1,300	1,418	1,950	4,160
101.740.7126 PARS 457 Retirement	31	124	196	196
101.740.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 150,635	\$ 181,576	\$ 227,210	\$ 598,432

**CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM: PUBLIC WORKS - LAND DEVELOPMENT/ENVIRONMENTAL PROGRAMS**

**EXHIBIT B-1
101.740**

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Associate Civil Engineer *	1.00	1.00	1.00	-	\$ -
Senior Civil Engineer **	-	-	-	1.00	139,942
Assistant Engineer ***	0.45	0.45	0.50	1.00	105,124
City Engineer **	-	-	-	0.50	78,957
Public Works Inspector **	-	-	-	1.00	103,356
* Transferred 1.0 FTE Associate Engineer to Program 730 in FY 15. ** Moved from Program 730 *** Moved 0.50 FTE from Program 720 in FY 15					
TOTAL	1.45	1.45	1.50	3.50	\$ 427,379

Temporary Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Engineering Assistant (Intern)	0.25	0.50	0.50	0.50	\$ 15,080
TOTAL	0.25	0.50	0.50	0.50	\$ 15,080

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM: PUBLIC WORKS - LAND DEVELOPMENT/ENVIRONMENTAL PROGRAMS

EXHIBIT C
101.740

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.740.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.740.7421 Communications - Phones	-	-	-	-
101.740.7422 Advertising	-	-	-	-
101.740.7423 Clothing and Personal Expense	-	-	200	200
101.740.7424 Office Expense	-	-	-	-
101.740.7425 Minor Tools & Equipment	-	-	-	-
101.740.7427 Special Departmental Expense	578	735	17,000	12,600
101.740.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.740.7429 Maintenance & Operation of Equipment	-	-	-	-
101.740.7430 Professional & Specialized Services	54,773	306,953	376,902	423,539
101.740.7431 Promotional Expense	-	-	-	-
101.740.7432 Other Contractual Services	17,321	32,607	46,000	48,915
101.740.7433 Insurance and Surety Bonds	-	-	-	-
101.740.7434 Memberships, Dues, Books	188	(63)	500	1,585
101.740.7435 Professional Development & Meetings	-	-	-	1,500
101.740.7437 Staff Development	100	-	-	1,000
101.740.7438 Other Charges	-	-	-	-
101.740.7441 Special Community Services	-	-	-	-
101.740.7442 Insurance Claims Expense	-	-	-	-
101.740.7548 User Charges - Photocopy/Fax	-	-	-	-
101.740.7549 User Charges - Communications Pool	-	-	-	-
101.740.7550 User Charges - Motor Pool	5,301	4,619	4,842	4,972
101.740.7551 User Charges - IT Pool	8,715	9,190	9,749	11,416
101.740.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 86,976	\$ 354,041	\$ 455,193	\$ 505,727

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: PUBLIC WORKS - LAND DEVELOPMENT/ENVIRONMENTAL PROGRAMS

EXHIBIT C-1
101.740

Description	14/15 Adopted
<u>7423 CLOTHING & PERSONAL EXPENSE</u>	
Safety Clothing	\$ 200
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Lighting & Landscape District (LLD) - Data Processing (Santa Clara County)	1,200
Public Awareness Campaign - Stormwater **	10,000
Public Education Material	800
County Recorder Fees	400
Employee Recognition	200
	12,600
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Supplemental Land Development Engineering Services	60,000
West Valley Clean Water Program **	279,376
West Valley Solid Waste Management Authority **	47,163
LLA Management Services	5,000
CFD #2 Management Services	2,000
Alleyway Study & Assessment *	30,000
	423,539
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Household Hazardous Waste Supplemental Services **	23,915
Storm Drain Cleaning (West Valley Sanitation District) **	25,000
	48,915
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books & Subscriptions	500
Dues / Registration	1,085
	1,585
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles	4,972
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	1,500
<u>7437 STAFF DEVELOPMENT</u>	1,000
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	11,416
* Funded by CIPR	
** Funded by Environmental Services Program (715)	
TOTAL	\$ 505,727

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

WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Manage and Implement Service Yard Improvements based on Robson Development Agreement
- Develop an RFP to select a consultant to develop an energy savings implementation plan and identify citywide energy efficient projects
- Develop cost sharing policy regarding sidewalk and street tree replacement

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM: PUBLIC WORKS - MAINTENANCE ADMINISTRATION**

**EXHIBIT A
101.745**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 326,112	\$ 329,480	\$ 371,972	\$ 392,096
Supplies, Services & Capital Outlay (Exhibit C)	40,771	42,305	53,314	58,975
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	366,883	371,785	425,286	451,071
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 366,883	\$ 371,785	\$ 425,286	\$ 451,071

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 231,383	\$ 269,285	\$ 322,786	\$ 348,571
Lighting & Landscaping District (LLA-1)	207	9899	10,000	10,000	10,000	10,000
Environmental Programs *	209	9899	57,500	57,500	57,500	57,500
Motor Vehicle Pool	641	9899	35,000	35,000	35,000	35,000
LID Reserve	101	6090	33,000	-	-	-
* Includes Beverage Container Grant Funds						
TOTAL			\$ 366,883	\$ 371,785	\$ 425,286	\$ 451,071

REVENUES MONITORED BY THIS PROGRAM

Lighting & Landscaping District - Trsfs.	101	6899	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Motor Vehicle Pool - Transfers In	101	6899	35,000	35,000	35,000	35,000
Environmental Programs Trsfs. In	101	6899	57,500	57,500	57,500	57,500
Shopping Cart Retrieval Fees	101	4390	63	-	-	-
TOTAL			\$ 102,563	\$ 102,500	\$ 102,500	\$ 102,500

CITY OF CAMPBELL OPERATING BUDGET - Employee Services Summary PROGRAM: PUBLIC WORKS - MAINTENANCE ADMINISTRATION				EXHIBIT B 101.745
Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.745.7001 Personnel - Regular	\$ 180,410	\$ 186,828	\$ 265,496	\$ 271,342
101.745.7002 Personnel - Temporary	57,353	62,301	6,200	13,000
101.745.7003 Personnel - Overtime	873	712	750	1,000
101.745.7005 Personnel - POST	-	-	-	-
101.745.7103 Personnel - Holiday Pay	-	-	-	-
101.745.7104 Meal Allowance	-	45	-	-
101.745.7105 Uniform Allowance	-	-	-	-
101.745.7106 Retirement	26,099	27,343	43,170	46,601
101.745.7107 Dental Insurance	4,325	4,585	5,400	5,904
101.745.7108 Group Health Insurance	29,126	31,716	38,932	40,706
101.745.7109 Group Life Insurance	448	477	576	576
101.745.7110 Workers' Compensation Insurance	1,338	1,231	1,795	2,683
101.745.7111 Unemployment Insurance	-	-	-	-
101.745.7112 Group Disability Insurance	1,487	1,631	1,992	1,992
101.745.7113 Medicare	3,886	3,985	3,940	4,123
101.745.7114 Auto Allowance	-	-	-	-
101.745.7115 Cell Phone Allowance	-	203	-	360
101.745.7118 Other Benefit Pay	(40)	3,537	-	-
101.745.7119 Social Security	-	-	-	-
101.745.7121 Leave Balance Payout	17,866	1,799	-	-
101.745.7122 Deferred Compensation Contribution	2,941	3,087	3,640	3,640
101.745.7126 PARS 457 Retirement	-	-	81	169
101.745.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 326,112	\$ 329,480	\$ 371,972	\$ 392,096

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM: PUBLIC WORKS - MAINTENANCE ADMINISTRATION

EXHIBIT B-1
101.745

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Public Works Superintendent	1.00	1.00	1.00	1.00	\$ 139,942
Office Specialist *	1.00	1.00	-	-	-
Office Assistant	0.90	0.90	0.90	0.90	54,232
Executive Assistant *	-	-	1.00	1.00	77,168
* Position reclassified in FY 13					
TOTAL	2.90	2.90	2.90	2.90	\$ 271,342

Temporary Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
GIS Intern	-	-	0.25	0.25	\$ 13,000
TOTAL	-	-	0.25	0.25	\$ 13,000

**CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM: PUBLIC WORKS - MAINTENANCE ADMINISTRATION**

**EXHIBIT C
101.745**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.745.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.745.7421 Communications - Phones	6,294	6,131	7,000	9,400
101.745.7422 Advertising	-	-	-	-
101.745.7423 Clothing and Personal Expense	-	-	-	-
101.745.7424 Office Expense	2,742	3,395	4,500	4,500
101.745.7425 Minor Tools & Equipment	-	-	-	-
101.745.7427 Special Departmental Expense	7,027	9,052	13,310	13,600
101.745.7428 Maintenance of Bldgs. Struct. & Grounds	115	-	-	-
101.745.7429 Maintenance & Operation of Equipment	-	-	-	-
101.745.7430 Professional & Specialized Services	-	-	-	-
101.745.7431 Promotional Expense	-	-	-	-
101.745.7432 Other Contractual Services	-	-	-	-
101.745.7433 Insurance and Surety Bonds	-	-	-	-
101.745.7434 Memberships, Dues, Books	1,500	290	850	850
101.745.7435 Professional Development & Meetings	3,095	3,662	6,700	7,000
101.745.7437 Staff Development	-	-	-	-
101.745.7438 Other Charges	-	-	-	-
101.745.7441 Special Community Services	-	-	-	-
101.745.7442 Insurance Claims Expense	-	-	-	-
101.745.7548 User Charges - Photocopy/Fax	-	-	-	-
101.745.7549 User Charges - Communications Pool	-	-	-	-
101.745.7550 User Charges - Motor Pool	6,925	5,992	6,332	6,502
101.745.7551 User Charges - IT Pool	13,073	13,783	14,622	17,123
101.745.7883 Improvements Other Than Buildings	-	-	-	-
101.745.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 40,771	\$ 42,305	\$ 53,314	\$ 58,975

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: PUBLIC WORKS - MAINTENANCE ADMINISTRATION

EXHIBIT C-1
101.745

Description	14/15 Adopted
<u>7421 COMMUNICATIONS - PHONES</u>	
Cellular Phones & Pager Rentals	\$ 9,400
<u>7424 OFFICE EXPENSE</u>	
Office Supplies, Forms, Diskettes, Etc.	4,500
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Alarm System, Furniture, Comcast Cable	4,600
Community Garage Sale Advertising, Publicity, Etc. (Recycling Map*)	3,000
Employee Recognition	1,000
Great American Litter Pick-Up *	5,000
	13,600
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books	165
Dues - Maintenance Superintendents Association; California Parks & Recreation Society;	
Arbor Day Foundation, American Public Works Associations, Etc.	685
	850
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	7,000
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles	6,502
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	17,123
* Funded from Environmental Services Fund (Beverage Recycling Grant)	
TOTAL	\$ 58,975

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

WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Oversee the installation of new gas pumps and implementation of the new Fleet Management Software – if CIP request is approved
- Complete acquisition and outfitting of scheduled fleet replacements including safety and maintenance vehicles and equipment

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	80% of preventative maintenance is completed on schedule.	90%	90%	90%
2	Public Safety vehicle availability is 85%.	95%	93%	90%

CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM: PW - VEHICLE & EQUIPMENT MAINTENANCE SERVICES

EXHIBIT A
641.750

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 267,356	\$ 296,618	\$ 286,854	\$ 323,921
Supplies, Services & Capital Outlay (Exhibit C)	723,128	618,909	864,273	946,638
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	990,484	915,527	1,151,127	1,270,559
Transfers Out (Exhibit E)	45,000	45,000	45,000	45,000
APPROPRIATION TOTAL	\$ 1,035,484	\$ 960,527	\$ 1,196,127	\$ 1,315,559

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Motor Pool Rev.	641	Misc.	\$ 875,984	\$ 802,027	\$ 949,678	\$ 974,678
Motor Pool - Beg. Fund Balance *	641	6090	159,500	158,500	285,600	305,000
General Fund - CIPR **	101	9899	-	-	45,000	102,000
* Replacement Equipment						
** New Equipment						
TOTAL			\$ 1,035,484	\$ 960,527	\$ 1,280,278	\$ 1,381,678

REVENUES MONITORED BY THIS PROGRAM

Sale of Property	641	4960	\$ 8,231	\$ 12,050	\$ 8,500	\$ 8,500
Insurance Claims Refunds	641	4962	9,268	84,872	10,000	10,000
Motor Pool	641	5101	856,178	882,375	931,178	956,178
General Fund - CIPR	101	6899	-	-	45,000	102,000
Other Revenue	101	4965	-	3,171	-	-

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services Summary
PROGRAM: PW - VEHICLE & EQUIPMENT MAINTENANCE SERVICES

EXHIBIT B
641.750

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
641.750.7001 Personnel - Regular	\$ 175,819	\$ 206,435	\$ 190,204	\$ 211,508
641.750.7002 Personnel - Temporary	3,650	-	-	-
641.750.7003 Personnel - Overtime	468	378	500	500
641.750.7005 Personnel - POST	-	-	-	-
641.750.7103 Personnel - Holiday Pay	-	-	-	-
641.750.7104 Meal Allowance	-	-	-	-
641.750.7105 Uniform Allowance	890	900	900	990
641.750.7106 Retirement	24,986	27,669	30,928	36,325
641.750.7107 Dental Insurance	5,053	5,204	5,220	5,220
641.750.7108 Group Health Insurance	41,819	44,389	46,170	52,470
641.750.7109 Group Life Insurance	558	558	576	576
641.750.7110 Workers' Compensation Insurance	6,382	6,631	5,878	9,675
641.750.7111 Unemployment Insurance	-	-	-	-
641.750.7112 Group Disability Insurance	1,494	1,517	1,800	1,800
641.750.7113 Medicare	3,029	3,304	2,758	3,067
641.750.7114 Auto Allowance	-	-	-	-
641.750.7115 Cell Phone Allowance	360	367	360	360
641.750.7118 Other Benefit Pay	1,531	(2,059)	-	-
641.750.7119 Social Security	-	-	-	-
641.750.7121 Leave Balance Payout	-	-	-	-
641.750.7122 Deferred Compensation Contribution	1,270	1,325	1,560	1,430
641.750.7126 PARS 457 Retirement	47	-	-	-
641.750.7123 Voluntary Separation Payout	-	-	-	-
TOTAL	\$ 267,356	\$ 296,618	\$ 286,854	\$ 323,921

EXHIBIT B-1
641.750

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00	\$ 96,492
Mechanic I / II	1.50	1.50	1.50	1.75	115,016
TOTAL	2.50	2.50	2.50	2.75	\$ 211,508

Temporary Personnel	Full-Time Equivalents (FTE's)					14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted		
TOTAL	-	-	-	-	\$	-

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM: PW - VEHICLE & EQUIPMENT MAINTENANCE SERVICES

EXHIBIT C
641.750

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
641.750.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
641.750.7421 Communications - Phones	-	-	-	-
641.750.7422 Advertising	-	-	-	-
641.750.7423 Clothing and Personal Expense	2,534	2,081	2,500	2,900
641.750.7424 Office Expense	-	-	-	-
641.750.7425 Minor Tools & Equipment	1,655	2,844	2,480	2,480
641.750.7426 Gasoline & Diesel	175,550	171,973	195,700	190,000
641.750.7427 Special Departmental Expense	1,124	1,852	3,450	3,450
641.750.7428 Maintenance of Bldgs. Struct. & Grounds	574	1,742	500	500
641.750.7429 Maintenance & Operation of Equipment	148,540	151,261	152,445	156,400
641.750.7430 Professional & Specialized Services	9,072	3,063	8,500	8,500
641.750.7431 Promotional Expense	-	-	-	-
641.750.7432 Other Contractual Services	-	-	-	-
641.750.7434 Memberships, Dues, Books	323	125	400	400
641.750.7435 Professional Development & Meetings	-	-	-	-
641.750.7437 Staff Development	-	-	-	-
641.750.7442 Insurance Claims Expense	-	-	-	-
641.750.7444 Depreciation	174,337	117,015	-	-
641.750.7451 Loss on Sale of Equipment	-	-	-	-
641.750.7548 User Charges - Photocopy/Fax	-	-	-	-
641.750.7549 User Charges - Communications Pool	-	-	-	-
641.750.7550 User Charges - Motor Pool	161,487	140,284	148,201	152,176
641.750.7551 User Charges - IT Pool	13,073	18,378	19,497	22,832
641.750.7665 Donation Expenditure	-	-	-	-
641.750.7884 Machinery & Equipment	34,859	8,291	330,600	407,000
TOTAL	\$ 723,128	\$ 618,909	\$ 864,273	\$ 946,638

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: PW - VEHICLE & EQUIPMENT MAINTENANCE SERVICES

EXHIBIT C-1
641.750
Page 1

Description	14/15 Adopted
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>	
Damage to Clothing & Personal Property	
Uniform/Laundry Service	\$ 2,900
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Special Automotive Hand Tools and Diagnostic Software	2,480
<u>7426 GASOLINE & DIESEL FUEL</u>	
Fuel, Oil, Etc.	190,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Shop Alarm System Charges, Rental of Back-up Equipment, 3 Storage Cabinets, Etc.	1,500
Storage Cabinets (Three)	1,950
	3,450
<u>7428 MAINTENANCE OF BUILDINGS, STRUCTURES & GROUNDS</u>	
Shop Equipment Repair & Fuel Island Repair	500
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Commercial Repairs, Painting, Bodywork, Etc.. (Including Reimbursable Repairs to	115,000
Damaged Property)	
Compressor Maintenance	1,400
Miscellaneous Parts	40,000
	156,400
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Certified Underground Storage Tank and Liner Inspections	3,500
Fuel Storage Tank Testing, Emergency Repairs, BAAQMD Testing	5,000
	8,500
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books - Shop Manuals, etc.	370
Dues - Public Fleet Supervisors Association	30
	400
<u>7444 DEPRECIATION</u>	
Depreciation of Equipment	
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles & Other Non-Highway Equipment	152,176
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	22,832
SUB - TOTAL	\$ 539,638

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: PW - VEHICLE & EQUIPMENT MAINTENANCE SERVICES

EXHIBIT C-1
641.750
Page 2

Description	14/15 Adopted
<u>7884 MACHINERY AND EQUIPMENT</u>	
<u>Replacement *</u>	
1300 Series (2 Units -- #1342 - \$42,000 & #1344 -- \$42,000 - Police Marked Vehicles)	\$ 84,000
<u>2000 Series (2 Units)</u>	
#2062 - Parks Service Truck	38,000
<u>3000 Series (Heavy Duty Trucks):</u>	
#3017 - Parks Service Truck	35,000
<u>5000 Series (Heavy Equipment):</u>	
#5049 - Streets Transporter Trailer	8,500
#5056 - Streets Power Washer	8,000
#5061 - Asphalt Vibratory Roller	45,000
#5071 - Street Paint Striper	14,000
#5080 - Traffic Message Board	20,000
#5053 - Parks Mower	17,500
#5058 - Parks Mower	17,500
#5086 - Parks Mower	17,500
<u>New Equipment **</u>	
<u>2000 Series (Light Duty Trucks)</u>	
Unit 0000 - Facilities Service Truck	40,000
<u>5000 Series (Heavy Equipment):</u>	
Unit 0000 - Streets Enclosed Trailer	6,500
Unit 0000 - Mustang Breaker Attachment	13,000
Unit 0000 - Street Generator	3,000
Unit 0000 - Streets Jumping Jack Compactor	3,000
Unit 0000 - Parks Aerator	2,500
Unit 0000 - Parks Utility Cart	20,000
Unit 0000 - Dump Bed Insert (2)	14,000
TOTAL	\$ 946,638

* Funded from Motor Pool Beginning Fund Balance

** Funded from CIPR

CITY OF CAMPBELL
OPERATING BUDGET - Transfers Detail
PROGRAM: PW - VEHICLE & EQUIPMENT MAINTENANCE SERVICES

EXHIBIT E
641.750

Account Description	14/15 Adopted
<u>9899 TRANSFERS OUT</u>	
Public Works Maintenance Administration - # 101.745	\$ 35,000
Public Works Administration - # 101.701	-
Finance Department - # 101.535	10,000
TOTAL TRANSFERS OUT	\$ 45,000

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

WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Initiate data collection of street sign inventory and assessment
- Develop official Standard Operating Practices and Procedures for Homeless Encampment clean-ups

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	95% of emergency call-outs responded to within two hours.	95%	96%	100%
2	90% of sidewalk repair requests are inspected and marked within five working days.	95%	95%	96%
3	80% of traffic work orders completed within 20 days.	90%	95.8%	90%

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM: PUBLIC WORKS - STREET MAINTENANCE**

**EXHIBIT A
204.760**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 640,382	\$ 661,588	\$ 756,217	\$ 795,041
Supplies, Services & Capital Outlay (Exhibit C)	329,807	362,503	505,899	595,979
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	970,189	1,024,091	1,262,116	1,391,020
Transfers Out (Exhibit E)	240,885	250,529	284,284	78,880
APPROPRIATION TOTAL	\$ 1,211,074	\$ 1,274,620	\$ 1,546,400	\$ 1,469,900

FUNDING SOURCE(s)						
Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Gas Tax Revenues	204	Misc.	\$ 905,465	\$ 951,320	\$ 1,193,100	\$ 1,030,600
Lighting & Landscaping Dist.	207	9899	46,300	46,300	46,300	46,300
Environmental Programs	209	9899	259,000	277,000	297,000	393,000
Federal Aid Urban	211	9899	309	-	-	-
Community Facilities District #1	236	9899	-	-	10,000	-
TOTAL			\$ 1,211,074	\$ 1,274,620	\$ 1,546,400	\$ 1,469,900

REVENUES MONITORED BY THIS PROGRAM						
Gas Tax - 2105	204	4510	\$ 185,914	\$ 176,790	\$ 190,800	\$ 196,300
Gas Tax - 2106	204	4511	137,869	141,464	131,300	157,500
Gas Tax - 2107	204	4512	266,849	289,695	284,200	241,200
Gas Tax - 2107.5	204	4513	6,000	6,000	6,000	6,000
Rev & Tax Code 7360-Gas Excise Tax	204	4516	549,452	321,007	578,300	427,100
Metal Recycling Revenue	204	4965	-	-	2,500	2,500
Other Revenue	204	4965	1,695	2,185	-	-
Interest Revenue	204	4410	12,333	10,299	-	-
Lighting & Landscaping Dist. - Tsfrs.	204	6899	46,300	46,300	46,300	46,300
Environmental Services - Transfers In	204	6899	259,000	277,000	297,000	393,000
Federal Aid Urban - Transfers In	204	6899	309	-	-	-
Community Facilities District #1	204	6899	-	-	10,000	-
Street Impact Fee-Solid Waste*	204	4732	231,507	225,000	225,000	225,000
Street Impact Fee-Construction Permits*	204	4731	127,022	129,509	105,000	140,000
* Funds Street Maint. Capital Projects						
TOTAL			\$ 1,824,250	\$ 1,625,249	\$ 1,876,400	\$ 1,834,900

CITY OF CAMPBELL OPERATING BUDGET - Employee Services Summary PROGRAM: PUBLIC WORKS - STREET MAINTENANCE				EXHIBIT B 204.760
Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
204.760.7001 Personnel - Regular	\$ 388,570	\$ 366,693	\$ 468,494	\$ 484,930
204.760.7002 Personnel - Temporary	14,310	38,450	18,000	20,000
204.760.7003 Personnel - Overtime	13,317	12,460	14,000	14,000
204.760.7005 Personnel - POST	-	-	-	-
204.760.7103 Personnel - Holiday Pay	-	-	-	-
204.760.7104 Meal Allowance	-	-	-	-
204.760.7105 Uniform Allowance	5,250	4,659	5,250	5,250
204.760.7106 Retirement	57,096	55,517	76,176	83,283
204.760.7107 Dental Insurance	11,789	10,832	12,180	12,408
204.760.7108 Group Health Insurance	119,898	110,270	129,276	133,560
204.760.7109 Group Life Insurance	1,302	1,116	1,344	1,344
204.760.7110 Workers' Compensation Insurance	14,092	14,351	16,370	24,484
204.760.7111 Unemployment Insurance	-	-	-	-
204.760.7112 Group Disability Insurance	4,158	3,564	4,200	4,200
204.760.7113 Medicare	5,155	5,936	7,053	7,322
204.760.7114 Auto Allowance	-	-	-	-
204.760.7115 Cell Phone Allowance	-	-	-	360
204.760.7118 Other Benefit Pay	706	13,204	-	-
204.760.7120 Sick Leave Payoff	-	211	-	-
204.760.7121 Leave Balance Payout	910	20,543	-	-
204.760.7122 Deferred Compensation Contribution	3,640	3,319	3,640	3,640
204.760.7126 PARS 457 Retirement	189	463	234	260
204.760.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 640,382	\$ 661,588	\$ 756,217	\$ 795,041

EXHIBIT B-1
204.760

Temporary Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Temporary Labor *	0.25	0.25	0.48	0.48	\$ 20,000
* Funded from Environmental Services Fund 209 for heavy leaf pickup.					
TOTAL	0.25	0.25	0.48	0.48	\$ 20,000

**CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM: PUBLIC WORKS - STREET MAINTENANCE**

**EXHIBIT C
204.760**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
204.760.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
204.760.7421 Communications - Phones	-	-	-	-
204.760.7422 Advertising	-	-	-	-
204.760.7423 Clothing and Personal Expense	-	1,220	810	850
204.760.7424 Office Expense	-	-	-	-
204.760.7425 Minor Tools & Equipment	573	1,210	1,000	1,000
204.760.7427 Special Departmental Expense	-	222	-	-
204.760.7428 Maintenance of Bldgs. Struct. & Grounds	75,295	83,239	90,185	93,000
204.760.7429 Maintenance & Operation of Equipment	-	-	500	750
204.760.7430 Professional & Specialized Services	1,842	2,000	2,040	2,100
204.760.7431 Promotional Expense	-	-	-	-
204.760.7432 Other Contractual Services	116,924	100,123	226,750	308,000
204.760.7433 Insurance and Surety Bonds	-	-	-	-
204.760.7434 Memberships, Dues, Books	-	-	385	400
204.760.7435 Professional Development & Meetings	-	-	-	-
204.760.7437 Staff Development	-	180	-	-
204.760.7438 Other Charges	-	-	-	-
204.760.7441 Special Community Services	-	-	-	-
204.760.7442 Insurance Claims Expense	-	-	-	-
204.760.7548 User Charges - Photocopy/Fax	-	-	-	-
204.760.7549 User Charges - Communications Pool	-	-	-	-
204.760.7550 User Charges - Motor Pool	130,815	169,715	179,355	184,171
204.760.7551 User Charges - IT Pool	4,358	4,594	4,874	5,708
204.760.7883 Improvements Other Than Building	-	-	-	-
204.760.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 329,807	\$ 362,503	\$ 505,899	\$ 595,979

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Detail PROGRAM: PUBLIC WORKS - STREET MAINTENANCE		EXHIBIT C-1 204.760
Description	14/15 Adopted	
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>		
Damage to Clothing, Rain Gear Replacement, Temporary Labor Uniforms, Etc.	\$ 850	
<u>7425 MINOR TOOLS & EQUIPMENT</u>		
Miscellaneous Small Tools & Equipment	1,000	
<u>7428 MAINTENANCE OF BLDGS., STRUCTURES & GROUNDS</u>		
Asphalt, Crack Sealant, Traffic Paint, Signs, Metal/Wood Posts, Barricades, Etc.	83,000	
Non-Point Source DI (No Dumping to Bay) Signage (Mandated by 2012)	5,000	
Rental of Equipment	5,000	
	93,000	
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>		
Miscellaneous Equipment Repair: Sign Applicator, Drill Breaker, Paint Shaker, Compressors, Etc.	750	
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>		
Annual Street Report Preparation	2,100	
<u>7432 OTHER CONTRACTUAL SERVICES</u>		
Centerline Striping and Thermoplastic	30,000	
Downtown Sidewalk and Trash Receptacle Cleaning	10,000	
Emergency and/or Specialized Street Repairs / Traffic Work Orders	10,000	
Miscellaneous Storm Drain Repairs *	20,000	
Parking Lot & Garage Sweeping & Cleaning *	10,000	
Sidewalk Curb / Gutter Repair (Emergencies)	30,000	
Storm Drain Filter & Interceptor Cleaning *	6,000	
Street Sweeping *	120,000	
Waste Oil / Paint Hauling	2,000	
Weekend Service - Downtown Litter Cars *	20,000	
Street Sweeping Signage / Clearance Trimming *	30,000	
Trash Capture Devices *	20,000	
	308,000	
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>		
Books & Training Videos & Dues	400	
<u>7550 USER CHARGES - MOTOR POOL</u>		
Use of City Vehicles & Other Non-Highway Equipment	184,171	
<u>7551 USER CHARGES - IT POOL</u>		
Use of Computer Hardware/Software; Phones & Photocopier/Fax	5,708	
* Funding from Environmental Programs		
TOTAL	\$ 595,979	

CITY OF CAMPBELL
OPERATING BUDGET - Transfers Detail
PROGRAM: PUBLIC WORKS - STREET MAINTENANCE

EXHIBIT E
204.760

Account Description	14/15 Adopted
<u>9899 TRANSFERS OUT - OPERATING</u>	
City Council for Congestion Management Association (CMA) Dues - # 101.501	\$ 52,300
Transportation Engineering Program - #101.720	26,580
Engineering Program - #101.730	-
TOTAL TRANSFERS OUT	\$ 78,880

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

WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Develop a maintenance schedule and budget proposal for the painting/replacement of traffic signal heads
- Assist in the conversion of street lights to LED fixtures as resources allow
- Oversee and coordinate the replacement of the portable building if the Service Yard Improvement Project (Robson Property) is approved
- Provide construction assistance in the installation of a new traffic signal at Harriet Avenue/ McCoy Avenue/ and San Tomas Aquino Road

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
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 days.	85%	88%	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 MAINTENANCE**

**EXHIBIT A
207.770**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 285,966	\$ 293,682	\$ 293,753	\$ 316,217
Supplies, Services & Capital Outlay (Exhibit C)	403,665	423,811	399,763	424,581
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	689,631	717,493	693,516	740,798
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 689,631	\$ 717,493	\$ 693,516	\$ 740,798

FUNDING SOURCE(s)						
Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Lighting & Landscape District (LLA-1)	207	Misc.	\$ -	\$ -	\$ -	\$ -
Campbell Municipal Lighting Dist.- Prop. Tax	207	4001-4582	574,010	530,020	586,016	632,298
USA Marking Fees	207	4701	4,950	7,050	-	-
Insurance Claims Refund	207	4962	529	-	5,000	5,000
Electric Vehicle Charging Stations	207	4709	-	-	-	18,000
Signal Maintenance Cost Sharing	207	4542	2,406	7,214	2,500	2,500
Redevelopment Prop Tax Trust Fund	207	4008	15,154	93,305	3,000	3,000
Property Tax Pass-Thru (RDA)	207	4007	92,582	79,904	97,000	80,000
TOTAL			\$ 689,631	\$ 717,493	\$ 693,516	\$ 740,798

REVENUES MONITORED BY THIS PROGRAM						
Campbell Municipal Lighting Dist. - Prop. Tax	207	4001-4582	\$ 686,927	\$ 677,949	\$ 680,000	\$ 690,000
USA Marking Fees	207	4701	4,950	7,050	-	-
Insurance Claims Refund	207	4962	529	-	5,000	5,000
CMLD Tax Share (RDA)	207	6899	-	-	-	-
Signal Maintenance Cost Sharing	207	4542	2,406	7,214	2,500	2,500
(Moved from 101.720 Prog)						
Redevelopment Prop Tax Trust Fund	207	4008	15,154	93,305	3,000	3,000
Property Tax Pass-Thru (RDA)	207	4007	92,582	79,904	97,000	80,000
Electric Vehicle Charging Stations	207	4709	-	-	-	18,000
TOTAL			\$ 802,548	\$ 865,422	\$ 787,500	\$ 798,500

CITY OF CAMPBELL
OPERATING BUDGET - Employee Services Summary
PROGRAM: PUBLIC WORKS - SIGNALS & LIGHTING MAINTENANCE

EXHIBIT B
207.770

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
207.770.7001				
Personnel - Regular	\$ 167,933	\$ 175,137	\$ 172,362	\$ 177,174
207.770.7002				
Personnel - Temporary	35,019	31,612	32,640	42,000
207.770.7003				
Personnel - Overtime	6,600	7,921	6,000	6,500
207.770.7005				
Personnel - POST	-	-	-	-
207.770.7103				
Personnel - Holiday Pay	-	-	-	-
207.770.7104				
Meal Allowance	-	9	-	-
207.770.7105				
Uniform Allowance	1,500	1,500	1,500	1,500
207.770.7106				
Retirement	24,559	25,347	28,026	30,428
207.770.7107				
Dental Insurance	3,368	3,469	3,480	3,480
207.770.7108				
Group Health Insurance	33,549	35,958	36,936	38,160
207.770.7109				
Group Life Insurance	372	372	384	384
207.770.7110				
Workers' Compensation Insurance	6,605	6,365	6,898	10,627
207.770.7111				
Unemployment Insurance			-	-
207.770.7112				
Group Disability Insurance	1,188	1,188	1,200	1,200
207.770.7113				
Medicare	3,420	3,330	2,863	3,178
207.770.7114				
Auto Allowance	-	-	-	-
207.770.7115				
Cell Phone Allowance	-	-	-	-
207.770.7118				
Other Benefit Pay	357	-	-	-
207.770.7119				
Social Security	-	-	-	-
207.770.7121				
Leave Balance Payout	-	-	-	-
207.770.7122				
Deferred Compensation Contribution	1,040	1,060	1,040	1,040
207.770.7126				
PARS 457 Retirement	456	414	424	546
207.770.7130				
Project Overhead Cost	-	-	-	-
TOTAL	\$ 285,966	\$ 293,682	\$ 293,753	\$ 316,217

EXHIBIT B-1
207.770

[illegible]

Temporary Personnel	Full-Time Equivalents (FTE's)				
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Temporary Lighting Assistant	0.77	0.77	0.77	0.96	\$ 42,000
TOTAL	0.77	0.77	0.77	0.96	\$ 42,000

**CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM: PUBLIC WORKS - SIGNALS & LIGHTING MAINTENANCE**

**EXHIBIT C
207.770**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
207.770.7420 Utilities - Electricity/Gas	\$ 235,418	\$ 267,259	\$ 220,504	\$ 220,504
207.770.7421 Communications - Phones	5,596	6,137	5,000	5,000
207.770.7422 Advertising	-	-	-	-
207.770.7423 Clothing and Personal Expense	236	65	350	600
207.770.7424 Office Expense	5,500		-	-
207.770.7425 Minor Tools & Equipment	864	605	1,000	1,000
207.770.7427 Special Departmental Expense	360	405	7,050	7,050
207.770.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
207.770.7429 Maintenance & Operation of Equipment	85,371	82,507	100,280	116,690
207.770.7430 Professional & Specialized Services	-	-	-	-
207.770.7431 Promotional Expense	-	-	-	-
207.770.7432 Other Contractual Services	-	1,100	-	-
207.770.7433 Insurance and Surety Bonds	-	-	-	-
207.770.7434 Memberships, Dues, Books	1,966	2,128	2,125	2,200
207.770.7435 Professional Development & Meetings	-	-	-	-
207.770.7437 Staff Development	-	-	-	-
207.770.7438 Other Charges	9,203	8,382	5,000	8,000
207.770.7441 Special Community Services	-	-	-	-
207.770.7442 Insurance Claims Expense	-	-	-	-
207.770.7548 User Charges - Photocopy/Fax	-	-	-	-
207.770.7549 User Charges - Communications Pool	-	-	-	-
207.770.7550 User Charges - Motor Pool	37,363	32,251	34,083	34,998
207.770.7551 User Charges - IT Pool	21,788	22,972	24,371	28,539
207.770.7883 Improvements Other Than Buildings	-	-	-	-
207.770.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 403,665	\$ 423,811	\$ 399,763	\$ 424,581

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: PUBLIC WORKS - SIGNALS & LIGHTING MAINTENANCE

EXHIBIT C-1
207.770
Page 1

Description	14/15 Adopted
<u>7420 UTILITIES - ELECTRICITY/GAS</u>	
Parks & Other Lighting	\$ 4,080
Street Lighting	173,349
Traffic Signals	43,075
	220,504
<u>7421 COMMUNICATIONS - PHONES</u>	
Controllers, Modem, Phone Lines, Etc.	5,000
<u>7423 CLOTHING & PERSONAL EXPENSE</u>	
Repair of Damaged Clothing; Staff Rain Gear; Safety Gear & Vests for Three	600
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Miscellaneous New Tools	1,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Downtown Tree Lighting and Banners	6,200
Trailer & Storage Unit Alarms	200
Underground Service Alert One Call System Fee (Required by Law)	650
	7,050
<u>7429 MAINTENANCE & OPERATIONS OF EQUIPMENT</u>	
Cost Share Agreement with the City of San Jose for Operation of Shared Signals	8,160
Cost Share Agreement with Santa Clara County for San Tomas Expressway Shared Signals	1,530
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)	87,000
Stolen Wire Replacement	5,000
Maintenance / Repair EV Charging Stations	6,000
	116,690
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books - National Electrical Manufacturers Association (NEMA) Manual; Elect. Code Updates	400
Dues - California Street Light Association;	1,500
International Municipal Signal Association (IMSA); Traffic Signal Association	300
	2,200
SUB - TOTAL	\$ 353,044

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: PUBLIC WORKS - SIGNALS & LIGHTING MAINTENANCE

EXHIBIT C-1
207.770
Page 2

Description	14/15 Adopted
<u>7438 OTHER CHARGES</u>	
Property Tax Administration Fees	\$ 8,000
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles & Other Non-Highway Equipment	34,998
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	28,539
TOTAL	\$ 424,581

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

WORKPLAN ITEMS FOR FISCAL YEAR 2014 – 2015

- Development of Park Asset Criteria and Prioritization Process (PRC)
- Complete inventory and condition assessments of Park assets
- Review and recommend improvements for the irrigation management system
- Review and recommend improvements for the Tree Management System
- Develop guidelines for water conservation and turf conversion (PRC)
- Update Tree Removal Process (PRC)

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	95% of emergency tree work is mitigated within one day.	100%	100%	100%
2	90% of landscaped medians, parks and civic grounds maintained at a rating of 3 (4 point scale/bi-annual survey).	100%	95%	85%

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM: PUBLIC WORKS - PARK MAINTENANCE**

**EXHIBIT A
207.775**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 1,304,234	\$ 1,413,701	\$ 1,401,177	\$ 1,542,466
Supplies, Services & Capital Outlay (Exhibit C)	629,356	691,450	699,262	752,509
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,933,590	2,105,151	2,100,439	2,294,975
Transfers Out (Exhibit E)	106,300	106,300	106,300	111,300
APPROPRIATION TOTAL	\$ 2,039,890	\$ 2,211,451	\$ 2,206,739	\$ 2,406,275

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Lighting & Landscaping Dist.	207	Misc.	\$ 1,142,866	\$ 1,141,256	\$ 1,142,000	\$ 1,142,000
General Fund	101	9899	731,607	822,860	915,755	1,056,953
Environmental Program	209	9899	45,000	45,000	45,000	45,000
General Fund (Tree In Lieu 101.701)	101	9899	7,500	-	-	-
Campbell Municipal Lighting District	207	4001-4582	112,917	147,929	93,984	57,702
ABAG Risk Mitigation Grant	212	9899	-	54,406	10,000	10,000
CFD #2	237	9899	-	-	-	9,620
Project Overhead Offset	207	4725	-	-	-	85,000
TOTAL			\$ 2,039,890	\$ 2,211,451	\$ 2,206,739	\$ 2,406,275

REVENUES MONITORED BY THIS PROGRAM

Lighting & Landscaping Assessment	207	5001	\$ 1,135,465	\$ 1,128,674	\$ 1,142,000	\$ 1,142,000
Donations - Parks	794	4818	7,401	-	-	-
Environmental Services - Transfers In	207	6899	45,000	45,000	45,000	45,000
General Fund - Transfers In	207	6899	731,607	822,860	915,755	1,056,953
Tree In-Lieu Fees	207	6899	7,500	-	-	-
ABAG Risk Mitigation Grant	207	6899	-	54,406	10,000	10,000
Cost Recovery	207	4701	-	2,127	-	-
CFD #2	207	6899	-	-	-	9,620
Project Overhead Offset	207	4725	-	-	-	85,000
TOTAL			\$ 1,926,973	\$ 2,053,067	\$ 2,112,755	\$ 2,348,573

**CITY OF CAMPBELL
OPERATING BUDGET - Employee Services Summary
PROGRAM: PUBLIC WORKS - PARK MAINTENANCE**

**EXHIBIT B
207.775**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
207.775.7001 Personnel - Regular	\$ 773,528	\$ 821,226	\$ 818,238	\$ 896,564
207.775.7002 Personnel - Temporary	85,794	120,247	106,735	102,000
207.775.7003 Personnel - Overtime	17,963	25,923	30,000	30,000
207.775.7005 Personnel - POST	-	-	-	-
207.775.7103 Personnel - Holiday Pay	-	-	-	-
207.775.7104 Meal Allowance	18	18	-	-
207.775.7105 Uniform Allowance	8,250	8,250	9,000	9,750
207.775.7106 Retirement	113,948	120,249	133,043	153,977
207.775.7107 Dental Insurance	20,263	20,861	20,880	22,620
207.775.7108 Group Health Insurance	199,310	208,005	221,616	248,040
207.775.7109 Group Life Insurance	2,232	2,231	2,304	2,496
207.775.7110 Workers' Compensation Insurance	31,568	33,555	31,123	46,653
207.775.7111 Unemployment Insurance	-	-	-	-
207.775.7112 Group Disability Insurance	7,270	7,308	7,200	7,800
207.775.7113 Medicare	14,612	16,221	13,409	14,480
207.775.7114 Auto Allowance	-	-	-	-
207.775.7118 Other Benefit Pay	5,787	3,473	-	-
207.775.7115 Cell Phone Allowance	-	-	-	-
207.775.7119 Social Security	-	-	-	-
207.775.7121 Leave Balance Payout	15,801	17,737	-	-
207.775.7122 Deferred Compensation Contribution	6,756	6,890	6,240	6,760
207.775.7126 PARS 457 Retirement	1,134	1,507	1,389	1,326
207.775.7130 Project Overhead Cost				
TOTAL	\$ 1,304,234	\$ 1,413,701	\$ 1,401,177	\$ 1,542,466

CITY OF CAMPBELL
OPERATING BUDGET - Personnel Allocation
PROGRAM: PUBLIC WORKS - PARK MAINTENANCE

EXHIBIT B-1
207.775

Permanent Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Park Maintenance Supervisor	1.00	1.00	1.00	1.00	\$ 105,998
Park Maintenance Lead Worker	2.00	2.00	2.00	3.00	215,854
Park Maintenance Worker I / II *	9.00	9.00	9.00	8.00	522,712
Park Maintenance Worker I / II **	-	-	-	1.00	52,000
* Flexible Staffing: One - Park Maintenance Worker I Eight - Park Maintenance Worker II ** Limited Term (1 Year)					
TOTAL	12.00	12.00	12.00	13.00	\$ 896,564

Temporary Personnel	Full-Time Equivalents (FTE's)				14/15 Adopted
	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted	
Temporary Labor	2.50	2.50	2.75	2.75	\$ 102,000
Weekend Work Furlough Supervisor	0.20	-	0.20	-	-
Weekend Park Maintenance	-	0.20	0.20	-	-
TOTAL	2.70	2.70	3.15	2.75	\$ 102,000

**CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM: PUBLIC WORKS - PARK MAINTENANCE**

**EXHIBIT C
207.775**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
207.775.7420 Utilities - Electricity/Gas/Water	\$ 206,646	\$ 237,152	\$ 210,000	\$ 230,000
207.775.7421 Communications - Phones	2,428	2,285	3,000	3,000
207.775.7423 Clothing and Personal Expense	364	1,150	1,625	1,800
207.775.7424 Office Expense	-	-	-	-
207.775.7425 Minor Tools & Equipment	4,850	9,453	4,500	4,500
207.775.7427 Special Departmental Expense	4,720	4,145	5,000	5,000
207.775.7428 Maintenance of Bldgs. Struct. & Grounds	153,604	159,266	165,490	173,000
207.775.7429 Maintenance & Operation of Equipment	2,950	1,490	2,000	4,000
207.775.7430 Professional & Specialized Services	746	521	2,000	5,000
207.775.7431 Promotional Expense	-	-	-	-
207.775.7432 Other Contractual Services	105,175	119,718	140,000	154,000
207.775.7433 Insurance and Surety Bonds	-	-	-	-
207.775.7434 Memberships, Dues, Books	720	390	725	750
207.775.7435 Professional Development & Meetings	700	-	-	-
207.775.7437 Staff Development	-	(125)	-	-
207.775.7438 Other Charges	-	-	-	-
207.775.7442 Insurance Claims Expense	-	-	-	-
207.775.7548 User Charges - Photocopy/Fax	-	-	-	-
207.775.7549 User Charges - Communications Pool	-	-	-	-
207.775.7550 User Charges - Motor Pool	133,380	142,222	150,300	154,336
207.775.7551 User Charges - IT Pool	13,073	13,783	14,622	17,123
207.775.7883 Improvements Other than Buildings	-	-	-	-
207.775.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 629,356	\$ 691,450	\$ 699,262	\$ 752,509

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: PUBLIC WORKS - PARK MAINTENANCE

EXHIBIT C-1
207.775
Page 1

Description	14/15 Adopted
<u>7420 UTILITIES</u>	
San Jose Water; Pacific Gas & Electric; West Valley Sanitation District	\$ 230,000
<u>7421 COMMUNICATIONS</u>	
Irrigation Controller Phone Charges	3,000
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>	
Damage to Personal Clothing; Rain Gear & Glove Replacement; Temporary Labor Uniforms	1,800
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Shovels, Rakes, Small Hand Tools (Pliers, Screwdrivers, Etc.)	4,500
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
City-Wide - Special Projects / Volunteer Support	5,000
<u>7428 MAINTENANCE OF BUILDINGS, STRUCTURES & GROUNDS</u>	
Backflow Maintenance & Replacements	12,000
Chemicals, Fertilizer, Seed, Ground Cover, Sod, Shrubs, Trees, Fibar	
Sand, Compost and Granite Gold Fines, Etc.	85,000
Equipment Rental	3,000
Maintenance of Park Furniture, Playground Equip., Irrigation, Fences, Pumps, Electrical, Plumbing, Etc.	60,000
Pest Control	10,000
Small Power Equipment	3,000
	173,000
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Alarms	2,000
Landscaping Equipment Maintenance & Repairs	2,000
	4,000
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Arborist Consulting and Other Park Consultant Services	5,000
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Downtown Tree Maintenance	4,000
Median Island Landscape Maintenance	10,000
Scheduled Tree Pruning and Street Tree Maintenance (Including Tree Grates) *	100,000
Tree Replacement Program	10,000
Emergency Tree Work	20,000
Community Facilities District #2 Maintenance	10,000
	154,000
* Partially funded by ABAG Risk Mitigation Grant.	
SUB - TOTAL	\$ 580,300

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: PUBLIC WORKS - PARK MAINTENANCE

EXHIBIT C-1
207.775
Page 2

Description	14/15 Adopted
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books & Subscriptions	\$ 200
Dues - National Park & Recreation Association; International Arborist Association; Park & Recreation Society; Landscape Supervisors Forum	550
	750
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles & Other Non-Highway Equipment & Tools	154,336
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	17,123
TOTAL	\$ 752,509

CITY OF CAMPBELL
OPERATING BUDGET - Transfers Detail
PROGRAM: PUBLIC WORKS - PARK MAINTENANCE

EXHIBIT E
207.775

Account Description	14/15 Adopted
<u>9899 TRANSFERS OUT - OPERATING</u>	
Administrative Cost Allocation - Non-Departmental # 101.540	\$ 10,000
General Departmental Administration # 101.701	10,000
Land Development # 101.740	35,000
Maintenance Administration # 101.745	10,000
Street Maintenance - Sidewalk Repair # 204.760	46,300
TOTAL TRANSFERS OUT	\$ 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 WORKPLAN ITEMS FOR FISCAL YEAR 2014 - 2015

- Manage the re-painting of the Campbell Library (Exterior)
- Deliver refresh projects for City Hall
- Review and evaluate all facility roofs and create a maintenance and replacement schedule

PERFORMANCE OUTCOMES

	Measure	FY 12	FY 13	FY 14
1	Cost per square foot to maintain City buildings	\$3.43	\$3.53	\$4.36
2	50 % of work orders are completed within three working days.	87%	88%	79%

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM: PUBLIC WORKS - BUILDING MAINTENANCE**

**EXHIBIT A
101.780**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 447,787	\$ 501,581	\$ 489,963	\$ 539,833
Supplies, Services & Capital Outlay (Exhibit C)	627,275	693,908	930,855	950,866
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,075,062	1,195,489	1,420,818	1,490,699
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 1,075,062	\$ 1,195,489	\$ 1,420,818	\$ 1,490,699

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
General Fund Revenues	101	Misc.	\$ 1,075,062	\$ 1,175,489	\$ 1,405,818	\$ 1,475,699
Environmental Services	209	9899	-	15,000	15,000	15,000
Santa Clara County Grant	212	9899	-	5,000	-	-
TOTAL			\$ 1,075,062	\$ 1,195,489	\$ 1,420,818	\$ 1,490,699

REVENUES MONITORED BY THIS PROGRAM

Environmental Services - Transfers In	101	6899	\$ -	\$ 15,000	\$ 15,000	\$ 15,000
Cost Recovery	101	4701	1,330	431	-	-
Santa Clara County Grant *	101	6899	-	5,000	-	-
* Hydra Stations at the Community Center.						
TOTAL			\$ 1,330	\$ 20,431	\$ 15,000	\$ 15,000

CITY OF CAMPBELL OPERATING BUDGET - Employee Services Summary PROGRAM: PUBLIC WORKS - BUILDING MAINTENANCE				EXHIBIT B 101.780
Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.780.7001 Personnel - Regular	\$ 314,614	\$ 305,480	\$ 315,946	\$ 304,968
101.780.7002 Personnel - Temporary	-	24,867	32,000	80,000
101.780.7003 Personnel - Overtime	1,028	2,481	2,500	2,500
101.780.7005 Personnel - POST	-	-	-	-
101.780.7103 Personnel - Holiday Pay	-	-	-	-
101.780.7104 Meal Allowance	-	-	-	-
101.780.7105 Uniform Allowance	1,500	1,800	1,800	2,400
101.780.7106 Retirement	45,939	44,880	51,373	52,374
101.780.7107 Dental Insurance	6,926	7,151	7,200	7,872
101.780.7108 Group Health Insurance	48,681	51,628	53,676	56,064
101.780.7109 Group Life Insurance	742	728	768	768
101.780.7110 Workers' Compensation Insurance	7,725	8,660	11,708	18,666
101.780.7111 Unemployment Insurance	-	-	-	-
101.780.7112 Group Disability Insurance	2,579	2,507	2,592	2,400
101.780.7113 Medicare	3,586	4,258	5,044	5,581
101.780.7114 Auto Allowance	-	6,742	-	-
101.780.7115 Cell Phone Allowance	-	-	-	-
101.780.7118 Other Benefit Pay	1,322	-	-	-
101.780.7120 Sick Leave Payoff	-	473	-	-
101.780.7121 Leave Balance Payout	8,216	34,593	-	-
101.780.7122 Deferred Compensation Contribution	4,929	5,006	4,940	5,200
101.780.7126 PARS 457 Retirement	-	327	416	1,040
101.780.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 447,787	\$ 501,581	\$ 489,963	\$ 539,833

EXHIBIT B-1
101.780

* Position Reclassified as Building Maintenance Supervisor

TOTAL

**CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Summary
PROGRAM: PUBLIC WORKS - BUILDING MAINTENANCE**

**EXHIBIT C
101.780**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
101.780.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ 111,000	\$ 111,000
101.780.7421 Communications - Phones	3,380	4,059	5,920	3,520
101.780.7422 Advertising	-	496	-	-
101.780.7423 Clothing and Personal Expense	-	-	900	900
101.780.7424 Office Expense	728	861	-	-
101.780.7425 Minor Tools & Equipment	1,289	1,004	1,250	1,250
101.780.7427 Special Departmental Expense	85,366	86,302	90,950	92,000
101.780.7428 Maintenance of Bldgs. Struct. & Grounds	168,707	209,498	302,800	310,430
101.780.7429 Maintenance & Operation of Equipment	58,667	81,163	86,500	88,500
101.780.7430 Professional & Specialized Services	-	-	500	500
101.780.7431 Promotional Expense	-	-	-	-
101.780.7432 Other Contractual Services	271,213	276,010	294,265	301,500
101.780.7433 Insurance and Surety Bonds	-	-	-	-
101.780.7434 Memberships, Dues, Books	-	-	200	200
101.780.7435 Professional Development & Meetings	-	-	-	-
101.780.7437 Staff Development	-	-	-	-
101.780.7442 Insurance Claims Expense	-	-	-	-
101.780.7444 Depreciation	-	-	-	-
101.780.7548 User Charges - Photocopy/Fax	-	-	-	-
101.780.7549 User Charges - Communications Pool	-	-	-	-
101.780.7550 User Charges - Motor Pool	11,780	11,543	12,199	12,527
101.780.7551 User Charges - IT Pool	26,145	22,972	24,371	28,539
101.780.7883 Improvements Other Than Building	-	-	-	-
101.780.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 627,275	\$ 693,908	\$ 930,855	\$ 950,866

CITY OF CAMPBELL OPERATING BUDGET - Supplies & Services Detail PROGRAM: PUBLIC WORKS - BUILDING MAINTENANCE		EXHIBIT C-1 101.780 Page 1
Description	14/15 Adopted	
<u>7420 UTILITIES - ELECTRICITY/GAS</u>		
PG&E, Sewer, Water Services *	\$ 111,000	
<u>7421 COMMUNICATIONS - PHONE</u>		
Alarms & Telephone Lines / DSL for John D. Morgan Park Video Camera	2,520	
Jack Fischer Park and New Camera	1,000	
	3,520	
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>		
Damaged Clothing; Replace Rain Gear; City T-Shirts & Uniforms for Part-Time Employees	900	
<u>7425 MINOR TOOLS & EQUIPMENT</u>		
Miscellaneous Tools For Shop & Replacement Hammers, Drills, Saws, Shovels, Etc.	1,250	
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>		
Batteries for Drills, Flashlights, Pagers, Etc.	550	
Custodial & Light bulb Supplies for Downtown Parking Garage	1,100	
Custodial Supplies & Lights (All Buildings)	75,000	
Miscellaneous Unanticipated Equipment & Supplies	1,000	
Pool Supplies (Salt, Sodium Hypo-Chlorite, & CO2 Test Kits)	12,000	
Rental of Special Maintenance Equipment	1,800	
Signs	550	
	92,000	
<u>7428 MAINTENANCE OF BUILDINGS, STRUCTURES & GROUNDS</u>		
General Maintenance:		
Ainsley House, Carriage House & Museum	3,000	
City Hall	20,000	
Community Center - Painting / General	80,000	
Downtown Parking Garage	1,000	
Firehouse Museum & Offices	6,000	
Park Buildings - JDM, Campbell, Fischer, & Morley	12,000	
Service Center	5,000	
Special Projects:		
Ainsley House / Museum - 3 Projects	16,500	
Civic Center - Refresh / Carpeting / Paint / Library - 4 Projects	61,430	
Community Center (moved \$8K annual project to Maintenance) - 8 Projects	75,500	
Parks - Community Garden Expansion	10,000	
Tenant Improvements (Community Center)	20,000	
	310,430	
* Costs related to tenant leases only. Community Center and Theatre costs accounted for in respective programs (527 and 529).		
SUB - TOTAL	\$ 519,100	

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: PUBLIC WORKS - BUILDING MAINTENANCE

EXHIBIT C-1
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Description	14/15 Adopted
<u>7429 MAINTENANCE & OPERATIONS OF EQUIPMENT</u>	
Miscellaneous:	
Radios, Overhead Doors, Elevators, High Lift, Ponds (Light Repair, Chlorine Tabs, Cleaning Equip.), Etc.	\$ 6,000
Routine Service & Repairs:	
Boilers & HVAC Units	20,500
Fire Alarm Equipment (Heat Detectors, Wiring, Horns, Etc.)	2,000
Fire Extinguisher Re-Charge Program (All City Buildings)	4,500
Microphone & General P.A. System Repairs (Council Chambers & Portable Units)	1,000
Pool Equipment (Aqua King Portable Vacuum)	2,500
Service Agreements:	
Annual Check of Fire Alarm System	5,000
Burglar Alarm (Community Center)	1,500
Elevator Maintenance (City Hall, Community Center & Parking Garage)	8,000
Emergency Generators (City Hall, EOC, Service Center, Community Center & Portable) (New Generator at Community Center for Information Technology)	8,000
Emergency Lighting Systems (Theatre & Parking Garage)	1,200
Fire Alarm Monitoring (City Hall)	500
Fire Alarm Monitoring (Community Center)	1,700
Fire Alarm Monitoring (Parking Garage)	550
Heating, Ventilation, Air Conditioning (HVAC) Units	25,000
Panic Alarm Monitoring (City Hall)	550
	88,500
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Blueprints, Drafting Services, Testing Services, Etc.	500
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Custodial Services:	
Citizen Callouts for Janitorial Services	500
City Hall, Police Department, Service Center & Downtown Parking Garage	41,000
Community Center	200,000
Parks Buildings	51,000
Upholstery Cleaning	1,000
Battery & Light Recycling	1,000
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)	1,000
	301,500
SUB - TOTAL	\$ 909,600

CITY OF CAMPBELL
OPERATING BUDGET - Supplies & Services Detail
PROGRAM: PUBLIC WORKS - BUILDING MAINTENANCE

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Description	14/15 Adopted
<u>7434 MEMBERSHIPS, DUES & BOOKS</u> Books, Reference & Training Manuals	\$ 200
<u>7550 USER CHARGES - MOTOR POOL</u> Use of City Vehicles	12,527
<u>7551 USER CHARGES - IT POOL</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	28,539
TOTAL	\$ 950,866

**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	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	-	-	-	12,284
APPROPRIATION TOTAL	\$ -	\$ -	\$ -	\$ 12,284

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Community Facilities District #2	237	5005	\$ -	\$ -	\$ -	\$ 16,094
TOTAL			\$ -	\$ -	\$ -	\$ 16,094

REVENUES MONITORED BY THIS PROGRAM

Assessments	237	5005	\$ -	\$ -	\$ -	\$ 16,094
TOTAL			\$ -	\$ -	\$ -	\$ 16,094

CITY OF CAMPBELL
OPERATING BUDGET - Transfers Detail
PROGRAM: PUBLIC WORKS - COMMUNITY FACILITIES DISTRICT #2

EXHIBIT E
237.741

Account Description	14/15 Adopted
<u>9899 TRANSFERS OUT</u>	
<u>CFD #2</u>	
Public Works - Engineering - #101.730	\$ -
Public Works Land Development / Environmental - #101.740	2,664
Public Works - Park Maintenance - #207.775	9,620
TOTAL TRANSFERS OUT	\$ 12,284



DEBT SERVICE FUNDS - (366-368)
Finance Department - Debt Service Programs (543 - 544)
Program Manager - Finance Manager

MISSION STATEMENT

Effectively administer debt service related to the City's Certificates of Participation.

ONGOING RESPONSIBILITIES

- Account for all transactions related to bond principal and interest on Special
- 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 and related Federal reporting
- Restructure outstanding debt when economically feasible
- Monitor service levels and performance reporting standards for this program
- Submit Continuing Disclosure Statement by February 1st

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM: FINANCE - 2002 C.O.P. DEBT SERVICE***

**EXHIBIT A
366.543**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	870,760	870,573	870,649	874,233
Total Before Transfers	870,760	870,573	870,649	874,233
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 870,760	\$ 870,573	\$ 870,649	\$ 874,233

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
City COP Debt Svc. Rev.	366	Misc.	\$ 593,197	\$ 359,786	\$ 359,786	\$ 361,188
General Fund	101	9899	277,563	510,787	510,863	513,045
TOTAL			\$ 870,760	\$ 870,573	\$ 870,649	\$ 874,233

REVENUES MONITORED BY THIS PROGRAM

Other Interest - Successor Agency	366	4450	\$ -	\$ -	\$ 90,686	\$ 67,248
Other Interest - RDA Advance	366	4450	101,114	90,686	-	-
Debt Svc. Abatement from RDA	366	4951	233,333	-	-	-
Principal Repay - Successor Agency	366	4966	-	-	269,100	293,940
Principal Repayments - RDA Advance	366	4966	(24,840)	(26,910)	-	-
General Fund - Transfers In	366	6899	277,563	510,787	510,863	513,045
TOTAL			\$ 587,170	\$ 574,563	\$ 870,649	\$ 874,233

EXHIBIT D
366.543

411

**CITY OF CAMPBELL
OPERATING BUDGET - Summary of Exhibits
PROGRAM: FINANCE - 1997 C.O.P. DEBT SERVICE**

**EXHIBIT A
368.544**

Description	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	734,891	736,796	736,750	730,210
Total Before Transfers	734,891	736,796	736,750	730,210
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 734,891	\$ 736,796	\$ 736,750	\$ 730,210

FUNDING SOURCE(s)

Description	Fund	Acct. #	11/12 Actual	12/13 Actual	13/14 Adopted	14/15 Adopted
RDA Debt Service	368	Misc.	\$ 303,481	\$ 304,269	\$ 304,269	\$ 301,562
General Fund	101	9899	431,410	432,527	432,481	428,648
TOTAL			\$ 734,891	\$ 736,796	\$ 736,750	\$ 730,210

REVENUES MONITORED BY THIS PROGRAM

Other Interest - Successor Agency	368	4450	\$ -	\$ -	\$ 277,359	\$ 274,652
Other Interest - RDA Advance	368	4450	278,641	277,359	-	-
Principal Repay - Successor Agency	368	4966	-	-	26,910	26,910
Principal Repayments - RDA Advance	368	4966	24,840	26,910	-	-
General Fund - Transfers In	368	6899	431,410	432,527	432,481	428,648
TOTAL			\$ 734,891	\$ 736,796	\$ 736,750	\$ 730,210

**CITY OF CAMPBELL
OPERATING BUDGET - Debt Service
PROGRAM: FINANCE - 1997 C.O.P. DEBT SERVICE**

**EXHIBIT D
368.544**

DESCRIPTION	DUE DATE	PRINCIPAL 7775	INTEREST 7776	FEES 7777	TOTAL
1997 Certificates of Participation	10/01/14 04/01/15	\$ 65,000	332,538 330,872	\$ 1,800	\$ 397,538 332,672
TOTALS		\$ 65,000	\$ 663,410	\$ 1,800	\$ 730,210



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 15 budget approval process.

Summary

As shown below, the proposed FY 2015-19 CIP contains 16 projects of which seven are new. The remaining projects were previously included in the City's adopted CIP, including five projects requiring additional appropriations.

New Projects	Total Budget	Timing	Source of Funds
Ainsley House Basement Improvements	\$50,000	Year 1	CIPR
Civic Center Pedestrian Pathway Improvements	\$50,000	Year 1	Grant
Civic Center Refresh Improvements	\$50,000	Year 1	CIPR
Computer Aided Dispatch/RMS	\$900,000	Year 1	CIPR
Fitness Equipment	\$60,000	Year 1	CIPR
Fleet Fueling Management System	\$90,000	Year 1	CIPR
San Tomas Aquino Creek Trail Enhancements	\$520,000	Year 2	Grant/Park Fees

Additional Appropriations	Total Budget	Timing	Source of Funds
ADA Transition Plan Improvements	\$100,000	Years 3 and 5	CIPR
Annual Street Maintenance	\$4,011,000	Annual	CIPR/Grants/VIF
Bike/Pedestrian Traffic Safety Improvements	\$250,000	Annual	CT/Grants
L.G. Creek W. Trail Expansion	\$2,900,000	Year 5	Grants
Misc. Storm Drainage Improvements	\$150,000	Years 1, 3 and 5	Environmental Services

Existing Projects	Total Budget	Timing	Source of Funds
Accessibility Ramps	\$100,000	Years 2 and 4	CT
Hamilton/Hwy 17. SB Off-Ramp	\$1,500,000	Year 4	Private/Grants
Harriet Ave. Rehabilitation	\$3,000,000	Year 4	Grants
Park System Improvements	\$2,400,000	Years 1 - 3	Park Dedication Fees
Total Projects--All Years	\$16,131,000		

Year 1 projects that require appropriations for FY 2015 are as follows:

Year 1 Projects	Year 1 Budget	Source of Funds
Ainsley House Basement Improvements	\$ 50,000	CIPR
Annual Street Maintenance	935,000	CIPR / Grant/ VIF
Bike/Pedestrian Traffic Safety Improvements	70,000	CT/Grant
Civic Center Pedestrian Pathway Improvements	50,000	Grant
Civic Center Refresh Improvements	50,000	CIPR
Computer Aided Dispatch/RMS	900,000	CIPR
Fitness Equipment	60,000	CIPR
Fleet Fuel Management System	90,000	CIPR
Misc. Storm Drainage Improvements	50,000	Environmental
Park System Improvements	1,200,000	Park Fees
TOTAL	\$3,455,000	

Project Funding Sources

Revenue for project expenditures comes from a number of funding sources, both restricted and discretionary. For projects appropriated in the 2015-19 CIP, the primary sources of funding for projects are Grant/Private funds of \$9.1 million, the Capital Improvement Plan Reserve (CIPR) of \$2.1 million and Park Dedication Fees of \$2.5 million and Vehicle Impact Fees of \$1.9 million. Other funding sources include Construction Tax, Environmental Services fees and Information Technology Pool Funds.

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 is not budgeting for any surplus in FY 15 however, it is anticipated FY 14 will close out with a surplus that will increase CIPR resources.

Environmental Review

On May 13, 2014, 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 2015-19 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 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, none of the projects are expected to have a significant impact on the operating budget. None of them will require additional staffing nor increased operating costs.
- 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., employee and/or public safety, etc.)

Exhibits:

- 1 CIP Summaries
- 2 CIP 5-Year Cash Flow Analysis
- 3 Capital Project Descriptions



Capital Improvement Plan Summaries

By Responsible Department

Police Department	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Project						
Computer Aided Dispatch / Records Management System (<i>NEW</i>)	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000
Sub-total	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000

Public Works						
Project						
Accessibility Ramps	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
ADA Transition Plan Improvements	-	-	50,000	-	50,000	100,000
Annual Street Maintenance	935,000	940,000	944,000	593,000	599,000	4,011,000
Bike/Pedestrian and Traffic Safety Improvements	70,000	45,000	45,000	45,000	45,000	250,000
Civic Center Complex Pedestrian Pathway Improvements (<i>NEW</i>)	50,000	-	-	-	-	50,000
Civic Center Refresh Improvements (<i>NEW</i>)	50,000	-	-	-	-	50,000
Fleet Fueling Management System (<i>NEW</i>)	90,000	-	-	-	-	90,000
Hamilton Hwy 17 Southbound Off Ramp Widening	-	-	-	1,500,000	-	1,500,000
Harriet Avenue Rehabilitation	-	-	-	3,000,000	-	3,000,000
Los Gatos Creek Trail Extension	-	-	-	-	2,900,000	2,900,000
Miscellaneous Storm Drainage Improvements	50,000	-	50,000	-	50,000	150,000
Park System Improvements	1,200,000	600,000	600,000	-	-	2,400,000
San Tomas Aquino Creek Trail Enhancement Project (<i>NEW</i>)	-	520,000	-	-	-	520,000
Sub-total	\$ 2,445,000	\$ 2,155,000	\$ 1,689,000	\$ 5,188,000	\$ 3,644,000	\$ 15,121,000

Recreation & Community Services						
Project						
Ainsley House Basement Improvements (<i>NEW</i>)	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Fitness Equipment (<i>NEW</i>)	60,000	-	-	-	-	60,000
Sub-total	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ 110,000
GRAND TOTAL	\$ 3,455,000	\$ 2,155,000	\$ 1,689,000	\$ 5,188,000	\$ 3,644,000	\$ 16,131,000

Capital Improvement Plan Summaries

By Category

Community Center	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Project						
Fitness Equipment (NEW)	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Sub-total	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

Parks & Open Space						
Project						
Los Gatos Creek Trail Extension	\$ -	\$ -	\$ -	\$ -	\$2,900,000	\$ 2,900,000
Park System Improvements	1,200,000	600,000	600,000	-	-	2,400,000
San Tomas Aquino Creek Trail Enhancement Project (NEW)	-	520,000	-	-	-	520,000
Sub-total	\$1,200,000	\$1,120,000	\$ 600,000	\$ -	\$2,900,000	\$ 5,820,000

Public Facility (Buildings)						
Project						
Ainsley House Basement Improvements (NEW)	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Civic Center Refresh Improvements (NEW)	50,000	-	-	-	-	50,000
Sub-total	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Public Facility (Equipment)						
Project						
ADA Transition Plan Improvements	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 100,000
Computer Aided Dispatch / Records Management System (NEW)	900,000	-	-	-	-	900,000
Fleet Fueling Management System (NEW)	90,000	-	-	-	-	90,000
Sub-total	\$ 990,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 1,090,000

Streets & Signals						
Project						
Accessibility Ramps	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
Annual Street Maintenance	935,000	940,000	944,000	593,000	599,000	4,011,000
Bike/Pedestrian and Traffic Safety Improvements	70,000	45,000	45,000	45,000	45,000	250,000
Hamilton Hwy 17 Southbound Off Ramp Widening	-	-	-	1,500,000	-	1,500,000
Harriet Avenue Rehabilitation	-	-	-	3,000,000	-	3,000,000
Civic Center Complex Pedestrian Pathway Improvements (NEW)	50,000	-	-	-	-	50,000
Miscellaneous Storm Drainage Improvements	50,000	-	50,000	-	50,000	150,000
Sub-total	\$1,105,000	\$1,035,000	\$1,039,000	\$5,188,000	\$ 694,000	\$ 9,061,000

GRAND TOTAL	\$3,455,000	\$2,155,000	\$1,689,000	\$5,188,000	\$3,644,000	\$ 16,131,000

Capital Improvement Plan Summaries

By Funding Source

Capital Improvement Reserve	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Project						
ADA Transition Plan Improvements	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 100,000
Ainsley House Basement Improvements (NEW)	50,000	-	-	-	-	50,000
Annual Street Maintenance	355,000	355,000	355,000	-	-	1,065,000
Computer Aided Dispatch / Records Management System (NEW)	700,000	-	-	-	-	700,000
Civic Center Refresh Improvements (NEW)	50,000	-	-	-	-	50,000
Fitness Equipment (NEW)	60,000	-	-	-	-	60,000
Fleet Fueling Management System (NEW)	90,000	-	-	-	-	90,000
Sub-total	\$ 1,305,000	\$ 355,000	\$ 405,000	\$ -	\$ 50,000	\$ 2,115,000

Construction Tax						
Project						
Accessibility Ramps	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
Bike/Pedestrian and Traffic Safety Improvements	20,000	25,000	25,000	25,000	25,000	120,000
Sub-total	\$ 20,000	\$ 75,000	\$ 25,000	\$ 75,000	\$ 25,000	\$ 220,000

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

Grants / Private	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Project						
Annual Street Maintenance	\$ 215,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ 1,075,000
Bike/Pedestrian & Traffic Safety Improvements	50,000	20,000	20,000	20,000	20,000	130,000
Civic Center Complex Pedestrian Pathway Improvements (NEW)	50,000	-	-	-	-	50,000
Hamilton Hwy 17 Southbound Off Ramp Widening	-	-	-	1,500,000	-	1,500,000
Harriet Avenue Rehabilitation	-	-	-	3,000,000	-	3,000,000
Los Gatos Creek Trail Extension	-	-	-	-	2,900,000	2,900,000
San Tomas Aquino Creek Trail Enhancement Project (NEW)	-	400,000	-	-	-	400,000
Sub-total	\$ 315,000	\$ 635,000	\$ 235,000	\$ 4,735,000	\$ 3,135,000	\$ 9,055,000

Capital Improvement Plan Summaries

By Funding Source

Information Technologies Pool Fund	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Project						
CAD/RMS/MDC Replacement	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Sub-total	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000

Park Dedication						
Project						
Park System Improvements	\$ 1,200,000	\$ 600,000	\$ 600,000	\$ -	\$ -	\$ 2,400,000
San Tomas Aquino Creek Trail Enhancement Project (NEW)	-	120,000	-	-	-	120,000
Sub-total	\$ 1,200,000	\$ 720,000	\$ 600,000	\$ -	\$ -	\$ 2,520,000

Vehicle Impact Fees - Garbage						
Project						
Annual Street Maintenance	\$ 225,000	\$ 230,000	\$ 234,000	\$ 238,000	\$ 244,000	\$ 1,171,000
Sub-total	\$ 225,000	\$ 230,000	\$ 234,000	\$ 238,000	\$ 244,000	\$ 1,171,000

Vehicle Impact Fees - Building Permits						
Project						
Annual Street Maintenance	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 700,000
Sub-total	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 700,000

GRAND TOTAL	\$ 3,455,000	\$ 2,155,000	\$ 1,689,000	\$ 5,188,000	\$ 3,644,000	\$ 16,131,000

**CIP Five Year Cash Flow Analysis
FY 14-15 Through FY 18-19**

EXHIBIT 2

CIPR - Designated Fund Balance - Fund 101

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Total FY15 to 19
Designated CIP Fund Balance-- July 1	\$ 3,201,220	\$ 1,143,220	\$ 343,220	\$ (61,780)	\$ (61,780)	3,201,220
Add Projected Revenues:						
Projected Surplus Estimated at FYE	-	-	-	-	-	-
Total Projected Resources	-	-	-	-	-	-
Less Projected Expenditures:						
Five Year CIP Proposed	1,305,000	355,000	405,000	-	50,000	2,115,000
Two Year Approved Postions	445,000	445,000	-	-	-	890,000
Operating & Capital Budget Adj.	308,000	-	-	-	-	308,000
Sub-Total Expenditures	2,058,000	800,000	405,000	-	50,000	3,313,000
Projected Available Fund Balance	\$ 1,143,220	\$ 343,220	\$ (61,780)	\$ (61,780)	\$ (111,780)	\$ (111,780)

Construction Tax - Designated Fund Balance - Fund 101

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Total FY15 to 19
Designated Fund Balance--July 1	\$ 5,311	\$ 50,311	\$ 40,311	\$ 80,311	\$ 70,311	\$ 5,311
Add Projected Revenues:						
Construction Tax	65,000	65,000	65,000	65,000	65,000	325,000
Total Projected Revenues	65,000	65,000	65,000	65,000	65,000	325,000
Less Projected Expenditures:						
Civic Center Pedestrian Pathway Improvements	-	-	-	-	-	-
Five Year CIP Proposed	20,000	75,000	25,000	75,000	25,000	220,000
Sub-Total Expenditures	20,000	75,000	25,000	75,000	25,000	220,000
Projected Fund Balance Designation	\$ 50,311	\$ 40,311	\$ 80,311	\$ 70,311	\$ 110,311	\$ 110,311

**CIP Five Year Cash Flow Analysis
FY 14-15 Through FY 18-19**

EXHIBIT 2

Environmental Services Storm Drain Reserves - Fund Balance - Fund 209

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Total FY15 to 19
Environ. Svcs.	Environ. Svcs.	Environ. Svcs.	Environ. Svcs.	Environ. Svcs.	Environ. Svcs.	Environ Svcs.
Storm Drain Res	Storm Drain Res	Storm Drain Res	Storm Drain Res	Storm Drain Res	Storm Drain Res	Storm Drain Res
Fund Balance	Fund Balance	Fund Balance	Fund Balance	Fund Balance	Fund Balance	Fund Balance
	FD 209	FD 209	FD 209	FD 209	FD 209	FD 209
Available Reserve--July 1	\$ 49,154	\$ 19,695	\$ 40,195	\$ 10,695	\$ 31,195	\$ 49,154
Add Projected Revenues:						
Storm Drain Fees	20,000	20,000	20,000	20,000	20,000	100,000
Investment income	541	500	500	500	500	2,541
Total Projected Revenues	20,541	20,500	20,500	20,500	20,500	102,541
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	\$ 19,695	\$ 40,195	\$ 10,695	\$ 31,195	\$ 1,695	\$ 1,695

Other Grants - Fund Balance - Funds 212, 216 & 218

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Total FY15 to 19
Other Grants	Other Grants	Other Grants	Other Grants	Other Grants	Other Grants	Other Grants
Fund Balance	Fund Balance	Fund Balance	Fund Balance	Fund Balance	Fund Balance	Fund Balance
	FD 212, 216, 218	FD 212, 216, 218	FD 212, 216, 218	FD 212, 216, 218	FD 212, 216, 218	FD 212, 216, 218
Fund Balance--July 1	\$ 92,712	1,961,252	5,607,152	5,797,152	4,272,152	92,712
Add Projected Revenues:						
Grant Receipts(SCVWD,SCC,MTC,HSIP)	1,593,540	1,200,000				2,793,540
TDA Grants (Fund 216)	50,000	20,000	20,000	20,000	20,000	130,000
Prop 42 Replacement (Sec. 2103)	190,000	190,000	190,000	190,000	-	760,000
Gas Tax Revenue/Other Grants/STP/CMAQ	350,000	2,870,900	215,000	3,000,000	-	6,435,900
Total Projected Revenues	2,183,540	4,280,900	425,000	3,210,000	20,000	10,119,440
Less Projected Expenditures:						
Five Year CIP Proposed	315,000	635,000	235,000	4,735,000	3,135,000	9,055,000
Sub-Total Expenditures	315,000	635,000	235,000	4,735,000	3,135,000	9,055,000
Projected Available Fund Balance	\$ 1,961,252	\$ 5,607,152	\$ 5,797,152	\$ 4,272,152	\$ 1,157,152	\$ 1,157,152

**CIP Five Year Cash Flow Analysis
FY 14-15 Through FY 18-19**

EXHIBIT 2

Vehicle Impact - Fund Balance - Fund 202

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Total FY15 to 19
Available Reserve--July 1,2012	\$ 38,200	\$ 38,478	\$ 38,761	\$ 39,044	\$ 39,327	\$ 38,200
Add Projected Revenues:						
Vehicle Impact Fees	140,000	140,000	140,000	140,000	140,000	700,000
Solid Waste Vehicle Impact Fees	225,000	230,000	234,000	238,000	244,000	1,171,000
Investment income	278	283	283	283	283	1,410
Total Projected Revenues	365,278	370,283	374,283	378,283	384,283	1,872,410
Less Projected Expenditures:						
Carryforward from prior years	-					-
Five Yr. CIP Proposed	365,000	370,000	374,000	378,000	384,000	1,871,000
Sub-Total Expenditures	365,000	370,000	374,000	378,000	384,000	1,871,000
Projected Available Fund Balance	\$ 38,478	\$ 38,761	\$ 39,044	\$ 39,327	\$ 39,610	\$ 39,610

Parkland Dedication - Undesignated Fund Balance - Fund 295

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Total FY15 to 19
Parkland Ded.	Parkland Ded.	Parkland Ded.	Parkland Ded.	Parkland Ded.	Parkland Ded.	Parkland Ded.
Undesignated	Undesignated	Undesignated	Undesignated	Undesignated	Undesignated	Undesignated
Fund Balance	Fund Balance	Fund Balance	Fund Balance	Fund Balance	Fund Balance	Fund Balance
FD 295	FD 295	FD 295	FD 295	FD 295	FD 295	FD 295
Cash - Liabilities Balance--July 1	\$ 2,790,017	\$ 2,466,430	\$ 2,090,282	\$ 1,921,636	\$ 2,350,461	\$ 2,790,017
Add: Projected Revenues:						
Investment Income	41,850	36,996	31,354	28,825	35,257	174,282
Parkland Ded. Fees	834,562	306,856	400,000	400,000	400,000	2,341,418
Total Projected Revenues	876,412	343,852	431,354	428,825	435,257	2,515,700
Less Projected Expenditures:						
Five Yr. CIP Proposed	1,200,000	720,000	600,000	-	-	2,520,000
Sub-Total Expenditures	1,200,000	720,000	600,000	-	-	2,520,000
Projected Available Fund Balance	\$ 2,466,430	\$ 2,090,282	\$ 1,921,636	\$ 2,350,461	\$ 2,785,718	\$ 2,785,718

**CIP Five Year Cash Flow Analysis
FY 14-15 Through FY 18-19**

EXHIBIT 2

Information Technology Pool Fund

	FY 14-15	FY 15-16	FY 16-17	FY 17-18	FY 18-19	Total FY15 to 19
Five Yr. CIP Proposed	200,000	-	-	-	-	200,000
CIP Totals--All Funding Sources	\$ 3,455,000	\$ 2,155,000	\$ 1,689,000	\$ 5,188,000	\$ 3,644,000	\$ 16,131,000

Capital Improvement Plan Exhibits

2014 - 2018 CAPITAL IMPROVEMENT PLAN
UNFUNDED PROJECTS

Unfunded Projects

2014 - 2018 CAPITAL IMPROVEMENT PLAN

Summary by Category

BY CATEGORY

Category	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL

Summary by Department

Parks and Open Space

Project	2013/14	2014/15	2015/16	2016/17	2017/18	TOTAL

Summary by Funding

2014 - 2018
SUMMARY TABLE

BY DEPARTMENT

2014 - 2018 CIP PROJECTS
YEAR 1 PROJECTS

Year 1 Projects

DEPARTMENT

Police

TOTAL							
FUNDING SOURCE							
ADD'L REVENUE							

Operating Impacts

BY FUND

Fi

CIPR

Constru

Grants

Hazard

Street M

Environ.

VTA Me

Park De

Private

Redevel

AB 2928

TOTAL

Public Wo

PROJECT SCH

ACQUISITION

DESIGN

BIDS REC'D

BID AWARD

CONSTRUCT

Recreation

Redevelop

Finance

City Mana

CAPITAL PROJECT

PROJECT #: XXX
PROGRAM #: XX
DEPARTMENT: XX
CATEGORY: XX

PROJECT TITLE: XX

CAPITAL COST DETAIL

	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction						-
City Staff						-
Equipment						-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Staff Hours						-

OPERATING BUDGET IMPACTS

	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						-
Capital Outlay						-
Debt Service						-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source						-
Additional Revenue						-

PROJECT SCHEDULE/CASH FLOW

YEAR:	2012		2013				2014				2015		
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.
Acquisition													
Design													
Bids Received													
Bid Award													
Construction													

Project Sheet

CAPITAL PROJECT

PROJECT #: 15-KK

PROGRAM #: 524

DEPARTMENT: Rec. & Comm. Svcs.

CATEGORY: Community Center

NEW PROJECT: X

ADD'L APPROP:

USEFUL LIFE: 7-15 Years



PROJECT TITLE: Fitness Equipment

PROJECT DESCRIPTION

The Fitness Room at the Community Center is in urgent need of an upgrade for safety reasons. A majority of the equipment in the Fitness Center has been in use for the last 25 years when the Campbell Community Center opened. Some of the weight machines are broken and of those machines that still work, the weights do not stack correctly potentially exposing users to hazards. The Fitness Center is utilized for Drop-In Fitness for Adults, Boot Camps, classes such as Upper Body Core and Strength and Conditioning, Senior Fitness Classes and for dry-land workouts by 15 – 18 year olds who are part of the Campbell Wave Swim Team.

Equipment replacement will include cardio machines and weight machines. Building improvements will include storage area door removal, installation of additional mirrors on the walls, painting of interior walls, and improve staff workstation areas.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan 5.1 - Leisure services that enhance community health and opportunities for interaction. 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit and enjoyment.

ALTERNATIVES

1. Consider phasing the project.
2. Scale back the project.

SOURCE OF FUNDING

	CIPR						TOTAL
2014/15	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
2015/16							-
2016/17							-
2017/18							-
2018/19							-
TOTAL	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000

PROJECT MANAGER: Regina Maurantonio, Recreation & Community Services Director

CAPITAL PROJECT

PROJECT #: 15-KK

PROGRAM #: 524

DEPARTMENT: Rec. & Comm. Svcs.

CATEGORY: Community Center

PROJECT TITLE: Fitness Equipment

CAPITAL COST DETAIL						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction						-
City Staff	2,000					2,000
Equipment	58,000					58,000
TOTAL	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Staff Hours	25					25

OPERATING BUDGET IMPACTS						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																								
	2014/15					2015/16					2016/17					2017/18					2018/19			
	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4
Acquisition																								
Design																								
Bids Received	X																							
Bid Award	X																							
Construction		X																						

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #: 15-JJ
PROGRAM #: 528
DEPARTMENT: Rec. & Comm. Svc.
CATEGORY: Public Facility (Buildings)

NEW PROJECT: X
ADD'L APPROP:
USEFUL LIFE: 30 Years



PROJECT TITLE: Ainsley House Basement Improvements

PROJECT DESCRIPTION

The Historical Museum storage area has surpassed its maximum capacity, resulting in overcrowding of artifacts and less than ideal conservation conditions. The Ainsley House basement, with some improvements, offers the most cost effective solution to provide adequate storage for the collection, to improve staff and research access to the collection, and create an environment to assess the collection's conservation needs.

Currently, the east half of the Ainsley House basement is being used to store some of the City's museum collection. The space is unfinished with exposed pipes, ducts, and openings to the rest of the basement, crawl space, and even into the first floor of the Ainsley House. The nature of the space as it currently exists provides limited climate control and pest management, restricting the types of objects that can be stored there.

This project will improve and secure the basement area for collection storage by:

- Replacing temporary structural supports with permanent features
- Sealing the gaps between all pipes/ducts and the walls
- Finishing and sealing the framed walls
- Covering access to the crawl space under the breakfast room
- Installing a drop ceiling to provide a barrier between the collections space and the rest of the basement/house while still allowing relatively easy access to the infrastructure for Public Works. This will involve modifying the existing fire suppression and lighting systems.
- Installing water alarms to alert staff in the event of water infiltration and a dehumidifier to regulate air moisture

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

From the General Plan: Policy LUT 8.1 Historic Buildings, Landmarks, and Districts and Cultural Resources: Preserve, rehabilitate or restore the City's historic buildings, landmarks, districts and cultural resources and retain the architectural integrity of established building patterns within historic residential neighborhoods to preserve the cultural heritage of the community.

ALTERNATIVES

1. Fund only the construction costs.
2. Defer to a later date. The museum will be unable to accept further donations to the collection.
3. Do not make this improvement. The museum will be unable to accept further donations to the collection.

SOURCE OF FUNDING

	CIPR						TOTAL
2014/15	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
2015/16							-
2016/17							-
2017/18							-
2018/19							-
TOTAL	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000

PROJECT MANAGER: Kerry Perkins, Museum / Lance Rostege, Public Works

CAPITAL PROJECT

PROJECT #: 15-JJ

PROGRAM #: 528

DEPARTMENT: Rec. & Comm. Svc.

CATEGORY: Public Facility (Buildings)

PROJECT TITLE: Ainsley House Basement Improvements

CAPITAL COST DETAIL						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	30,000					30,000
City Staff						-
Equipment	20,000					-
TOTAL	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Staff Hours	80					80

OPERATING BUDGET IMPACTS						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																								
	2014/15					2015/16					2016/17					2017/18					2018/19			
	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		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 #:
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Parks & Open Space

NEW PROJECT: X
ADD'L APPROP:
USEFUL LIFE: 20 Years



PROJECT TITLE: San Tomas Aquino Creek Trail Enhancement Project

PROJECT DESCRIPTION

This project will design and construct the trail improvements along San Tomas Aquino Creek between Sillaci Drive and McCoy Avenue. The City of San Jose has indicated support and dedication of an additional \$100,000 toward the trail enhancements.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Supports Strategic Objective 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles. 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit and enjoyment.

ALTERNATIVES

1. Take no action to improve or expand this trail system.

SOURCE OF FUNDING

	Park Dedication	Grants					TOTAL
2014/15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2015/16	120,000	400,000					520,000
2016/17							-
2017/18							-
2018/19							-
TOTAL	\$ 120,000	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 520,000

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #:

PROGRAM #: 730

DEPARTMENT: Public Works

CATEGORY: Parks & Open Space

PROJECT TITLE: San Tomas Aquino Creek Trail Enhancement Project

CAPITAL COST DETAIL						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services		75,000				75,000
Construction		375,000				375,000
City Staff		50,000				50,000
Equipment		20,000				20,000
TOTAL	\$ -	\$ 520,000	\$ -	\$ -	\$ -	\$ 520,000
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																								
	2014/15					2015/16					2016/17					2017/18					2018/19			
	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4
Acquisition																								
Design			X	X																				
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 #: 15-GG

PROGRAM #: 730

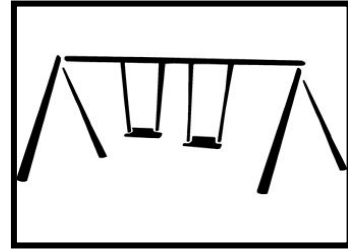
DEPARTMENT: Public Works

CATEGORY: Parks & Open Space

NEW PROJECT:

ADD'L APPROP: X

USEFUL LIFE: 20 Years



PROJECT TITLE: Park System Improvements

PROJECT DESCRIPTION

This project will implement the improvements identified in the Park Improvement Master Plan over a period of four years. Prior to implementing improvements, all park amenities will be inventoried and will be evaluated. Amenities will include play lots, restroom buildings, irrigation systems, hard courts, etc.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address the following Strategic Plan Objective: 5.3 - Safe, attractive and efficient parks and buildings that operate for maximum community use, benefit and enjoyment.

ALTERNATIVES

1. Phase recommended project over a longer period of time.

SOURCE OF FUNDING

	Park Dedication						TOTAL
2014/15	\$1,200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000
2015/16	600,000						600,000
2016/17	600,000						600,000
2017/18							-
2018/19							-
TOTAL	\$2,400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,400,000

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #: 15-GG

PROGRAM #: 730

DEPARTMENT: Public Works

CATEGORY: Parks & Open Space

PROJECT TITLE: Park System Improvements

CAPITAL COST DETAIL						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	180,000	10,000	10,000			200,000
Construction	900,000	550,000	550,000			2,000,000
City Staff	120,000	40,000	40,000			200,000
Equipment						-
TOTAL	\$ 1,200,000	\$ 600,000	\$ 600,000	\$ -	\$ -	\$ 2,400,000
Staff Hours	2,500	1,250	625			4,375

OPERATING BUDGET IMPACTS						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																								
	2014/15					2015/16					2016/17					2017/18					2018/19			
	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		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		X		X	X							

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #: 15-FF

PROGRAM #: 730

DEPARTMENT: Public Works

CATEGORY: Streets & Signals

NEW PROJECT:

ADD'L APPROP: X

USEFUL LIFE: 20 Years



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
2014/15	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
2015/16							-
2016/17	50,000						50,000
2017/18							-
2018/19	50,000						50,000
TOTAL	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #:
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets & Signals

PROJECT TITLE: Miscellaneous Storm Drainage Improvements

CAPITAL COST DETAIL						
	2014/15	2015/16	2016/17	2017/18	2018/19	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	300

OPERATING BUDGET IMPACTS						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																								
	2014/15					2015/16					2016/17					2017/18					2018/19			
	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4
Acquisition																								
Design																								
Bids Received																								
Bid Award																								
Construction																								

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Parks & Open Space

NEW PROJECT:
ADD'L APPROP: X
USEFUL LIFE: 20 Years



PROJECT TITLE: Los Gatos Creek Trail Extension

PROJECT DESCRIPTION

This project will design and construct bicycle trail improvements on the west side of Los Gatos Creek Trail from Creekside Way to Campbell Avenue. Project is identified in Valley Transportation Authority (VTA) Valley Transportation Plan 2040 as an approved Bicycle Expenditure Program (BEP) Project and is eligible for VTA BEP Funding (depending on availability) as well as OBAG funding. Grant funds would be used for construction and the required local match would be used for design.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Supports Strategic Goal 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

ALTERNATIVES

1. Take no action to expand the trail system.

SOURCE OF FUNDING

	Grants						TOTAL
2014/15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2015/16							-
2016/17							-
2017/18							-
2018/19	2,900,000						2,900,000
TOTAL	\$ 2,900,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,900,000

PROJECT MANAGER: Michelle Quinney, Civil Engineer

CAPITAL PROJECT

PROJECT #:
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Parks & Open Space

PROJECT TITLE: Los Gatos Creek Trail Extension

CAPITAL COST DETAIL						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services					200,000	200,000
Construction					2,500,000	2,500,000
City Staff					200,000	200,000
Equipment						-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 2,900,000	\$ 2,900,000
Staff Hours					210	210

OPERATING BUDGET IMPACTS						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																								
	2014/15					2015/16					2016/17					2017/18					2018/19			
	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4
Acquisition																								
Design																		X	X	X				
Bids Received																					X			
Bid Award																					X			
Construction																								

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

NEW PROJECT: X
ADD'L APPROP:
USEFUL LIFE: 20 Years

PROJECT TITLE: Harriet Avenue Rehabilitation Project



PROJECT DESCRIPTION

This project will evaluate and design opportunities to reduce street pavement width and implement green street design/traffic calming components to Harriet Avenue between San Tomas Aquino Road and Westmont Avenue. Project would only proceed upon receipt of grant funding, with an anticipated 20% local match requirement on the part of the City. Matching funds have not yet been identified.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objective 1.5 - An attractive community with an enhanced image; Strategic Plan Objective 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles; Strategic Plan Objective 3.7 - Streets that operate efficiently and effectively; Strategic Plan Objective 3.8 - Local serving streets that reflect a "small town" atmosphere; Strategic Plan Objective 7.3 - Participation in water quality protection programs and water conservation efforts.

ALTERNATIVES

1. Consider phasing of project
2. Continue maintenance of entire street in pavement maintenance program.

SOURCE OF FUNDING

	Grants / Private						TOTAL
2014/15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2015/16							-
2016/17							-
2017/18	3,000,000						3,000,000
2018/19							-
TOTAL	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #:
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets and Signals

NEW PROJECT:
ADD'L APPROP: X
USEFUL LIFE: 20 Years



PROJECT TITLE: Hamilton / Hwy 17 Southbound Off Ramp Widening

PROJECT DESCRIPTION

This project will widen and re-configure the lanes at southbound Highway 17 off ramp at Hamilton Avenue to create a dedicated through lane onto Salmar Avenue, three dedicated Southbound left turn lanes and a dedicated right turn lane onto Hamilton Avenue. Project design is funded from developer fees. Construction would only proceed upon receipt of grant funding or additional developer fees.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address the following Strategic Plan Objectives: 3.6 - Streets that serve the needs of adjacent land uses; and Objective 3.7 - Streets that operate efficiently and effectively.

ALTERNATIVES

1. Take no action to change the existing configuration.

SOURCE OF FUNDING

	Grants / Private						TOTAL
2014/15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2015/16							-
2016/17							-
2017/18	1,500,000						1,500,000
2018/19							-
TOTAL	\$ 1,500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500,000

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #:
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets and Signals

PROJECT TITLE: Hamilton / Hwy 17 Southbound Off Ramp Widening

CAPITAL COST DETAIL						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services				200,000		200,000
Construction				1,200,000		1,200,000
City Staff				100,000		100,000
Equipment						-
TOTAL	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -	\$ 1,500,000
Staff Hours				900		900

OPERATING BUDGET IMPACTS						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																								
	2014/15					2015/16					2016/17					2017/18					2018/19			
	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4
Acquisition																								
Design															X	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 #: 15-EE
PROGRAM #: 750
DEPARTMENT: Public Works
CATEGORY: Public Facility - Equipment

NEW PROJECT: X
ADD'L APPROP:
USEFUL LIFE: 20 Years



PROJECT TITLE: Fleet Fueling and Management System Replacement

PROJECT DESCRIPTION

This project will replace the fuel dispensers (gas pumps) located at the Service Center and Police Department and includes the acquisition of a new fuel/fleet management software system. The new fleet management system will replace the out-dated system that is no longer supported by the existing vendor. Existing fuel pumps are problematic and parts are difficult to acquire.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objectives - 2.1 Up-to-date, effective Financial management; and 2.3 Effective City services at appropriate service levels, using resources in the most cost efficient manner.

ALTERNATIVES

1. Defer to a later date. This is not recommended as the existing fueling systems are antiquated and replacement parts are becoming difficult to obtain.
2. Consider alternate funding source, such as Motor Pool.

SOURCE OF FUNDING

	CIPR						TOTAL
2014/15	\$90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000
2015/16							-
2016/17							-
2017/18							-
2018/19							-
TOTAL	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000

PROJECT MANAGER: Alex Mordwinow, Superintendent

CAPITAL PROJECT

PROJECT #: 15-EE

PROGRAM #: 750

DEPARTMENT: Public Works

CATEGORY: Public Facility - Equipment

PROJECT TITLE: Fleet Fueling and Management System Replacement

CAPITAL COST DETAIL						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	5,000					5,000
Construction	30,000					30,000
City Staff	5,000					5,000
Equipment	50,000					-
TOTAL	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
Staff Hours	200					200

OPERATING BUDGET IMPACTS						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																								
	2014/15					2015/16					2016/17					2017/18					2018/19			
	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		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 #: 15-DD
PROGRAM #: 780
DEPARTMENT: Public Works
CATEGORY: Public Facility - Building
NEW PROJECT: X
ADD'L APPROP:
USEFUL LIFE: 15 Years



PROJECT TITLE: Civic Center - Refresh Improvements

PROJECT DESCRIPTION

This project will include multiple projects to upgrade and renovate primarily interior City Hall customer service areas. Scope of work includes sheetrock, retexture walls, paint, lighting upgrades, floor and window treatments, office furniture, and public service counter reconfiguration.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan 5.3 - Safe, attractive and efficient parks and buildings that operate for the maximum community use, benefit and enjoyment.

ALTERNATIVES

1. Do not proceed with improvements.
2. Fund a reduced level of improvements through the operating budget.

SOURCE OF FUNDING

	CIPR						TOTAL
2014/15	\$50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
2015/16							-
2016/17							-
2017/18							-
2018/19							-
TOTAL	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000

PROJECT MANAGER: Alex Mordwinow, Superintendent

CAPITAL PROJECT

PROJECT #: 15-CC

PROGRAM #: 730

DEPARTMENT: Public Works

CATEGORY: Streets & Signals

NEW PROJECT: X

ADD'L APPROP:

USEFUL LIFE: 20 Years



PROJECT TITLE: Civic Center Complex Pedestrian Pathway Improvements

PROJECT DESCRIPTION

This project would retrofit the existing seven driveways serving City Hall and the Library to improve access for the community.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

The project would address strategic plan objectives 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles. 3.4 - Streets that are safe, clean and well maintained. 5.3 - Safe, attractive and efficient parks and buildings that operate for maximum community use and enjoyment.

ALTERNATIVES

1. Phase the retrofit over several years and include funding for the project in the operating budget.

SOURCE OF FUNDING

	Grants						TOTAL
2014/15	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
2015/16							-
2016/17							-
2017/18							-
2018/19							-
TOTAL	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000

PROJECT MANAGER: Fred Ho, Senior Civil Engineer

CAPITAL PROJECT

PROJECT #: 15-CC
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets & Signals

PROJECT TITLE: Civic Center Complex Pedestrian Pathway Improvements

CAPITAL COST DETAIL						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	50,000					50,000
City Staff						-
Equipment						-
TOTAL	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																								
	2014/15					2015/16					2016/17					2017/18					2018/19			
	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		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 #: 15-BB
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

NEW PROJECT:
ADD'L APPROP: X
USEFUL LIFE: 20 Years



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 City's sidewalk In-Fill Program is also funded by this project. Transportation Development Act (TDA) funds and Construction Tax funds support this project funding.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objective 3.1 - Safe residential neighborhoods; and 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	TDA Grant					TOTAL
2014/15	\$ 20,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
2015/16	25,000	20,000					45,000
2016/17	25,000	20,000					45,000
2017/18	25,000	20,000					45,000
2018/19	25,000	20,000					45,000
TOTAL	\$ 120,000	\$ 130,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

PROJECT MANAGER: Matthew Jue, Traffic Engineer

CAPITAL PROJECT

PROJECT #: 15-BB

PROGRAM #: 730

DEPARTMENT: Public Works

CATEGORY: Streets & Signals

PROJECT TITLE: Bike/Pedestrian and Traffic Safety Improvements

CAPITAL COST DETAIL						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	15,000	5,000	5,000	5,000	5,000	35,000
Construction	50,000	35,000	35,000	35,000	35,000	190,000
City Staff	5,000	5,000	5,000	5,000	5,000	25,000
Equipment						-
TOTAL	\$ 70,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	\$ 250,000
Staff Hours	60	60	60	60	60	300

OPERATING BUDGET IMPACTS						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																								
	2014/15					2015/16					2016/17					2017/18					2018/19			
	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		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 #: 15-AA

PROGRAM #: 730

DEPARTMENT: Public Works

CATEGORY: Streets & Signals

NEW PROJECT:

ADD'L APPROP: X

USEFUL LIFE: 20 Years



PROJECT TITLE: Annual Street Maintenance

PROJECT DESCRIPTION

This project addresses City-wide annual street maintenance including resurfacing of arterials and collector streets. Additional appropriations are included to recognize increases in 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. Complete stop-gap maintenance work only.
2. Fund the City's pavement maintenance program at an alternate level.

SOURCE OF FUNDING

	CIPR	Veh. Impact - Bldg. Permits	Veh. Impact - Garbage	VTA - Measure B			TOTAL
2014/15	\$ 355,000	\$ 140,000	\$ 225,000	\$ 215,000	\$ -	\$ -	\$ 935,000
2015/16	355,000	140,000	230,000	215,000	-	-	940,000
2016/17	355,000	140,000	234,000	215,000	-	-	944,000
2017/18	-	140,000	238,000	215,000	-	-	593,000
2018/19	-	140,000	244,000	215,000	-	-	599,000
TOTAL	\$ 1,065,000	\$ 700,000	\$ 1,171,000	\$1,075,000	\$ -	\$ -	\$ 4,011,000

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #: 15-AA

PROGRAM #: 730

DEPARTMENT: Public Works

CATEGORY: Streets & Signals

PROJECT TITLE: Annual Street Maintenance

CAPITAL COST DETAIL						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	30,000	30,000	30,000	30,000	30,000	150,000
Construction	805,000	810,000	814,000	463,000	469,000	3,361,000
City Staff	100,000	100,000	100,000	100,000	100,000	500,000
Equipment						-
TOTAL	\$ 935,000	\$ 940,000	\$ 944,000	\$ 593,000	\$ 599,000	\$ 4,011,000
Staff Hours	1,100	1,100	1,100	1,100	1,100	5,500

OPERATING BUDGET IMPACTS						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																								
	2014/15					2015/16					2016/17					2017/18					2018/19			
	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		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			

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Public Facility

NEW PROJECT:
ADD'L APPROP: X
USEFUL LIFE: 20 Years



PROJECT TITLE: ADA Transition Plan Improvements

PROJECT DESCRIPTION

Consistent with the City's American's with Disability Act (ADA) Transition Plan, this project continues to implement identified improvements at the Community Center, Service Center, City Hall and other City facilities. Scope of work includes modifications to doors, bathroom fixtures and public counters.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objective 5.3 - Safe, attractive and efficient parks and buildings that operate for maximum community use, benefit and enjoyment.

ALTERNATIVES

1. Phase improvements and revise funding level.

SOURCE OF FUNDING

	CIPR						TOTAL
2014/15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2015/16							-
2016/17	50,000						50,000
2017/18							-
2018/19	50,000						50,000
TOTAL	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #:
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Public Facility

PROJECT TITLE: ADA Transition Plan Improvements

CAPITAL COST DETAIL						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction			43,000		43,000	86,000
City Staff			7,000		7,000	14,000
Equipment						-
TOTAL	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 100,000
Staff Hours			80		80	160

OPERATING BUDGET IMPACTS						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																								
	2014/15					2015/16					2016/17					2017/18					2018/19			
	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4
Acquisition																								
Design										X								X						
Bids Received											X								X					
Bid Award											X								X					
Construction												X	X							X	X			

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #:
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

NEW PROJECT:
ADD'L APPROP: X
USEFUL LIFE: 20 Years



PROJECT TITLE: Accessibility Ramps

PROJECT DESCRIPTION

This project addresses curb ramps throughout the City. The installation of American's with Disability Act (ADA) compliant curb ramps is consistent with the City's ADA Transition Plan. Funding from Construction Tax revenue is generally allocated on a bi-annual basis.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project addresses Strategic Plan Objective 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

ALTERNATIVES

1. Reduce or increase the number of accessible curb ramps for installation each year.

SOURCE OF FUNDING

	Const. Tax						TOTAL
2014/15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2015/16	50,000						50,000
2016/17							-
2017/18	50,000						50,000
2018/19							-
TOTAL	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #:
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets & Signals

PROJECT TITLE: Accessibility Ramps

CAPITAL COST DETAIL						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction		43,000		43,000		86,000
City Staff		7,000		7,000		14,000
Equipment						-
TOTAL	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
Staff Hours		80		80		160

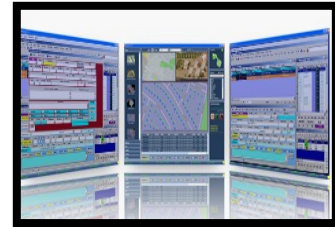
OPERATING BUDGET IMPACTS						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																								
	2014/15					2015/16					2016/17					2017/18					2018/19			
	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4
Acquisition																								
Design								X										X						
Bids Received									X										X					
Bid Award									X										X					
Construction											X	X									X	X		

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

CAPITAL PROJECT

PROJECT #: 15-HH **NEW PROJECT:** X
PROGRAM #: 602 / 603 **ADD'L APPROP:**
DEPARTMENT: Police **USEFUL LIFE:** 10 Years
CATEGORY: Public Facility - IT



PROJECT TITLE: CAD/RMS/MDC Replacement

PROJECT DESCRIPTION

The Police Department's CAD, RMS, and MDC (Computer Aided Dispatch, Records Management System, and Mobile Data Computer) systems are outdated and obsolete. The replacement of these systems will enable the Police Department to improve productivity and efficiencies by eliminating redundant processes; consolidating workflow; improving the ability to extract data for reports; providing better mapping capabilities; and improving processes for creating statistical reports.

Funding in the amount of \$900,000 will not fully cover the purchase of all of these systems including hardware, software, training, data conversion, etc. However, staff is exploring other options for replacement such as opportunities for regional "sharing" of systems and the possibility of using existing hardware.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project addresses plan objectives 4.1 - An improved feeling of safety in the community; 4.5 - An effective emergency preparedness program.

ALTERNATIVES

1. Continue to use the current CAD, RMS, and MDC applications.

SOURCES OF FUNDING

	CIPR	IT Pool Fund					TOTAL
2014/15	\$ 700,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000
2015/16							-
2016/17							-
2017/18							-
2018/19							-
TOTAL	\$ 700,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000

PROJECT MANAGER: Lisa Tait, Support Services Manager

CAPITAL PROJECT

PROJECT #:
PROGRAM #: 602 / 603
DEPARTMENT: Police
CATEGORY: Public Facility - IT

PROJECT TITLE: CAD/RMS/MDC Replacement

CAPITAL COST DETAIL						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	50,000					50,000
Construction						-
City Staff	90,000					90,000
Equipment	760,000					760,000
TOTAL	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ 900,000
Staff Hours	2,080					2,080

OPERATING BUDGET IMPACTS						
	2014/15	2015/16	2016/17	2017/18	2018/19	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						-
Capital Outlay						-
Debt Service						-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Funding Source						-
Additional Revenue						-

PROJECT SCHEDULE/CASH FLOW																								
	2014/15					2015/16					2016/17					2017/18					2018/19			
	Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4		Q1	Q2	Q3	Q4
Acquisition		X																						
Design	X																							
Bids Received			X																					
Bid Award				X																				
Construction					X																			

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

FY 2015-2019 CAPITAL IMPROVEMENT PLAN

Unfunded Projects - Sorted by CIP Category

Streets and Signals

Project	Newly Added	Total	Priority
Deferred Street Maintenance [Additional Funds]		\$ 16,500,000	High
City Gateways		100,000	Medium
Curb Cuts [Biennial Program]		148,000	Medium
UPS/LED Traffic Signal Upgrades		300,000	Medium
Virginia Avenue Sidewalks		517,000	Medium
Hamilton Avenue/San Tomas Expressway Signal Priority System		200,000	Low
Median Landscaping [Campbell, Bascom, Hamilton and Harriet Avenues / Boulevards]	X	2,065,000	Low
Pollard Road / Burrows Avenue Traffic Signals		175,000	Low
Street Name Sign Replacement		<u>150,000</u>	Low
Sub-Total		\$ 20,155,000	

Community Center

Project	Newly Added	Total	Priority
Track Resurfacing		\$ 500,000	High
Swimming Pool Deck Improvements (Awning/Seating)	X	84,000	Medium
Adult Center & Recreation Expansion		<u>8,750,000</u>	Low
Sub-Total		\$ 9,334,000	

Parks and Open Space

Project	Newly Added	Total	Priority
Future Park Acquisition (4-Acres)		<u>\$ 12,000,000</u>	Low
Sub-Total		\$ 12,000,000	

Public Facility - Building

Project	Newly Added	Total	Priority
Car Ports for Marked Police Vehicles	X	\$ 140,000	Medium
Civic Center - Refresh Improvements (Additional Funds)	X	50,000	Medium
New Campbell Library		20,000,000	Medium
Police Department Annex Replacement	X	175,000	Medium
Service Center Facility Improvements		350,000	Medium
Resurfacing of Public Parking Lots [Downtown, Parks]		<u>150,000</u>	Low
Sub-Total		\$ 20,865,000	

Public Facility - Equipment

Project	Newly Added	Total	Priority
Silicon Valley Radio Communications	X	<u>\$ 750,000</u>	Medium
Sub-Total		\$ 750,000	

Public Facility - Information Technology

Project	Newly Added	Total	Priority
Sub-Total		<u>\$ -</u>	

TOTAL UNFUNDED PROJECTS

	Total
TOTAL	<u>\$ 63,104,000</u>

CAPITAL IMPROVEMENT PLAN

Project	13/14 Adopted	% of Total	14/15 Adopted	% of Total
Annual Street Maintenance	\$ -	-	\$ 935,000	13.53%
Bike/Pedestrian/Traffic Safety Improve.	-	-	70,000	1.01%
Civic Center Complex Pedestrian Pathway	-	-	50,000	0.72%
Civic Center Refresh Improvements	-	-	50,000	0.72%
Fleet Fueling Management System	-	-	90,000	1.30%
Storm Drain Improvements	-	-	50,000	0.72%
Park System Improvements	-	-	1,200,000	17.37%
Computer Aided Dispatch/Records	-	-	900,000	13.02%
Ainsley House Basement Improvements	-	-	50,000	0.72%
Fitness Equipment	-	-	60,000	0.87%
Accessibility Ramps	70,500	0.45%		
Annual Street Maintenance	1,179,000	7.46%	-	-
Roof Replacement for Gym	50,000	0.32%	-	-
Winchester Boulevard Signal Timing	136,000	0.86%	-	-
Hacienda Avenue Enhancement	206,460	1.31%	-	-
Traffic Signal Controller Replacement	210,000	1.33%	-	-
Harriet/McCoy/STAR Traffic Signal	690,000	4.36%	-	-
Virginia Avenue Sidewalk	800,000	5.06%	-	-
East Campbell Avenue Portals *	4,200,000	26.56%	-	-
Police Department Handgun Replacement	125,000	0.79%	-	-
Bike/Pedestrian/Traffic Safety Improve.	55,000	0.35%	-	-
Winchester Boulevard Utility Underground *	60,000	0.38%	-	-
Hamilton - Bascom ITS	125,000	0.79%	-	-
Total Capital Projects	7,906,960	50.00%	3,455,000	50.00%
Transfers-Out	7,906,960	50.00%	3,455,000	50.00%
Total	\$ 15,813,920	100.00%	\$ 6,910,000	100.00%

* Additional funding for existing project.

Project by Category	13/14 Adopted	% of Total	14/15 Adopted	% of Total
Community Center	\$ -	-	\$ -	-
Parks and Open Space	-	-	1,200,000	17.37%
Public Facility - Buildings	50,000	0.32%	100,000	1.45%
Public Facility - Equipment	125,000	0.79%	1,050,000	15.20%
Public Facility - ADA Improvements	70,500	0.45%	50,000	0.72%
Streets and Signals	7,661,460	48.45%	1,055,000	15.27%
Transfers-Out	7,906,960	50.00%	3,455,000	50.00%
Total	\$ 15,813,920	100.00%	\$ 6,910,000	100.00%

Project by Funding Source	13/14 Adopted	% of Total	14/15 Adopted	% of Total
Capital Improvement Reserve	\$ 1,405,960	8.89%	\$ 1,305,000	18.89%
Construction Tax	325,000	2.06%	20,000	0.29%
Vehicle Impact Fees	330,000	2.09%	365,000	5.28%
Environmental Services	-	-	50,000	0.72%
State Grants/MTA Grants	520,000	3.29%	265,000	3.84%
Federal Grants	5,326,000	33.68%	50,000	0.72%
Parkland Dedication Fees	-	-	1,200,000	17.37%
Information Technologies Pool	-	-	200,000	2.89%
Transfers-Out	7,906,960	50.00%	3,455,000	50.00%
Total	\$ 15,813,920	100.00%	\$ 6,910,000	100.00%

**CITY OF CAMPBELL
CAPITAL BUDGET - Summary of Exhibits
PROGRAM: CAPITAL PROJECTS**

**EXHIBIT A
435.950**

Description	13/14 Adopted	14/15 Adopted
Employee Services (Exhibit B)	\$ 600,660	\$ 331,000
Supplies, Services & Capital Outlay (Exhibit C)	7,306,300	3,124,000
Debt Service (Exhibit D)	-	-
Total Before Transfers	7,906,960	3,455,000
Transfers Out (Exhibit E)	-	-
APPROPRIATION TOTAL	\$ 7,906,960	\$ 3,455,000

FUNDING SOURCE(s)				
Description	Fund	Acct. #	13/14 Adopted	14/15 Adopted
Capital Improvement Reserve	101	9999	\$ 1,405,960	\$ 1,305,000
Construction Tax	101	9999	325,000	20,000
Vehicle Impact Fees	202	9999	330,000	365,000
Environmental Services	209	9999	-	50,000
State/County Grants	212	9999	470,000	215,000
Other Federal Grants	218	9999	5,326,000	50,000
TDA Grant	216	9999	50,000	50,000
Parkland Dedication	295	9999	-	1,200,000
Private Revenue	435	4921	-	-
Information Technologies Pool Fund	647	9999	-	200,000
TOTAL			\$ 7,906,960	\$ 3,455,000

REVENUES MONITORED BY THIS PROGRAM				
Private Revenue	435	4921	-	\$ -
Capital Transfers-In	435	6999	7,906,960	3,455,000
TOTAL			\$ 7,906,960	\$ 3,455,000

**CITY OF CAMPBELL
OPERATING BUDGET - Employee Services Summary
PROGRAM: CAPITAL PROJECTS**

**EXHIBIT B
435.950**

Description	14/15 Adopted
435.950.0000.7001 Personnel - Regular	\$ -
435.950.0000.7002 Personnel - Temporary	-
435.950.0000.7003 Personnel - Overtime	-
435.950.0000.7005 Personnel - POST	-
435.950.0000.7103 Personnel - Holiday Pay	-
435.950.0000.7104 Meal Allowance	-
435.950.0000.7105 Uniform Allowance	-
435.950.0000.7106 Retirement	-
435.950.0000.7107 Dental Insurance	-
435.950.0000.7108 Group Health Insurance	-
435.950.0000.7109 Group Life Insurance	-
435.950.0000.7110 Workers' Compensation Insurance	-
435.950.0000.7111 Unemployment Insurance	-
435.950.0000.7112 Group Disability Insurance	-
435.950.0000.7113 Medicare	-
435.950.0000.7114 Auto Allowance	-
435.950.0000.7118 Other Benefit Pay	-
435.950.0000.7119 Social Security	-
435.950.0000.7122 Deferred Compensation Contribution	-
435.950.0000.7130 Project Overhead Cost	331,000
TOTAL	\$ 331,000

CITY OF CAMPBELL
CAPITAL BUDGET - Supplies & Services Summary
PROGRAM: CAPITAL PROJECTS

EXHIBIT C
435.950

Description	14/15 Adopted
435.950.0000.7420 Utilities - Electricity/Gas	\$ -
435.950.0000.7421 Communications - Phones	-
435.950.0000.7422 Advertising	-
435.950.0000.7423 Clothing and Personal Expense	-
435.950.0000.7424 Office Expense	-
435.950.0000.7425 Small Tools	-
435.950.0000.7427 Special Departmental Expense	-
435.950.0000.7428 Maintenance of Bldgs. Struct. & Grounds	-
435.950.0000.7429 Maintenance & Operations of Equipment	-
435.950.0000.7430 Professional & Specialized Services	290,000
435.950.0000.7431 Promotional Expense	-
435.950.0000.7432 Other Contractual Services	-
435.950.0000.7433 Insurance and Surety Bonds	-
435.950.0000.7434 Memberships, Dues, Books	-
435.950.0000.7435 Travel, Conferences & Meetings	-
435.950.0000.7437 Staff Development	-
435.950.0000.7438 Other Charges	-
435.950.0000.7441 Special Community Services	-
435.950.0000.7442 Insurance Claims Expense	-
435.950.0000.7548 User Charges - Photocopy/Fax	-
435.950.0000.7880 Land	-
435.950.0000.7882 Buildings	-
435.950.0000.7883 Improvements Other than Buildings	1,946,000
435.950.0000.7884 Machinery & Equipment	888,000
TOTAL	\$ 3,124,000

CITY OF CAMPBELL
CAPITAL BUDGET - Project Allocation
PROGRAM: CAPITAL PROJECTS

EXHIBIT F
435.950

Project	Proj. #	Funding	Personnel 7130	Prof. Services 7430	Impvt's. 7883	Mach. & Equip. 7884	Adopted 14/15 Total
Annual Street Maintenance	15-AA	CIPR, Veh Fee, Meas B	\$ 100,000	\$ 30,000	\$ 805,000	\$ -	\$ 935,000
Bike/Pedestrian/Traffic Safety Improve.	15-BB	Const Tax, TDA	5,000	15,000	50,000	-	70,000
Civic Center Complex Pedestrian Pathway	15-CC	CDBG	-	-	50,000	-	50,000
Civic Center Refresh Improvements	15-DD	CIPR	2,000	10,000	38,000	-	50,000
Fleet Fueling Management System	15-EE	CIPR	5,000	5,000	30,000	50,000	90,000
Storm Drain Improvements	15-FF	Env Svcs	7,000	-	43,000	-	50,000
Park System Improvements	15-GG	Park Ded	120,000	180,000	900,000	-	1,200,000
Computer Aided Dispatch/Records	15-HH	CIPR, IT	90,000	50,000	-	760,000	900,000
Ainsley House Basement Improvements	15-JJ	CIPR	-	-	30,000	20,000	50,000
Fitness Equipment	15-KK	CIPR	2,000	-	-	58,000	60,000
TOTAL			\$ 331,000	\$ 290,000	\$ 1,946,000	\$ 888,000	\$ 3,455,000
CIPR - Capital Improvement Reserve Constr. Tax - Construction Tax Reserve Env. Svcs. - Environmental Services Grant - Local/Private Matching Grant Park. Ded. - Parkland Dedication Fee AQMD - Bay Area Air Quality Management District IT - Information Technologies Fund (City)			HSIP - Highway Safety Improvement Program Meas B - Vehicle Registration Fees (VTA) STP - Surface Transportation Program TDA - Transportation Development Act (State) Veh Fees - Vehicle Impact Fees OBAG - One Bay Area Grant				



RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL
ADOPTING THE CITY'S OPERATING AND CAPITAL BUDGET
FOR FISCAL YEAR 2014-15 (FY 15)**

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 15, 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, 2014 the amount of \$53,494,000 be fixed as the amount necessary to meet all municipal operating requirements (excluding any further changes resulting from this public hearing, the results of the meet and confer process, and/or any miscellaneous corrections), and that the amount of \$6,910,000 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 \$60,404,000; 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 15 operating and capital budget, modifications resulting from the meet and confer process, or any miscellaneous corrections due to more refined estimates and incorporate these changes into the final published FY 15 operating and capital budget document; and,

PASSED AND ADOPTED the 17th day of June, 2014, by the following roll call vote:

AYES:	Councilmembers:	Baker, Kotowski, Cristina, Waterman
NOES:	Councilmembers:	None
ABSENT:	Councilmembers:	Low

APPROVED:

Richard M. Waterman, Mayor
By Jeffrev R. Cristina, Vice Mayor

ATTEST:

Anne Bybee, City Clerk

RESOLUTION NO. 11696

A Resolution of the Campbell City Council Approving the Proposed Fiscal Years 2015-2019 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 2015-2019 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 2015-2019 Capital Improvement Plan with projects totaling \$16,131,000, including first year appropriations of \$3,455,000 for FY 15.

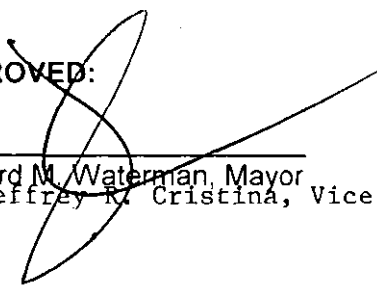
PASSED AND ADOPTED this 17th day of June, 2014, by the following roll call vote:

AYES: Councilmembers: **Baker, Kotowski, Cristina, Waterman**
NOES: Councilmembers: **None**
ABSENT: Councilmembers: **Low**

ATTEST:


Anne Bybee, City Clerk

APPROVED:


Richard M. Waterman, Mayor
By Jeffrey M. Cristina, Vice Mayor

Budget Awards



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Campbell
California**

For the Fiscal Year Beginning

July 1, 2013

A handwritten signature in black ink, reading "Jeffrey R. Egan".

Executive Director

G F O A A W A R D

Budget Awards



CSMFO AWARD



FY 2015 Budget Development Calendar

Nov 2013						
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

11/1
11/8

12/2
12/10
12/16
12/24 - 1/1

November 2013

CIP Forms Distributed
Update CIP Cash Flows

December 2013

CIP Project Requests due to CM Office
Distribute November Financial Reports to Depts.
Begin Update of Salary/Benefits Model
[City Offices Closed 12/24/13 through 1/1/14](#)

May 2014						
S	M	T	W	T	F	S
					1	2
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

Dec 2013						
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	31				

1/9
1/10
1/15
1/17
1/20
1/24
1/24
1/24
1/31

January 2014

Distribute December Financial Reports to Depts.
Mid-year Changes due to Finance (based on Nov Reports)
CIP Committee Review of Submitted Projects
Dept. Mid-year Status Reports to CM (Budget, WPs & Perf Outcomes)
[City Holiday - Martin Luther King - City Offices Closed](#)
Motor Pool/Vehicle Eqmt, Bldg & Facility Maint. Requests due to PW
IT Equipment & Project Requests due to IT
Distribute Round 1 Budget Packets to Departments
Council Priority Workshop

Jun 2014						
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					

Jan 2014						
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	31	

2/4
2/7
2/7
2/10 - 2/14
2/17
2/21
2/21

February 2014

Mid-year Update Report to Council
Proposed FY 15 Work plans Due to City Manager
Personnel Requests due to HR Office
Review Proposed Work plans with Dept. Heads @ 1/1's
[City Holiday - President's Day - City Offices Closed](#)
Round 1 Budget Requests Due to Finance
Changes to Mission Statement/Ongoing Resp due to CM Office

Jul 2014						
S	M	T	W	T	F	S
			1	2	3	4
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		

Feb 2014						
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	

3/7
3/13
3/19
3/19
3/24 - 3/28
3/27

March 2014

Distribute Round 1 Budget Pages for Proofing
Return Proofed Round 1 Budget Pages to Finance (10am)
Distribute Final Round 1 Budget Pages to Dept.'s for Meetings w/CM
Fee Schedule Changes Due to Finance
Departmental Budget Meetings w/City Manager & Finance Director
Notice of Public Hearing Information to City Clerk - Fee Resolution

Aug 2014						
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
31						

Mar 2014						
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	31					

4/1
4/4
4/10
4/15
4/15
4/29

April 2014

Revised Work plans due back to CM's Office
Distribute Round 2 Changes to Departments for Proofing
Return Proofed Round 2 Budget Pages to Finance (10am)
Budget Study Session (Program Overviews and Work plans)
Public Hearing & Adoption of User Fee Schedule & Charges
Significant Accomplishments & Final Work plans Due to Finance

Sep 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Apr 2014						
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			

5/5
5/13
5/22
5/26
5/27

May 2014

Special Budget Study Session (Operating Budget and CIP)
CIP - Planning Commission Review (tentative)
City Clerk to Notice Public Hearing - Budget Adoption
[City Holiday - Memorial Day - City Offices Closed](#)
Distribution of Proposed Budget to Council

Oct 2014						
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	31	

6/2
6/17
6/17

June 2014

Introduction of FY 15 Operating & Capital Budget (Public Hearing)
Public Hearing & Adoption of Operating & Capital Budget
Adoption of Gann Spending Limit

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 Officer's 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.

BUDGET EXHIBITS FLOW CHART

[illegible]

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
Community Svcs. Administration	524	Recreation & Community Services	General Fund	101
Senior Citizens Nutrition Program	525	Recreation & Community Services	General Fund	101
Adult Services	526	Recreation & Community Services	General Fund	101
Campbell Community Center	527	Recreation & Community Services	General Fund	101
Museum Services	528	Recreation & Community Services	General Fund	101
Theater	529	Recreation & Community Services	General Fund	101
Sports, Aquatics & Fitness	531	Recreation & Community Services	General Fund	101
Trips/Tours & Classes	532	Recreation & Community Services	General Fund	101
Accounting	535	Finance Department	General Fund	101
Non-Departmental	540	Finance Department	General Fund	101
2002 C.O.P. Debt Service	543	Debt Service	Debt Service - C.O.P.	366
1997 C.O.P. Debt Service	544	Debt Service	Debt Service - C.O.P.	368
Information Technologies	547	Finance Department	IT Pool	647
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
Housing	553	Community Development	Housing & Comm. Dev.	208
Building	554	Community Development	General Fund	101
Low-Moderate Incoming Housing	557	Community Development	Low-Moderate Incoming 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 re-construction of City streets.

Environmental Services Fund - budgets and accounts for environmental services such as administration of solid waste programs, recycling, storm water management, etc.

Lighting and Landscaping District Fund - budgets and accounts for revenues and expenditures providing for street lighting and landscaping.

Community Development Block Grant Fund - budgets and accounts for federal block grants to community development.

Other Grant Funds - budgets and accounts for funds which are provided for specific purposes.

FUND DESCRIPTIONS

Drug Enforcement Revenue 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, general long-term debt principal and interest.

1915 Act Bond Debt Service Fund - budgets and accounts for the assessments received and the payment of principal and interest under the Improvement Bond Act of 1915. (See Glossary - LIDs)

City COP Funds - budgets and accounts for City debt service for the 1997 and 2002 Certificates of Participation.

CAPITAL PROJECTS FUNDS:

City Capital Projects Fund - budgets and accounts for the expenditures and financing of the City's capital improvement projects.

COP Projects - budgets and accounts for City capital projects funded by the 1997 and 2002 COPs.

INTERNAL SERVICE FUNDS - budgets and accounts for the financing of goods and services provided by one department or agency 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 replacement costs.

Information Technologies Fund - budgets and accounts for the costs of operating, maintaining and replacement of computer hardware, software and photocopy/fax equipment. Rental rate charges to the user departments include operating and 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
- 211 Federal Aid Urban
- 212 State & Other Grants (State & Local)
- 216 TDA Grant
- 218 Federal Grants
- 233 Low-Moderate Income Housing
- 236 Community Facilities District #1
- 237 Community Facilities District #2
- 295 Parkland Dedication
- 366 Debt Service - City C.O.P.
- 367 Debt Service - LID #30
- 368 Debt Service - 1997 C.O.P.
- 435 Capital Projects Fund *
- 641 Motor Vehicle Pool
- 647 Information Technologies 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

Recreation & Community Services

524	Community Services - Administration
525	Senior Citizen Nutrition Program
526	Adult Services
527	Campbell Community Center
528	Museum Services
529	Theater
531	Sports, Aquatics & Fitness
532	Special Interest Classes

Finance

535	Accounting
540	Non-Departmental
541	L.I.D. Debt Service
543	2002 C.O.P. Debt Service
544	1997 C.O.P. Debt Service
547	Information Technologies
549	Community Facilities District #1

Community Development

550	Administration
551	Current Planning
552	Policy Development
553	Housing
554	Building
557	Low-Moderate Income Housing

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, Redevelopment Agency Funds, 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 cost 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.

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<u>AAM</u>	American Association of Museums
<u>ABAG</u>	Association of Bay Area Governments
<u>ADA</u>	American Disabilities Act
<u>AELE</u>	Americans for Law Enforcement
<u>AFIS</u>	Automated Fingerprint Identification System
<u>AICP</u>	American Institute of Certified Planners
<u>AMA</u>	American Museum Association
<u>AOT</u>	Advanced Officer Training
<u>A/P</u>	Accounts Payable
<u>APA</u>	American Payroll Association
<u>APA</u>	American Planning Association
<u>APC</u>	Armored Personnel Carrier
<u>APWA</u>	American Public Works Association
<u>A/R</u>	Accounts Receivable
<u>ARK</u>	Ark
<u>ARRA</u>	American Recovery and Reinvestment Act
<u>ARRA</u>	Asphalt Recycling & Reclaiming Association
<u>ASCAP</u>	American Society of Composers, Authors & Performers
<u>ASIS</u>	American Society for Industrial Security
<u>ATAP</u>	Association of Threat Assessment Professionals
<u>AT & T</u>	American Telephone & Telegraph
<u>AWS</u>	Automated Warrant System
<u>BAAQMD</u>	Bay Area Air Quality Management District
<u>BCS</u>	Budget correction Strategy
<u>BFB</u>	Beginning Fund Balance
<u>BOMA</u>	Building Owners Managers Association
<u>BVP</u>	Bulletproof Vest Program
<u>CABO</u>	Certified Association of Building Officials
<u>CAD</u>	Computer Aided Dispatch
<u>CAFR</u>	Comprehensive Annual Financial Report
<u>CAHN</u>	California Association of Hostage Negotiators
<u>CALPELRA</u>	California Public Employers Labor Relations Association
<u>CAPE</u>	California Association of Property & Evidence
<u>CAPIO</u>	California Association of Public Information Officers
<u>CBO</u>	City Building Official
<u>CATO</u>	California Association of Tactical Officers
<u>CCUG</u>	California CLETS Users Group

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<u>CDBG</u>	Community Development Block Grant
<u>CERT</u>	Community Emergency Response Team
<u>CESA</u>	California Emergency Services Association
<u>CEQA</u>	California Environmental Quality Act
<u>CFCIA</u>	California Finance Crimes Investigation Association
<u>CHIA</u>	California Homicide Investigators Association
<u>CHP</u>	California Highway Patrol
<u>CIP</u>	Capital Improvement Plan
<u>CIPR</u>	Capital Improvement Plan Reserve
<u>CJIC</u>	Criminal Justice Information Control
<u>CLEARs</u>	California Law Enforcement Association of Records Supervisor
<u>CLETEP</u>	California Law Enforcement Technology Equipment Purchase
<u>CLETS</u>	California Law Enforcement Telecommunication System
<u>CMA</u>	Congestion Management Association
<u>CMEA</u>	Campbell Municipal Employees Association
<u>CMP</u>	Congestion Management Program
<u>CMTA</u>	California Municipal Treasurers Association
<u>CNOA</u>	California Narcotics Officers Association
<u>CNT</u>	Crisis Negotiation Team
<u>COP</u>	Certificates of Participation
<u>CPCEA</u>	Campbell Police Civilian Employees Association
<u>CPOA</u>	California Police Officers Association
<u>CPR</u>	Cardio Pulmonary Resuscitation
<u>CPRS</u>	California Parks & Recreation Society
<u>CPT</u>	Continued Professional Training
<u>CRA</u>	California Redevelopment Association
<u>CSAIA</u>	California Sexual Assault Investigation Association
<u>CSMFO</u>	California Society of Municipal Finance Officers
<u>CSO</u>	Community Service Officer
<u>CSRT</u>	Crime Scene Response Team
<u>CUHSD</u>	Campbell Union High School District
<u>CUSD</u>	Campbell Union School District
<u>CWSA</u>	California Warrant Specialist Association
<u>DA</u>	District Attorney
<u>DARE</u>	Drug Abuse Resistance Education
<u>DCBA</u>	Downtown Campbell Business Association
<u>DDA</u>	Disposition Development Agreement

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<u>DDLA</u>	Disposition Development & Loan Agreement
<u>DNA</u>	Deoxyribonucleic Acid
<u>DOIR</u>	Department of Industrial Relations
<u>DRC</u>	Development Review Committee
<u>DUI</u>	Driving Under the Influence of Drugs or Alcohol
<u>EBS</u>	Employee Benefit Specialists
<u>ECOMM</u>	Emergency Communications
<u>EIR</u>	Environmental Impact Report
<u>EMPG</u>	Emergency Management Performance Grant
<u>EOC</u>	Emergency Operations Center
<u>EOS</u>	Employer & Occupational Services
<u>ERAF</u>	Educational Revenue Augmentation Fund
<u>ESGR</u>	Employer Support for Guard and Reserve
<u>ESO</u>	Economic Social Opportunities
<u>ESRI</u>	Environmental Systems Research Institute, Inc.
<u>EVOC</u>	Emergency Vehicle Operations Course
<u>FBI</u>	Federal Bureau of Investigation
<u>FOCUS</u>	Focusing Our Vision
<u>FOHT</u>	Friends of the Heritage Theatre
<u>FTK</u>	Forensic Took Kit
<u>FY</u>	Fiscal Year
<u>GAAP</u>	Generally Accepted Accounting Principals
<u>GASB</u>	Government Accounting Standards Board
<u>GF</u>	General Fund
<u>GFOA</u>	Government Finance Officers Association
<u>GIS</u>	Geographical Information Systems
<u>GL</u>	General Ledger
<u>GPS</u>	Global Positioning System
<u>GTS</u>	Government Tech Series Software
<u>HCD</u>	Housing & Community Development
<u>HDC</u>	Historic Downtown Campbell
<u>HDDTA</u>	High Density Drug Trafficking Area
<u>HSIP</u>	Highway Safety Improvement Program
<u>HPB</u>	Historic Preservation Board
<u>HR</u>	Human Resources
<u>HVAC</u>	Heating Ventilation Air Conditioning`
<u>ID</u>	Identification

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<u>IAPE</u>	International Association of Property & Evidence
<u>ICC</u>	International Code Council
<u>ICMA</u>	International City Management Association
<u>ICS</u>	Incident Command System
<u>IIPP</u>	Injury/Illness Prevention Program
<u>IMLA</u>	International Municipal Lawyer's Association
<u>IMSA</u>	International Municipal Signal Association
<u>IMIU</u>	Information Management Interface Unit
<u>ISU</u>	Investigative Services Unit
<u>IT</u>	Information Technologies (Previously Referred to as MIS)
<u>ITE</u>	Institute of Transportation Engineering
<u>ITS</u>	Intelligent Transportation Systems
<u>IVR</u>	Interactive Voice Response System
<u>JAG</u>	Justice Assistance Grant
<u>LAFCO</u>	Local Agency Formation Commission
<u>LAIF</u>	Local Agency Investment Fund
<u>LCC</u>	League of California Cities
<u>LEEC</u>	Law Enforcement Executive Council
<u>LED</u>	Light Emitting Diodes
<u>LID</u>	Local Improvement District
<u>LLD</u>	Lighting & Landscape District
<u>LLEBG</u>	Local Law Enforcement Block Grant
<u>MAC</u>	Moves, Adds & Changes
<u>MAIT</u>	Major Accident Investigation Team
<u>MERGE</u>	Mobile Emergency Response Group & Equipment
<u>MIC</u>	Millmen and Industrial Carpenters
<u>MIS</u>	Management Information Systems (Now Referred to as IT)
<u>MISAC</u>	Municipal Information Systems Association of California
<u>MMANC</u>	Municipal Management Assistants Northern California
<u>MSI</u>	Message Switch Interface
<u>MOU</u>	Memorandum of Understanding
<u>MTBE</u>	Methyl Tertiary Butyl Ether
<u>MTC</u>	Metropolitan Transportation Commission
<u>MTEP</u>	Management Talent Exchange Program
<u>NAFTO</u>	National Association of Field Training Officers
<u>NAGBOR</u>	Net Adjusted Gross Box Office Receipts

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<u>NEMA</u>	National Electrical Manufacturers Association
<u>NPDES</u>	National Pollution Discharge Elimination System
<u>NOCA</u>	North of Campbell Avenue
<u>NRPA</u>	National Recreation Parks Association
<u>NTOA</u>	National Tactical Officers Association
<u>NTMP</u>	Neighborhood Traffic Management Plan
<u>OC</u>	Oleoresin Capsicum
<u>OCBH</u>	Orchard City Banquet Hall
<u>OPEB</u>	Other Post-Employment Benefits
<u>OTS</u>	Office of Traffic Safety
<u>PARS</u>	Public Agency Retirement System
<u>PAS</u>	Passive Alcohol Sensor
<u>PCI</u>	Pavement Condition Index
<u>PDA</u>	Priority Development Area
<u>PEP</u>	Personal Emergency Preparedness
<u>PERS</u>	Public Employees' Retirement System
<u>PG&E</u>	Pacific Gas and Electric
<u>POA</u>	Police Officers' Association
<u>POST</u>	Peace Officers Training Standards
<u>PPE</u>	Personal Protective Equipment
<u>PPT</u>	Permanent Part-Time
<u>PSA</u>	Public Safety Assistant
<u>PW</u>	Public Works
<u>R&CS</u>	Recreation & Community Services
<u>RDA</u>	Redevelopment Agency
<u>RFP</u>	Request for Proposal
<u>RMS</u>	Records Management Systems
<u>RPTTF</u>	Redevelopment Agency Property Tax Trust Fund
<u>RSS</u>	Real Simple Syndication
<u>RWQCB</u>	Regional Water Quality Control Board
<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

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<u>SCCATO</u>	Santa Clara County Association of Training Officers
<u>SCCFD</u>	Santa Clara County Fire Department
<u>SCCSET</u>	Santa Clara County Special Enforcement Team
<u>SCVIU</u>	Santa Clara Valley Intelligence Unit
<u>SCVWD</u>	Santa Clara Valley Water District
<u>SLETS</u>	Sheriff's Law Enforcement Telecommunication System
<u>SIR</u>	Self Insured Retention
<u>SOCA</u>	South of Campbell Avenue
<u>SSD</u>	Special Services Division
<u>SV-ITS</u>	Silicon Valley-Intelligent Transportation Systems
<u>SVACA</u>	Silicon Valley Animal Control Authority
<u>SVMG</u>	Silicon Valley Manufacturing Group
<u>SVRIP</u>	Silicon Valley Regional Interoperability Project
<u>SWAT</u>	Special Weapons & Tactics
<u>TABS</u>	Tax Allocation Bonds
<u>TBD</u>	To Be Determined
<u>TMS</u>	Training Manager System
<u>TOT</u>	Transient Occupancy Tax
<u>TRAK</u>	Technology to Recover Abducted Kids
<u>TRB</u>	Transportation Resources Board
<u>UPS</u>	Uninterruptible Power Supply
<u>URL</u>	Uniform Resource Locator
<u>URM</u>	Un-reinforced Masonry
<u>VC</u>	Vehicle Codes
<u>VMC</u>	Valley Medical Center
<u>VPN</u>	Virtual Private Network
<u>VTa</u>	Valley Transportation Authority
<u>WAMA</u>	Western American Museum Association
<u>WMD</u>	Weapons of Mass Destruction
<u>WWW</u>	World Wide Web

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. Spending cannot exceed the level of appropriation without the Council's approval. Campbell's budget is appropriated at the total City and total RDA level but, for control purposes is accounted for at the line-item level.

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 principle 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 encompasses fiscal year (July 1, through June 30).

BUDGET AMENDMENT - The Council has the sole responsibility for adopting the City's budget, and 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 budget-making authority 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 detailed schedules supporting the summary pages. These schedules 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 general 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. Although the City adopts the CIP budget in a process which is separate from the adoption of the budget, the budget incorporates the first two years of the seven-year 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, Certificates of Participation (COPs), and assessment district bonds (LIDs). (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 reserves 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 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 \$500.

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 1.0 FTE. Correspondingly, a part-time employee who worked 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 allocated 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.

LID - In a Local Improvement District (LID), the City makes special assessments against certain properties to defray part or all of the cost of a specific improvement or service, which it deems, will primarily benefit the subject properties. The assessments are levied on the property tax roll and are paid in full or in installments over a set period of time.

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.

GLOSSARY OF BUDGET TERMS

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.

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 department has the sole purpose of accounting for all expenditures that the City cannot specifically designate to any operating department within the General Fund. Examples of expenses include shared paper products and contracts with outside agencies, etc.

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 \$500 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.

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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