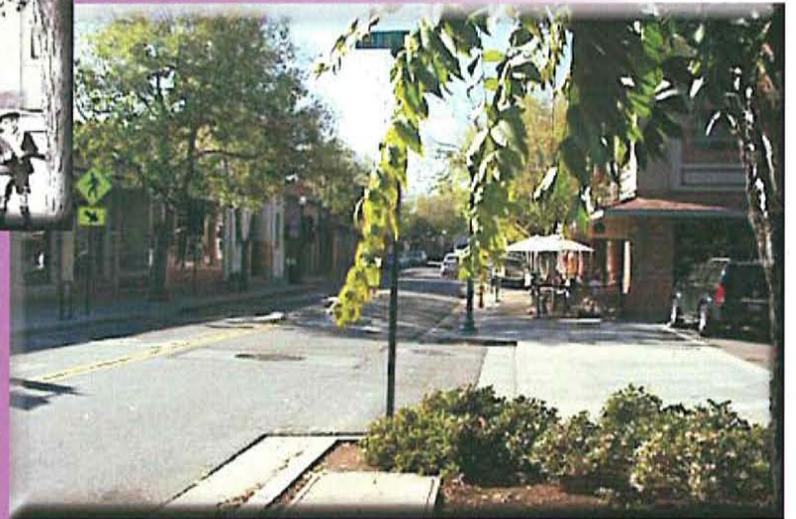
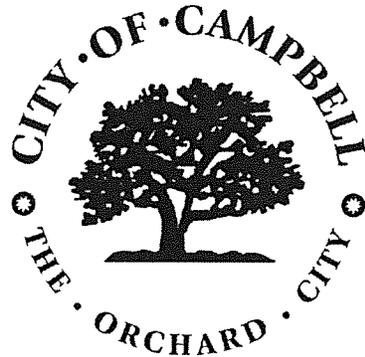


City of Campbell California



*Fiscal Year 2012 - 2013
Operating & Capital Budget
and
2013 - 2017 Five Year
Capital Improvement Plan*

City of Campbell, California



Fiscal Year 2012-2013 Operating / Capital Budget & 2013 - 2017 Five-Year Capital Improvement Plan

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

Under the Direction of Amy L. Brown, City Manager

*Cover: - Black and White Photo - I.O.O.F. Hall (Last Building on Left)
Circa 1930's
Color Photo - Courtesy of Joy Francois
Circa 2012*



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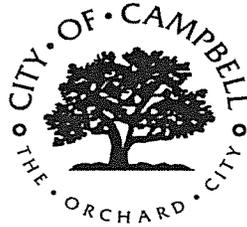
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Budget Message



July 1, 2012

Honorable Mayor and Members of the City Council:

I am pleased to present the fiscal year 2012-13 (FY 13) operating and capital budget. The budget is intended to serve as a policy document, a financial plan, a communications device, and an operations guide. It also reflects the policies, goals, programs and service priorities that the Council and staff are committed to providing to the Campbell community.

Over the past decade, the City has been challenged with difficult fiscal conditions. Financial stability was difficult to achieve amidst the economic problems of the nation and the State. However, the City's fiscal health has improved slowly but surely, and the FY 13 budget contemplates a modest budget surplus while knowing that there are issues potentially looming that could bring back budgetary challenges in the future.

With the State legislative action shutting down redevelopment agencies Statewide as a result of ABx1 26, the Campbell Redevelopment Agency (RDA) was dissolved effective February 1, 2012. Remaining RDA assets, comprised primarily of unencumbered cash were temporarily transferred to the City of Campbell Successor Agency until such time as the assets could be used to pay off remaining debts of the RDA with any surplus assets going to the State via the County. Certain housing related assets, primarily loans receivable, were transferred to a new Successor Agency Housing Fund under the purview of the City which will continue to be used to provide housing for low and moderate income residents. With the loss of its RDA, the City loses an important tool for providing much needed affordable housing in the community. What's more, this loss added a fiscal burden to the City's General Fund, which will have to take on additional debt payments and staffing costs that were previously funded by the RDA. It is fortunate that due to the recent improvement in the economy, the City will be able to absorb most of the impact of this event without severe repercussions on existing services and programs.

Despite the impact on the General Fund of this action, the FY 13 budget provides for some limited staffing increases, primarily in temporary positions, to meet the increased work demands necessitated from higher levels of development activity, increased public safety and recreation program needs that have resulted from an improved economy. Additionally, funding for some deferred and new infrastructure needs has been included in this year's budget to address aging or obsolete equipment as well as for facility maintenance.

The budgeted level of proposed expenditures is considered necessary and proper, 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. The result is an overall budget that continues the program and service levels from the prior year that the residents of Campbell have indicated are important to them.

BUDGET SUMMARY

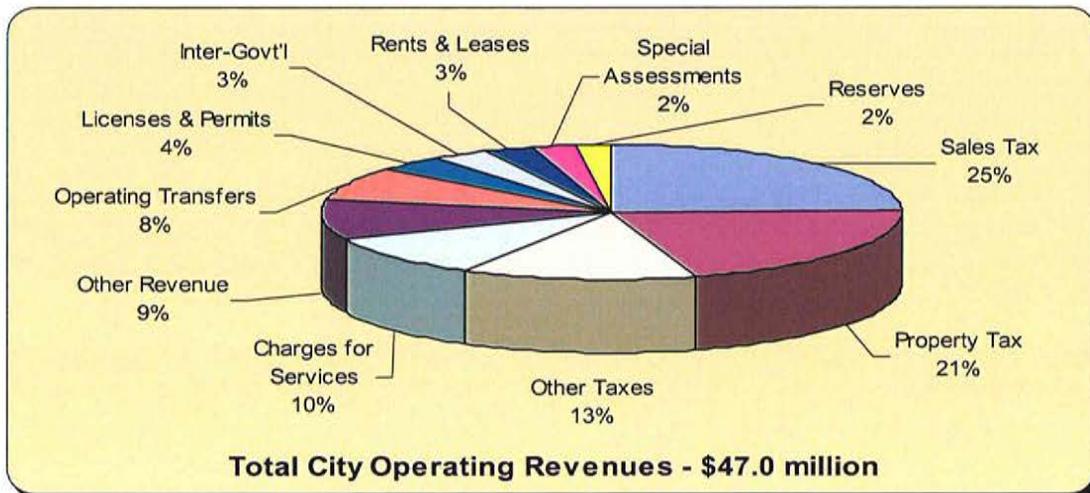
The combined FY 13 operating and capital budget totals \$49.5 million, including \$1.6 million in capital transfers. Related revenue sources total \$50.2 million indicating a balanced budget in which total revenues, including the use of reserves, meet or exceed total expenditures. The excess of total combined revenue over expenditures represents a modest surplus that is built into the General Fund budget to meet the goal of replenishing the City's Economic Fluctuation Reserve back to its target level of \$6 million by fiscal 2015.

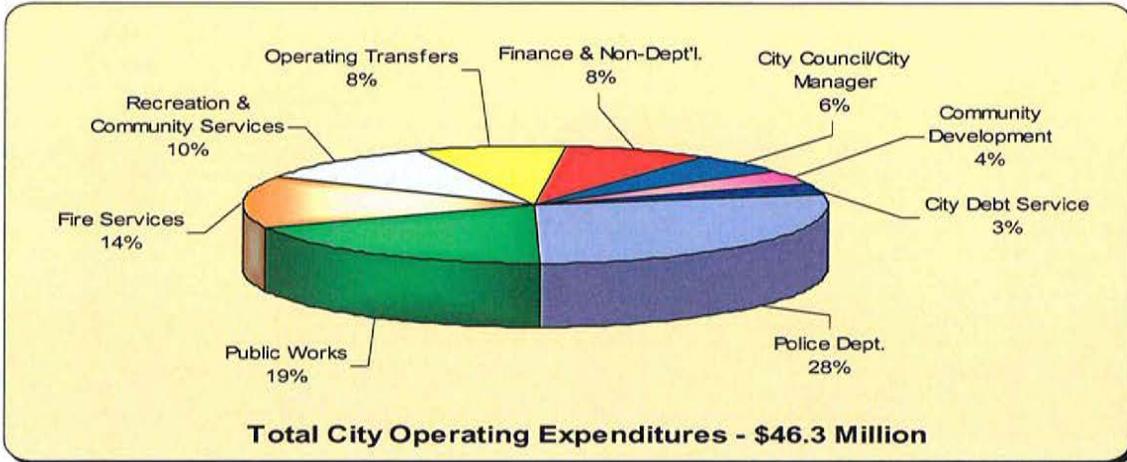
The following table depicts the total operating and capital budget for the City compared to the prior fiscal year:

	FY 2012 - 13			FY 2011 - 12			\$ Change Operating Budget	% Change
	Operating Budget	Capital Budget	Total Adopted Budget	Operating Budget	Capital Budget	Total Adopted Budget		
City	\$ 46,345,109	\$ 1,586,000	\$ 47,931,109	\$ 43,790,475	\$ 865,000	\$ 44,655,475	\$ 2,554,634	5.8%
Capital Transfers	-	1,586,000	1,586,000	-	865,000	865,000	-	n/a
Total City & RDA	\$ 46,345,109	\$ 3,172,000	\$ 49,517,109	\$ 43,790,475	\$ 1,730,000	\$ 45,520,475	\$ 2,554,634	5.8%

Overall, the total operating budget increased 5.8% over the previous year, attributable to a number of factors. With the dissolution of the City's RDA, some of the costs previously funded by the RDA, principally debt service, are now being paid by the City. Staffing reallocations have also resulted in more costs carried by the City. Supplies and services costs have increased, largely due to a contractual increase in the City's fire contract with the County. Lastly, in addition to a number of increased temporary positions in this year's budget, modest wage increases are also included in the budget based on recent agreements with employee bargaining groups.

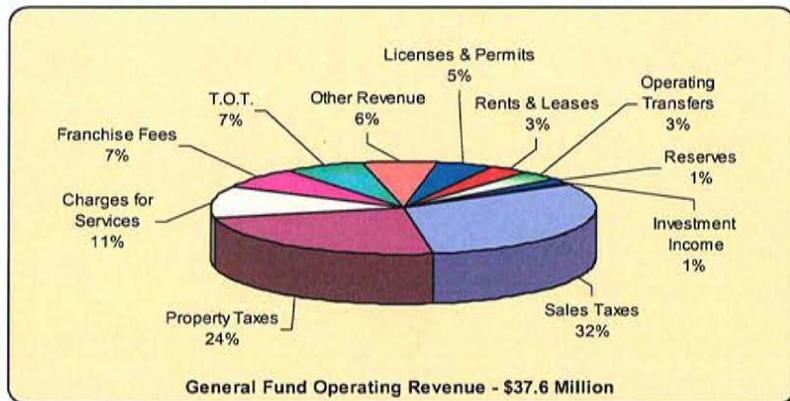
Operating Budget: The total operating portion of the budget is \$46.3 million with related revenue sources of \$47.0 million. The budget reflects expenditures that are expected to recur annually as well as those that may be non-recurring or one-time in nature. The recurring expenditures are generally funded with on-going operating revenues.





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 13 operating budget relies on a total of \$0.9 million in non-recurring revenues, reserves and fund balances, to fund operating expenditures. The largest component is \$0.5 million various General Fund reserves that will be used to fund specific expenditures. No funding from the Economic Fluctuations Reserve is contemplated this year. In fact, it is anticipated this reserve will increase slightly due to budgeting a surplus this year.

General Fund operating revenues and expenditures are budgeted at \$37.6 million and \$36.9 million, respectively. The \$0.6 million difference represents budgeted surplus, approximately half of which is intended to replenish the Reserve for Economic Fluctuations back to its targeted level of \$6 million by 2015.



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 various capital projects with General Fund surpluses. Current projections indicate the City anticipates modest surpluses, comprising a mixture of one-time and ongoing funding sources that will be used for replenishing the City's Economic Fluctuations Reserve as well as increasing its Capital Improvement Plan Reserve. Consequently, the 5 year CIP has increased resources available to address future capital needs compared to previous years.

There are 8 capital projects requiring funding in FY 13. Project expenditures of \$1.6 million plus related inter-fund transfers of an additional \$1.6 million total \$3.2 million in capital appropriations. The largest component of these projects is \$0.9 million which will be spent for street maintenance. The full CIP, along with details of specific projects, can be found in the Capital Improvement Plan tab of this document.

REVENUES

Revenue estimation presents one of the greatest challenges for cities, especially during times of economic downturn as well as 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. 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 13 is \$50.2 million, including capital funding sources of \$3.2 million. This reflects an increase of \$4.2 million (9.1%) from the previous year. In looking at just the operating budget component, total revenue is \$47.0 million, an increase of \$2.8 million from the previous year (6.4%).

It is important to note that the capital project budget can fluctuate significantly from year-to-year depending upon the number and size 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 \$3.9 million and \$1.6 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 and administration. Therefore, the focus of this section of the budget message is on the General Fund. General Fund operating revenue, excluding capital funding sources and use of operating reserves/beginning fund balances, is estimated to be \$37.0 million, an increase of \$1.6 million (4.5%) from projected FY 12 revenues and \$3 million (8.8%) from the FY 12 adopted budget. The largest component of this increase is attributable to significant improvement in sales tax receipts stemming from growth in retail sales. The other significant component is the significant growth in Transient Occupancy Tax (TOT) receipts realized during the past year reflecting strong

industry performance that is expected to continue into next year.

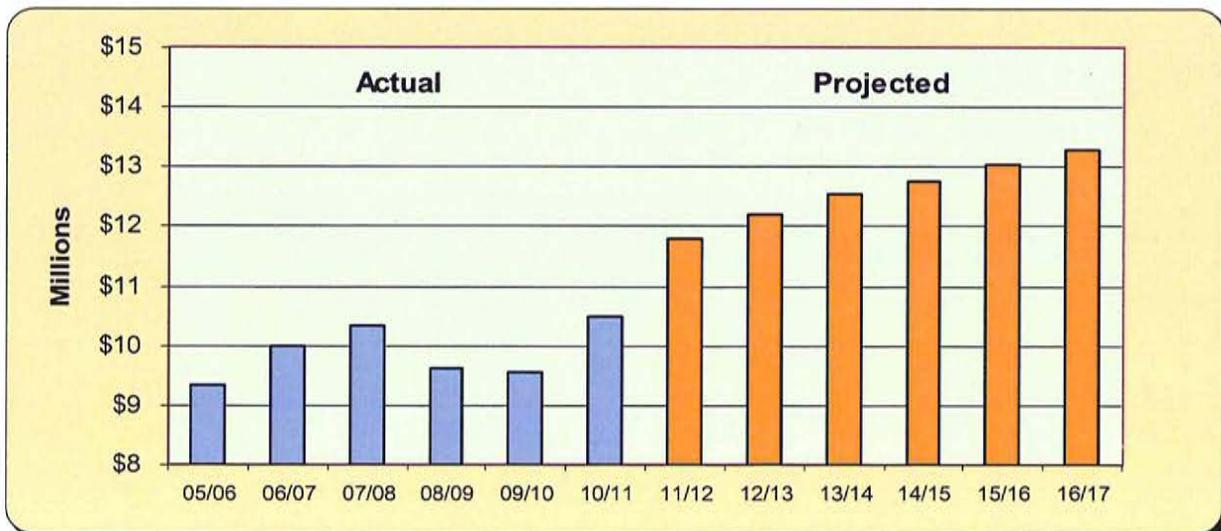
Sales Tax: Sales tax, the single largest revenue source for the General Fund, comprises approximately 31% of its net operating revenue base. Net revenues exclude reserves, which are not considered to be an on-going revenue source. The sales tax base is comprised of more than 1,300 diverse businesses 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 limited because the City is largely "built out" with little room for new retail development and growing reliance on "in-fill" projects of smaller scale and redevelopment of existing parcels. In addition, increased regional competition and the impact of electronic commerce continue to erode 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. Campbell has, however, recently seen some improvement in its business-to-business category, while other categories also continue to perform well.

Consequently, the FY 13 Sales Tax revenue estimate of \$11.6 million is \$0.6 million (6%) higher than FY 12 estimated actual revenue. The anticipated growth is based, in part, on recent performance as well as 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 improvement in the economy plus 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 six fiscal years and projected revenue through FY 17.

Sales Tax Trend - General Fund

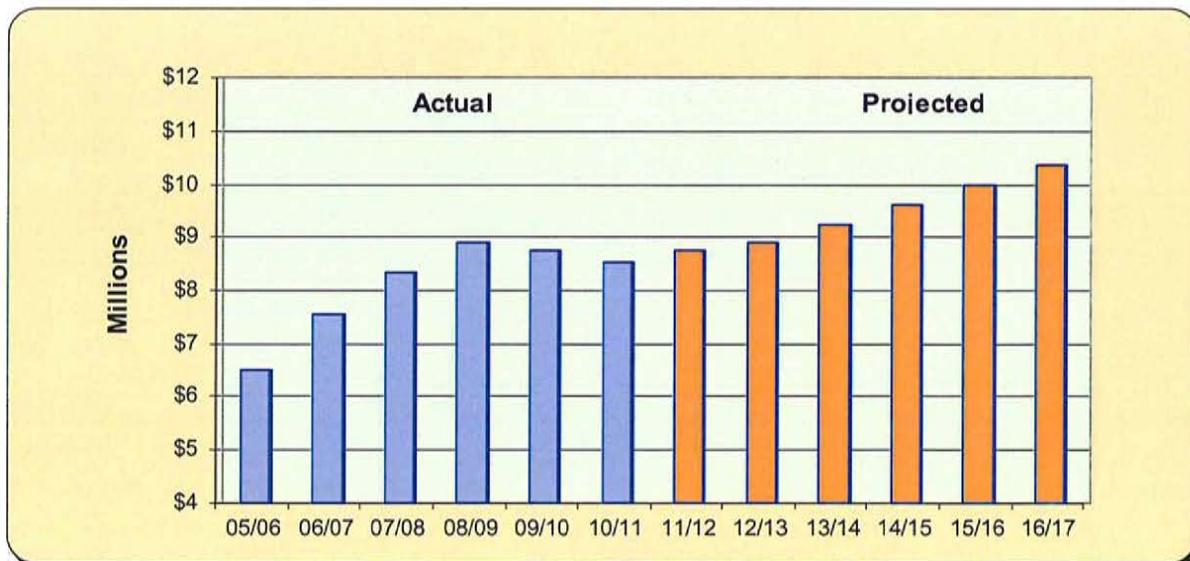


Property Tax: Property tax revenue is the second largest source of revenue to the General Fund. Estimated FY 13 revenue is \$8.9 million, or 24% of net operating revenue, and is \$0.2 million (2%) higher than projected FY 12 estimated actual revenue. It appears that the housing crisis that has endured for the past several years has begun to give way to recovery. Both residential and commercial property markets have seen demand pick up, the latter being bolstered from the growth of Silicon Valley notable companies such as Apple, Facebook and Google, which have had a tremendous impact on real estate values around the region as they continue to seek more space for expanding operations. Similarly, residential foreclosure activity around the County has dropped off considerably while multiple-offer home sales have become commonplace as housing stock returns to more normal historical levels.

Beginning in fiscal year 1993, and continuing for the past 19 years, the City has cumulatively lost in excess of \$20 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, and there is no end in sight.

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. As discussed, although projected to have only a 2% growth next year, future projections anticipate a return to growth of 3-4% over the next several years.

Property Tax Trend - General Fund



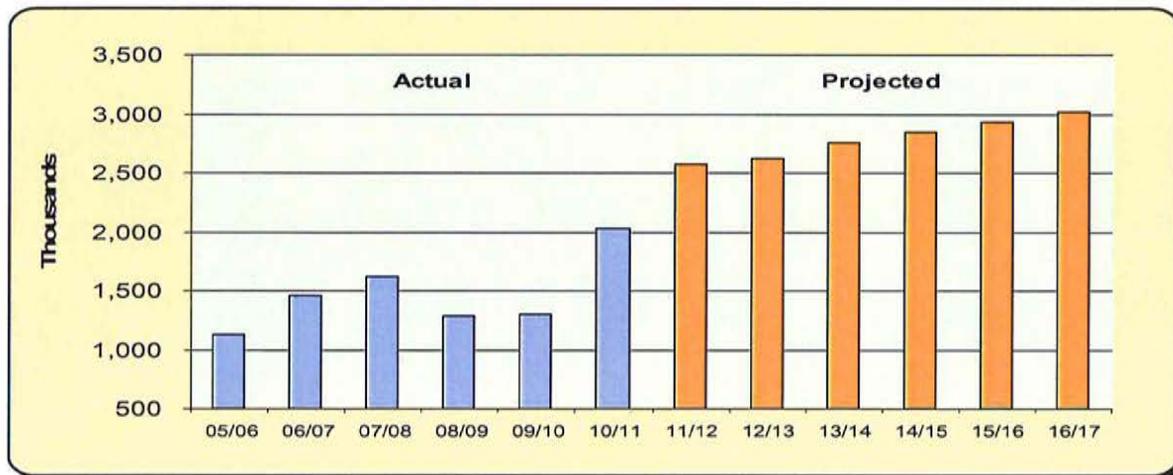
Transient Occupancy Tax: This tax, more commonly referred to as hotel/motel tax, or simply TOT, is derived from a 12% surcharge that is applied to the room rates of the City’s hotels/motels. TOT revenue for FY 13 is budgeted at \$2.6 million, reflecting a \$0.1 million increase from revised FY 12 projections. The overall growth in this revenue source since 2010 is due to a combination of having a new hotel open in 2011, a 2% voter-approved increase in the

tax rate that became effective during the 2nd half of 2011 and an overall improvement in room demand.

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 slow to about 4% annually.

The following chart depicts historical activity and projections for current and future years.

Transient Occupancy Tax (TOT) Trend - General Fund



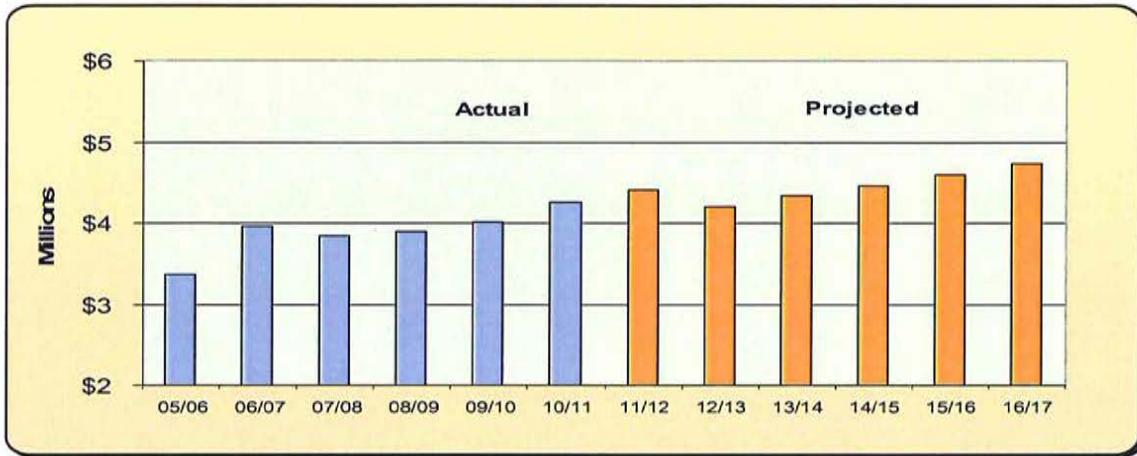
Charges for Services: Charges for services include revenues derived from a variety of sources, the largest being Recreation program fees that consist of classes/lessons, trips/tours, preschool and theater revenues. Other fees are charged for Police and Fire services; engineering services; zoning review 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 \$4.3 million for the General Fund during FY 13, which is a slight (\$0.1 million) decline from FY 12 projected revenues. The decrease is due to one time development related fees that exceeded budget last year and which are not expected to be realized in FY 13.

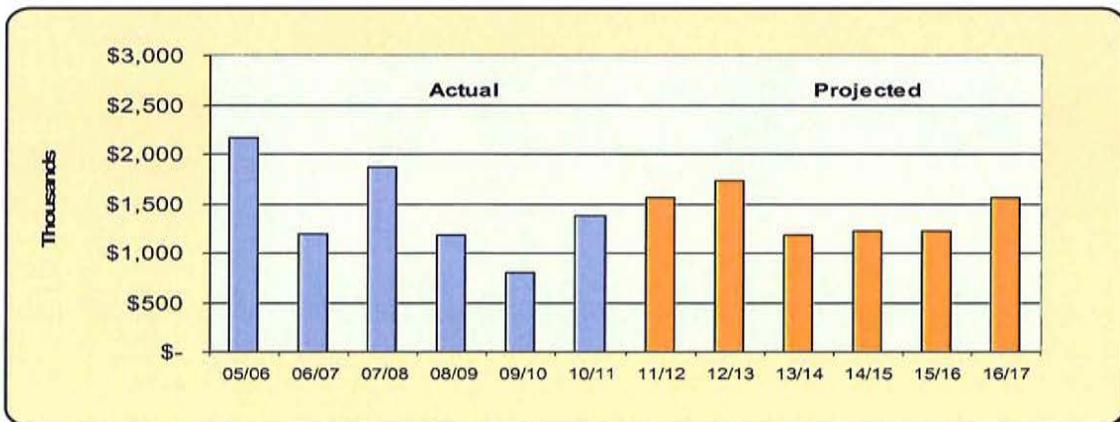
The following chart depicts historical activity and projections for current and future years:

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 13 revenues are \$1.7 million representing an 11% increase from projected FY 12 revenue. Development and construction revenue has been strong the past couple of years, is consistent with a recovering economy and is expected to continue for at least another year.

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 3.5% of net General Fund operating revenues. FY 13 revenue is estimated to increase less than \$0.1 million from FY 12 to \$1.3 million. Rental income from this source is generally consistent from year-to-year, which is attributable to having a consistent tenant base. 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 generated from fees charged to various utilities for doing business within the City. The fee is usually computed as a percentage of the gross income of the utility. This revenue source is projected to generate General Fund revenue of approximately \$2.7 million for FY 13, an increase of \$0.1 million (3.8%) 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 \$1.3 million, representing reimbursements from other funds for services provided by the General Fund, and reserves of \$0.5 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 and account number references 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.

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 13 are \$5.3 million, consistent with the previous year.

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

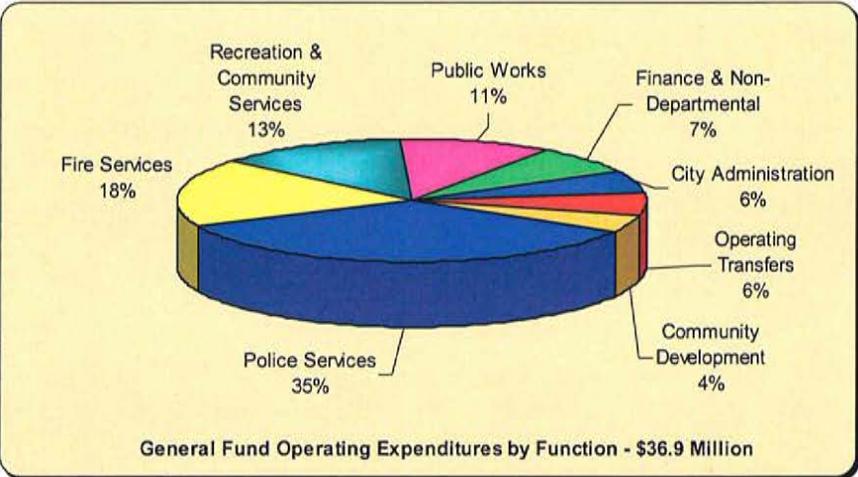
funded via semi-annual payments to the City. Total funding sources for Debt Service funds for FY 13 are \$1.6 million, a decrease of \$0.1 million from the previous year.

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 13 are \$2.4 million, up \$0.1 million from the previous year, reflecting slightly higher expenses for the year.

EXPENDITURES

As previously noted, the budget is comprised of operating and capital expenditures totaling \$49.5 million. City operating expenditures alone total \$46.3 million.

The General Fund comprises approximately 80% of total City operating expenditures. Special Revenue funds comprise 11%, Internal Service funds comprise 5% and other funds make up the balance at 4% of the total. Operating expenditures in the General Fund are budgeted at \$36.9 million which is 7% higher than the prior year adopted budget.



Employee Services: Staffing resources are an integral part of the City's annual budget. The current number of budgeted permanent FTE positions proposed in FY 13 is 151, down two positions from FY 12. These two positions, Redevelopment Coordinator and Housing Coordinator, were eliminated due to the State dissolution of the City's Redevelopment Agency. The Police Department increased by 0.5 FTE a Police Dispatcher position to meet increased service demands. The Department also decreased by 0.5 FTE a Record Specialist position while increasing a part-time Police Clerk position by 1.2 FTE. Public Works increased a part-time Engineering position by 0.5 FTE to assist with a number of grant funded projects that have strict deadlines attached to funding requirements and 0.25 FTE increase in Intern hours to provide various project assistance. Recreation increased by 0.5 FTE for day camp specialist and leaders and 0.3 FTE for a Senior Recreation Specialist. Community Development has 0.88 FTE budgeted for a Temporary Building Inspector to keep up with increased development activity. Finance has 0.3 FTE budgeted for part-time assistance to fill in for cashiering needs throughout the year as needed.

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.

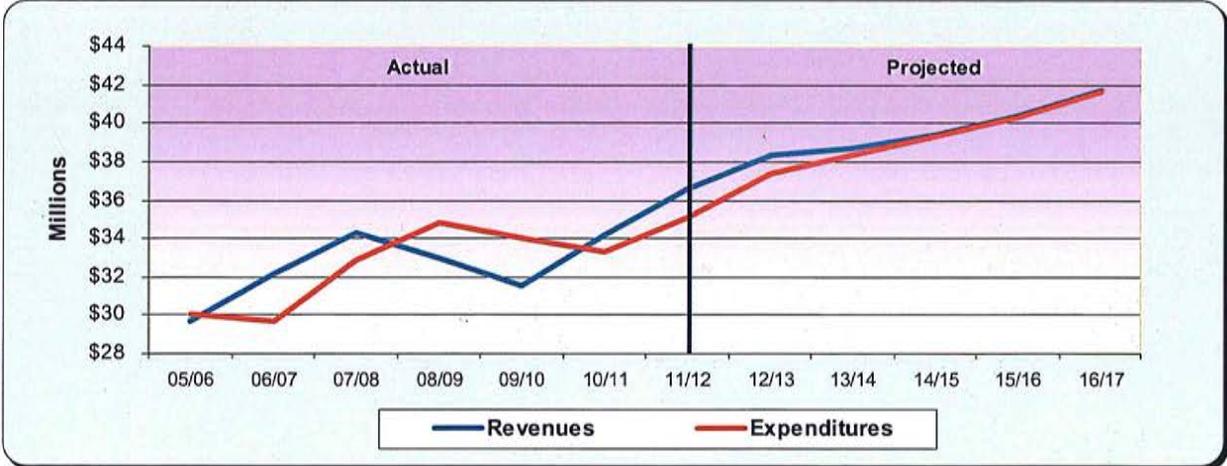
The salaries and benefits category represents all personnel-related costs and makes up the largest component of the General Fund expenditures. In fact, personnel costs are approximately 52% of the total budget and 57% of the General Fund. This number is relatively low compared to many other cities because fire personnel are provided by contract with the County and, therefore, do not show up as City personnel costs. For FY 13, salaries and benefits in the operating budget total \$24.2 million for all City funds, which is a \$1.0 million (4.4%) 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 cost 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 six years as well as projections through FY 17. For a number of years, City revenues were unstable and did not keep up with increased service costs, creating two consecutive years of budget deficits during this time. To address this situation, the City developed a Budget Correction Strategy that resulted in significant 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 as a result of the Budget Corrections Strategy over the next five years. As is depicted, the City expects to realize modest surpluses in its General Fund and expects to break even in the several years following. It should be noted that a good portion of the surplus shown for FY 13 is due to one-time development revenue that is not expected to continue into the following year. However, beyond FY 13, the surplus and breakeven is based on recurring revenues and/or expenditures.

Comparative Analysis: General Fund - Revenues to Expenditures



Redevelopment Agency (RDA) Funds: As mentioned previously, due to the passage of legislation in 2011 and 2012, the Campbell Redevelopment Agency was dissolved with any remaining assets transferred to the City of Campbell Successor Agency, effective February 1, 2012. Because the Agency and its accounts are no longer part of the City reporting entity, the budget no longer reflects the activity associated with this entity. Also, any data reported for prior years related to the Agency has been omitted from this document so as to preserve meaningful comparisons between years for the remaining City funds and accounts.

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 13, revenues and expenditures in these funds total \$2.4 million. Expenditures increased \$0.15 million from the previous year’s adopted budget. 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 13 are projected to be \$1.4 million, on par with 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 13, operating revenues and expenditures total \$2.7 million. This includes operating transfers-in of \$0.8 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 13 are \$1.1 million, \$0.3 million higher than last fiscal year's adopted budget. This is due to a change in how certain revenues related to the storm water program are being accounted for. The City will begin receiving certain revenues previously held by another governmental jurisdiction on behalf of the City. In turn, the City will have to pay for certain expenditures previously paid by this other jurisdiction. Future years' costs are based on inflationary increases approximating 2%.

ECONOMIC AND FISCAL ISSUES FACING THE CITY

Maintaining good fiscal health continues to be a priority. Achieving this objective preserves the City's ability to continue providing important programs and services to the community. Through the past decade of economic difficulties that have challenged this City, 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 by 15% 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. As revenues now begin to recover, efforts to contain costs continue.

One of the biggest threats to the City's fiscal health has been, and continues to be, 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 Statewide 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 \$0.7 million annually in additional debt service payment and staffing costs previously funded by the RDA. Fortunately, recent revenue growth from a recovering economy has helped lessen the overall fiscal 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 2012, the State seasonally adjusted unemployment rate was 10.7% compared to 11.8% the prior year. For Santa Clara County, the unadjusted rate was 8.7%, 1.6% lower than last year's June rate of 10.3%. Campbell has historically trended better than both the County and the State in its unemployment rate. In fact, as of June 2012, Campbell's unemployment rate was 7.5%, unadjusted, down from 8.9% 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.

Growth and new development within the City pose continuing opportunities and challenges. Campbell is essentially "built out", meaning there are no significant areas of undeveloped land in the city limits available for improvement. 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 structures 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 developing and retaining a diversified and stable economic base, marketing the community to targeted businesses, and working to retain and grow existing businesses. The City has a workplan item to develop a master plan to expand an existing research and development park by adding 1 million square feet of new space to the area. This would potentially allow growing companies already in Campbell to stay in the City by having larger sites available to relocate as well as attract new businesses to the City.

Related to the issue of growth and new development, an area of particular concern is limited 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. The City is committed to environmental sustainability and doing what it can to preserve it, 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 most recent example of this was the recent renovation of the City's Orchard City Banquet Hall in which the building was certified LEED Gold.

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. Consequently, 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. Based on an actuarial valuation, the City is committed to pre-funding its obligation to provide retired employees health benefits and has budgeted \$415,000 in FY 13 to partially fund this obligation. Furthermore, it has built into its 5-year projections additional increases so as to meet the required contribution targets.

Employee retirement costs have also been an ongoing challenge to maintaining a balanced budget. Although the City's retirement contribution budget increased just 3.4% for FY 13, it is expected future changes in assumptions by CalPERS will result in rate escalations over the next several years. As a long-term strategy to combat the rising pension costs, the City was able to enact 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. While this will not result in a large savings in the short term, as the workforce turns over, increasingly larger savings will accumulate over time.

Another significant and ongoing challenge is the need to maintain the City's infrastructure, particularly its streets and sidewalks. More than \$20 million dollars have been invested in the City's street infrastructure over the past 14 fiscal years, and work will continue into FY 13 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 for the City. 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.

Deployment of technology remains an important ongoing issue for the City. To maintain the City's current and proposed standards of performance as well as protect systems from outside attacks and viruses, constant attention and resources are required to ensure systems remain stable and reliable for all users. Additionally, the City's technology infrastructure is aging and many components are reaching end of life. Resources are being set aside to fund needed replacements and upgrades over the next couple of years through use of reserve funds that are available to partially meet these needs. Some of the projects slated for this budget year that address some of these issues are: increasing the City's internet connection capacity, replacing desktop computers, possibly with virtual desktops, and implementing a web content management system including a website redesign.

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 that were last updated by the City Council in FY 09. Their purpose is 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 13 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 3rd. 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 12 SIGNIFICANT ACCOMPLISHMENTS

The City was able to realize numerous significant 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 14th to discuss the operating budget and capital improvement plan and the proposed budget was introduced on June 5th.

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 of the City organization throughout the fiscal year.

BUDGET AND FINANCIAL AWARDS

For the 19th consecutive year, the City's budget received national recognition by earning the Government Finance Officer's Association (GFOA) "Distinguished Budget Award", a copy of which appears in the Budget Reference Materials section of this document. 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 13 budget conforms to GFOA program requirements. It should also be noted that the City's Comprehensive Annual Financial Report has 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 13 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 make every effort to continue prioritizing what is important for the City and to allocate available resources to those programs and services deemed to be critical to 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 my Executive Assistant, Sherrie Doherty, for their dedication and hard work required in coordinating, developing, and publishing this budget document.

Respectfully submitted,



Amy L. Brown
City Manager

FY 12 SIGNIFICANT ACCOMPLISHMENTS

City Manager's Department

Program 510 - Administration:

- Coordinated, and provided support for, youth engagement survey
- Completed design options for Phase II of cablecasting equipment upgrade
- Provided update to the City Council on status of Comcast and AT&T franchises
- Completed community promotional video at no City cost
- Developed application form and process for grant assistance program and oversaw award of \$2,000 in grants to neighborhood groups
- Established new Nextdoor social media networking for neighborhoods
- In collaboration with the Finance Department, negotiated major terms of agreement with the City of San Jose to annex Cambrian 36
- Coordinated the annual giving campaign

Program 511 - City Clerk:

- Participated in development of paperless agenda process
- Implemented iPad agenda packet process for Councilmembers
- Coordinated annual Advisory Commission recognition dinner
- Monitored compliance with AB 1234 – Ethics Training for elected and appointed officials

Program 515 - Human Resources:

- Provided a successful volunteer luncheon honoring 235 volunteers
- Administered the Employee Service Awards in recognition of 32 employees
- Conducted negotiations with Campbell Peace Officers' Association (CPOA), Campbell Police Civilian Employee Association (CPCEA), and Campbell Municipal Employee Association (CMEA)
- Established Resolutions for mid-managers and confidential employees
- Offered the voluntary reduction of hours program
- Conducted benchmark position total compensation salary surveys for affected bargaining units and unrepresented employees
- Participated in the Santa Clara County Leadership Academy Committee
- Completed five recruitments in accordance with performance measure outcomes
- Conducted annual open enrollment for all employees and hosted a Health and Benefits Fair
- Processed and managed 34 new Workers' Compensation claims

Recreation & Community Services

Program 525 - Senior Citizens – Nutrition Program:

- Increased social activities for nutrition program participants by securing outside donations to co-sponsor events
- Received recognition from the County for consistently having a strong and effective internal controls system over the program's financial operations. There were no findings that required corrective action or subsequent follow-up.

Program 526 – Adult Services:

- Exceeded targeted cost recovery rate of 57% by 6% demonstrating staff's diligence in ensuring that they remained on-track with spending and revenue generation (actual cost recovery rate achieved 62%)
- Entered into a partnership with Los Gatos Recreation and the City of Saratoga to offer joint trip programs which increased revenue with fewer cancelled trips and shared staffing responsibilities
- Hosted inaugural "Meet & Greet" Swap Meet which generated \$1,000 in outside revenue. Fifty-two vendors participated and over 500 individuals attended the event. Due to the community's positive feedback and financial success, this event will be incorporated as an annual fundraiser.
- Established MSW internship program with San Jose State to build capacity and improve Case Management program

Program 527 - Campbell Community Center:

- Other rental income (facility rentals) exceeded projections by \$27,598. This was due in large part to the use of the renovated Orchard City Banquet Hall and outdoor patio.
- The Building Use Policy was revised to incorporate provisions for rental of the outdoor plaza as a new rental amenity.
- The vending machine concession agreement was reviewed and a new financial arrangement was approved by Council.

Program 528 - Museum Services:

- Assisted the Museum Foundation in establishing an online presence utilizing Facebook and their own website.
- Developed promotional videos to enhance awareness of educational trunks and Ainsley Garden rental opportunities. Videos are available on the City's website.
- Increased the number of Ainsley House educational programs utilized by local schools from 21 to 30 bookings.
- Exceeded donation goal by securing a variety of outside grants and donations (\$11,400); additional \$45,000 obtained from the Museum Board as part of their annual subsidy for a total of \$56,500 in outside funding.

Recreation & Community Services (continued):

Program 529 - Theatre:

- Renewed 12 season sponsors and obtained one new sponsor.
- Sold 3,291 season tickets for five shows (average of 658/show including three sold-out performances); second highest in Theatre history.
- Secured Council approval for maintaining the current business model for theatre operations

Program 531 - Sports, Aquatics, Fitness:

- Adult basketball leagues filled to capacity each season
- Implemented new Futsal (indoor soccer) program that proved to be successful in attracting 680 new program participants and a net profit of \$9,788.
- Tennis classes filled to capacity
- Valentine Fun Run and Oktoberfest were very successful with over 1,000 individuals participating in the Valentine run and 500 in the Oktoberfest fun run. Thanks to resource support – particularly with the addition of Whole Foods as a new sponsor these two events combined generated approximately \$23,000 in net revenue.
- The Summer Concert Series continued to draw hundreds of residents to the downtown over the 10-week summer season. In addition, approximately \$8,000 was generated in voluntary donations to support on-going costs. A new policy to improve cash handling accountability was developed for the 2012 summer season.

Program 532 - Special Interest Classes:

- Realized savings by combining Adult Center, Theatre, Swim Team and general recreation databases for production of on-line newsletters and surveys.
- Implemented a variety of new programs to support National Let's Move Cities and Town Initiative including boot camps, nutrition and cooking classes, pre-concert demonstration classes and annual Let's Move, Let's Play event.
- Partnered pre-school programs with the Library to promote reading programs and encourage residents to obtain library cards.
- Day camp programs exceeded revenue target by \$29,716 (7%). Increased enrollment with Teen Camps as well as all camp programs throughout the summer. In addition, initiated new winter and ski camp programs.
- Special interest classes exceeded revenue target by \$10,109 (2%). Free demonstration days were added to the schedule to encourage customers to sign-up for new classes. In addition, monitoring of enrollments was increased so that low performing classes were either targeted for additional marketing or dropped from the available courses.

Finance

Program 535 - Accounting Services Program:

- Received an unqualified audit opinion on the City's FY11 Comprehensive Annual Financial Report (CAFR) and received a national Certificate of Achievement award from the Government Finance Officers Association (GFOA)
- Received a national Distinguished Budget Award from GFOA for the FY12 Budget document
- Successfully implemented required modifications to our Pentamation HR/Payroll systems to enable the City to convert to the new my|CalPERS reporting system in September 2011 despite running into numerous problems with CalPERS and Pentamation
- Completed the implementation of the new GASB 54 fund balance reporting requirements for the FY 11 CAFR
- Completed the roll-forward actuarial study for post-retirement health benefits required by GASB 57 and received draft report from actuary
- Completed modifications to our Business License system to accommodate the increased license fee structure approved by voters in 2010

Program 547 - Information Technologies Services:

- Replaced the City's Storage Area Network
- Began replacement of desktop personal computers
- Replaced/reallocated departmental copiers
- Evaluated the feasibility of implementing an online payment function for renewal of Business Licenses
- Replaced network switching equipment at Community Center and Service Center
- Implemented new CalPERS Reporting System
- Began implementation of an e-agenda/paperless agenda process (90% complete)
- Worked with departments on Social Media implementation
- Replaced the eSafe network security appliance
- Assisted the Police Department with an Online Crime Reporting system
- Received the Quality Award from the Municipal Information Systems Association of California Conference for the fourth consecutive year
- As an interim step to a full refresh of the City's website, Information Technology made several updates to the "look and feel" as well as add some new functionality
- Set up a new system called IworQ to track requests for facility maintenance
- The parent company for the Police Department's License Plate Recognition systems discontinued operations and support for the technology. IT created a new back office system to support both Campbell and the Town of Los Gatos, and migrated the data.
- Campbell Information Technology staff provided routine support and maintenance for Monte Sereno's technology systems. Over 5,000 dollars in new revenue for Campbell was realized by this mutually beneficial arrangement.

Community Development

Program 550 - Administration

- Cambrian 36 / Central Park Annexation
 - Held a neighborhood meeting informing the public of the City's intent to annex the territories
 - Held a Planning Commission hearing to recommend pre-zoning and General Plan land use designations
 - Held a City Council hearing to accept the Planning Commission's recommendations and authorize the staff to submit an application to LAFCO
 - Hired a Surveyor/Engineering Consulting firm to prepare mapping materials necessary to submit to LAFCO
 - Submitted application to LAFCO and attended multiple hearings
 - Returned to the City Council to obtain authorization of a related component to the annexation
- Prepared a comprehensive update to the City's Parking and Loading Ordinance to clarify specific provisions and to modify the requirements to be more representative to actual parking demands
- Prepared a Smoking Ordinance to prohibit smoking in outdoor dining areas and in public recreation areas
- Conducted two study sessions regarding the City's Tree Protection Ordinance
- Prepared an update to the City's Underground Utility Ordinance
- Presented proposed Mills Act Program to the City Council, resulting in Council approval

Program 551 - Current Planning & Program 552 - Policy Development:

- Worked with the Historic Preservation Board (HPB) to identify properties eligible for the Mills Act, including moving homes onto the City's HRI
- Conducted outreach efforts to property owners with potentially significant historic properties
- Provided the City Council a list of three homes for inclusion on the HRI
- Facilitated the preparation and presented to the City Council an amendment to the City's Downtown Alcohol Policy
- In conjunction with the Planning Commission, processed numerous applications for new downtown businesses
- Processed new residential developments for approval, including a new 168 apartment unit, mixed-use development and a new 25-unit small-lot single-family subdivision which was approved by the City Council on June 19, 2012.

Legal Services

Program 560 - City Attorney-Legal Services:

- Provided a successful defense of the Support Systems case through the Court of Appeals
- Prepared and analyzed the Firearms Ordinance
- Counseled the City Council through employee termination hearings

Public Safety

Program 602 - Communications:

- Collaborated with the Town of Los Gatos on a Dispatch Consolidation Feasibility Study. The final report is pending.

Program 603 - Records:

- Completed staff training on the South Bay Information Sharing System (COPLINK) which is a shared database for the collection and analysis of criminal justice data with other agencies throughout California and Oregon.
- Participated in a county-wide project to implement a Mobile Identification System that provides officers with the ability to identify persons contacted in the field in real-time utilizing a digital fingerprint.
- Implemented an online crime reporting system for citizens to use to report crimes.

Program 604 - Special Enforcement Services:

- Identified a suspect in a 1995 case involving a missing 17 year old girl (Sylvia Lee) who has never been found. The suspect eventually pled guilty to murder after we obtained a confession where he admitted murdering the girl and disposing of her body. Suspect is currently serving several life sentences.
- Investigated the serious physical abuse of a 3 year old girl who was left in a rolled up carpet inside of a garage and then hidden by her biological mother and the mother's boyfriend. After an exhaustive search, we located the victim and arrested both suspects who eventually pled guilty to several serious felonies. This case garnered major media attention throughout the Bay Area.
- Participated in several county-wide DUI crackdowns as well as several school safety programs focusing on traffic enforcement in school zones.
- Located a suitable new facility in Campbell and negotiated the lease to house the Santa Clara County Specialized Enforcement Team (SCCSET) and federal narcotics task force after they were forced to move from their prior location in San Jose.
- Investigated a report of on-going child abuse / incest culminating in the arrest of the suspect who was charged with multiple sex crimes.
- Investigated a report of on-going child abuse spanning over 10 years and involving over 12 victims under the age of 12 years old. The suspect was hired as a nanny and used his position to garner the trust of both the child victims and their parents enabling him to expose the children to inappropriate material and sexually molest them. The suspect has been charged with multiple felonies and is currently in custody on life sentence charges.
- Investigated an attempted homicide where the suspect stabbed the victim and immediately fled to Southern California. Investigators were able to track him to a specific location and arrest him before he could flee the country.
- Provided investigative assistance to the Santa Clara County Sheriffs Department in a high profile missing person case. (Sierra Lamar)
- Investigated two fatal and three serious injury traffic collisions in a two week period

Public Safety (continued):

- Investigated an armed robbery where the suspects entered the backyard of a residence and stole marijuana plants. Three suspects were arrested in a vehicle with a 10-month old child and an unloaded AK-47 rifle. The child was taken into protective custody.
- Investigated a sexual battery that occurred on the Los Gatos Creek Trail. The suspect was a transient and also had four outstanding warrants for his arrest.
- Investigated a robbery, assault with a deadly weapon case involving 4 suspects and 5 victims total that occurred near downtown Campbell.
- SWAT team members assisted the Gilroy Police Department with Operation Garlic Press. We conducted two high-risk operations and arrested 6 suspects, including several violent gang members who were involved with a drive-by shooting the previous week.
- Investigated a case where two subjects shined a green laser at two airplanes and the Sheriff's Office Helicopter. Both suspects were located.
- Served a search warrant in a marijuana sales case where 130 marijuana plants along with materials to cultivate/sell marijuana were recovered along with \$1600 cash. The suspect had been selling the marijuana for his business in San Jose and several apartments he owned in Campbell.
- Participated in the CHP Distracted Driving Campaign, in two days we issued 75 traffic citations.

Program 605 - Field Services:

- Through the use of ABAG Risk Mitigation Grant funds, we purchased additional VieVu cameras enabling us to assign a video camera to each officer in the Patrol and Traffic divisions.
- Partnered with Community Development to review the Downtown Campbell Alcohol Policy and presented updated options to Council for review.
- Utilized grant funds through the County Public Health Department to conduct decoy enforcement operations to prevent the sale of tobacco products to minors.
- Successfully hired three new Police Officers in order to fill current vacancies as well as prepare for planned retirements.

Public Works

Program 715 - Environmental

- 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 5.2 lbs/person allowed)
- Completed and submitted the Annual Municipal Regional Stormwater NPDES Permit report and the "Baseline Trash Load and Short -Term Trash Load Reduction Plan" to the San Francisco Bay Regional Water Quality Control Board as required by Federal Clean Water Act
- Updated the West Valley Clean Water Program MOU and agreements with West Valley Sanitation District for continuation of the West Valley Clean Water Program.

Public Works (continued):

Program 720 - Transportation Engineering:

- Installed bike lanes/bike routes on Pollard Road and Knowles Drive between Winchester Boulevard and the west city limits near Quito Road; furnished bike helmets to Rolling Hills Middle School students; bicycle safety tips sheet was developed with the help of the Campbell Bicycle and Pedestrian Advisory Committee. Project was funded with \$255,000 federal Safe Routes to School grant funds.
- Completed the design phase for over 20 radar sign locations throughout the City. Construction phase will begin this summer. Project is funded with \$198,000 federal Highway Safety Improvement Program (HSIP) grant funds.
- Secured \$544,000 in federal Transportation Enhancement grant funds through VTA's Community Design and Transportation (CDT) Program for the Hacienda Avenue Green Street Improvement Project. Grant funds will help pay for new bike lanes, narrowing the street, installing sidewalk and accessibility ramps, and planting street trees and shrubbery.

Program 730 - Engineering:

- Completed Stojanovich Family Park Project
- Obtained LEED Gold certification for the Orchard City Banquet Hall Renovation Project
- Completed Campbell Avenue Resurfacing Phase I Project
- Collected \$53K from the Targeted Rubberized Asphalt Concrete Grant for arterial resurfacing projects
- Applied for and received an award of \$2M from the Proposition 84 Integrated Regional Water Management Program Grant for the Hacienda Avenue "Green Street" Improvement Project
- Expedited and completed the final design for Winchester Boulevard Phase I Improvement Project to meet CDT grant deadline for obligating grant funds in amount of \$1.12M
- Substantially completed the construction of the Winchester Boulevard Phase I Project
- Coordinated with PG&E on Underground Utility District #9 to advance work to accommodate the construction schedule for Winchester Boulevard Phase I Project
- Coordinated and assisted in completion of the electrical service panel conversion phase of Underground Utility District #9
- Continued project close-out with Caltrans for the East Campbell Avenue Improvement Project
- Completed consultant selection process and began design of the East Campbell Avenue Portal Project
- Assisted in review and evaluation of various LED streetlight fixtures on Winchester Boulevard
- Completed the encroachment permit process for AT&T Lightspeed Project
- Completed the design of the Winchester Boulevard Phase II Project
- Installed 10 new ADA Accessibility Ramps

Public Works (continued):

- Added two new public art pieces to Campbell's Public Art collection
- Implemented the WVCWP Stormwater Construction Site Inspection Program for all CIP and development
- Inspected the construction of 1.5 miles of San Jose Water Company water main replacement
- Provided contract inspection services for West Valley Sanitation District

Program 740 - Land Development:

- Processed the subdivision and permit issuance of a 25 unit residential development at 700 Gale Drive
- Processed the permit issuance for a substantial remodel of a downtown commercial development at 276 East Campbell Avenue
- Processed the permit issuance of a 40 unit residential development at 555 West Campbell Avenue

Program 745 - Maintenance Administration:

- Researched future regulation changes and their potential affect on the City Budget
- Assisted with the design of Winchester Boulevard Phase II improvements (Medians and street trees)
- Explored the implementation of sustainable energy solutions resulting from the Energy Efficiency and Solar Study that was completed in FY 11

Program 750 – Vehicle and Equipment Maintenance:

- Vehicle and Equipment Maintenance Services purchased two energy efficient vehicles; a Ford Fusion hybrid pool car and an Eco-boost F150 truck for the Police Department

Program 760 - Street Maintenance:

- Assisted Engineering with the 2011 and 2012 Annual Street Maintenance Project
- Researched and coordinated mandated NPS storm water capture devices

Program 770 - Signals and Lighting Maintenance:

- Assisted with coordination, installation and inspection of the Stojanovich Family Park pedestrian crossing signal light and controller
- Assisted Engineering with the re-location of signal lights for the Winchester Boulevard Phase I project. Additionally, they assisted with the installation of new traffic signal controllers.

Public Works (continued):

Program 775 - Park Maintenance:

- Developed and implemented a revised park trash receptacle design that allows for a more ergonomic collection procedure
- Assisted with the coordination, installation, and inspection of the Stojanovich Family Park
- Assisted with the construction, training and coordination of Winchester Phase I Improvements
- Designed the landscaping and irrigation for Winchester Phase II saving the City the cost to hire a landscape architect.
- A reforestation project was implemented on West Valley Drive to address several complaints regarding uplifted sidewalks that cannot be repaired without removing trees.

Program 780 - Building Maintenance:

- Remodeled and renovated Building A at the Campbell Community Center to support new tenants
- Continued with high priority ADA Transition Plan Improvements
- Assisted Recreation and Community Services with the Senior Services Facilities Alternative Analysis Services
- Replaced the boiler for the swimming pool at the Community Center with an energy efficient boiler. Staff obtained a no-interest, no-fee loan through PG&E that will be paid for by the energy savings in approximately six years.
- Installed ten electric vehicle charging stations in four locations in the public right-of-way throughout the City of Campbell including signage and posting on the City's website

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.

A **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.

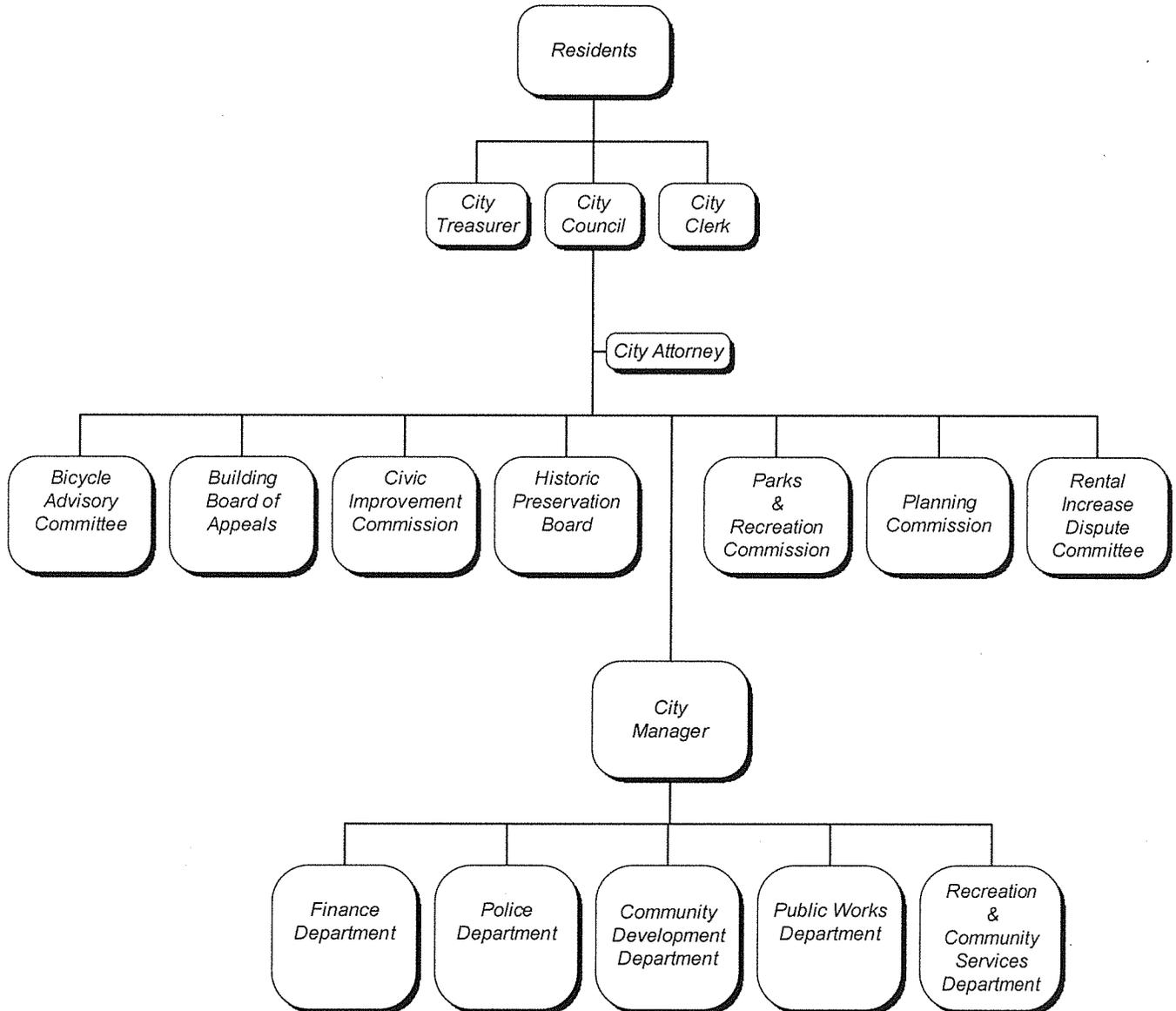
The City will maintain good communications with bond rating agencies about its financial condition. The City will use refunding techniques where appropriate to allow for the restructuring of its current outstanding debt to remove or change restrictive covenants, and/or to reduce annual debt service in 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.



City & Community Information

General Organization 2012 - 2013



CITY OFFICIALS

City Council & Redevelopment Agency Board

Mayor – Michael F. Kotowski

Vice Mayor – Evan D. Low

Councilmember – Jason T. Baker

Councilmember – Jeffrey R. Cristina

Councilmember – Richard M. Waterman

Note: Mayor serves an annual term from December to December. Names and positions are as of July 1, 2012.

City Administrative Staff

City Manager – Amy Brown

City Clerk – Anne Bybee (Elected)

City Treasurer – Gerald Kennedy (Elected)

City Attorney – William Seligmann

Interim Community Development Director – Paul Kermoyan

Finance Director – Jesse Takahashi

Human Resources Manager – Jill Lopez

Police Chief – Gregory Finch

Public Works - City Engineer – Michelle Quinney

Interim Public Works Superintendent – John Iaquinto

Recreation & Community Services Director – Cynthia Bojorquez

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

CAMPBELL STATEMENT OF VALUES

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 3/21/06
Updated 2/17/09, Resolution #10998*

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.

- 7.2. 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.

7.0 Environmental Programs

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



Adopted 11/94
Updated 3/99

COUNCIL COMMITTEE RESPONSIBILITIES

MAYOR KOTOWSKI

Campbell Historical Museum & Ainsley House Foundation Liaison
Cities Association of Santa Clara County Board of Directors (Alternate)
City Attorney & City Manager Performance/Compensation Subcommittee
County Expressway Policy Advisory Board (Alternate)
Education Liaison Subcommittee
Finance Subcommittee
League of California Cities – Community Services Policy Committee - Chairperson*
Valley Transportation Authority Policy Advisory Committee (Alternate)
West Valley Mayors and Managers
West Valley Sanitation District
West Valley Solid Waste Authority JPA (Alternate)

VICE-MAYOR LOW

Advisory Commissioner Appointment Interview Subcommittee
Association of Bay Area Governments
City Attorney & City Manager Performance / Compensation Subcommittee
CDBG Program Committee (County) (Alternate)
Education Liaison Subcommittee
Legislative Subcommittee
National League of Cities:*
President, Asian Pacific Municipal Officials
Recycling Waste Reduction Commission *
Valley Transportation Authority *
West Valley Sanitation District (Alternate)
West Valley Solid Waste Authority JPA

COUNCILMEMBER CRISTINA

County Expressway Policy Advisory Board (Alternate)
Emergency Preparedness Council (Alternate)
Friends of the Heritage Theatre Liaison
Santa Clara Valley Water District:
County Water Commission
Flood Control Advisory Committee
Silicon Valley Animal Control Authority Board (Alternate)
Valley Transportation Authority Policy Advisory Committee

COUNCILMEMBER BAKER

Advisory Commissioner Appointment Interview Subcommittee
Cities Association of Santa Clara County Board of Directors
Selection Committee
Downtown Subcommittee
Economic Development Subcommittee
Emergency Preparedness Council
Housing Rehabilitation Loan Subcommittee
League of California Cities *
Public Safety Policy Committee
Legislative Subcommittee
20% Housing Subcommittee (Redevelopment Agency)
West Valley Cities Representative to Silicon Valley Interoperability Authority (SVRIA)*

COUNCILMEMBER WATERMAN

Association of Bay Area Governments (Alternate)
CDBG Program Committee
County Library District JPA Board of Directors (Alternate)
Downtown Subcommittee
Economic Development Subcommittee
Finance Subcommittee
Housing Rehabilitation Loan Subcommittee (Alternate)
League of California 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
20% Housing Subcommittee (Redevelopment Agency)

Council Responsibilities Effective 2/14/12

*Appointed by other agencies

COMMISSIONS, COMMITTEES AND ADVISORY BOARDS

Planning Commission

Philip Reynolds, Jr., Chairperson
Paul Resnikoff, Vice Chairperson
Brian Brennan
Pamela Finch
Elizabeth Gibbons
John Razumich
Robert A. Roseberry

Parks & Recreation Commission

Scott Hughes, Chairperson
Charles Gibson, Vice Chairperson
Jacquie Davidson
Jann Harbor
Rich Ptaszynski
Vacant
Vacant

Civic Improvement Commission

Madalyn Perrine, Chairperson
Ann Herosy, Vice Chairperson
Jill Brewer
Toby Cheng
Traci Mitchell
Michael Rich
Alan Zisser

Building Board of Appeals

Bruno Marcelic
Jim Morelan
Jay Perrine
Kevin Salazar
Todd Zeman

Historical Preservation Board

Susan Blake, Chairperson
Todd Walter, Vice Chairperson
JoElle Hernandez
Masel Sheehan
Laura Taylor Moore

Rental Increase Dispute Fact Finding Committee

Eric Bracher
Phil Doetsch
John W. Figueroa
Karla Prince
Vacant

Bicycle Committee

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

Note: Names and positions as of 07/1/12

PERMANENT AUTHORIZED BUDGETED PERSONNEL POSITIONS

Job Classification	FY 11 Number of Positions	FY 12 Number of Positions	FY 13 Number of Positions	FY 13 Monthly Pay Ranges
City Manager	1	1	1	N/A
Police Chief	1	1	1	\$10,703 - \$15,500
Police Captain	2	2	2	11,038 - 13,420
Public Works Director	1	1	1	10,703 - 15,500
Finance Director	1	1	1	10,703 - 14,000
Community Development Director	1	1	1	10,703 - 14,000
Recreation & Community Services Director	1	1	1	10,703 - 14,000
City Engineer	1	1	1	10,615 - 12,904
Human Resources Manager	1	1	1	10,371 - 12,606
Planning Manager	1	1	1	9,405 - 11,434
Public Works Superintendent	1	1	1	9,405 - 11,434
Senior Civil Engineer (1 FTE until 12/31/10 then will be frozen.) #	2	2	2	9,405 - 11,434
Traffic Engineer	1	1	1	9,405 - 11,434
Building Division Manager/Building Official	1	1	1	9,405 - 11,434
Information Technology Manager	1	1	1	9,300 - 11,305
Assistant to the City Manager	1	1	1	9,037 - 10,983
Finance Manager	1	1	1	9,037 - 10,983
Police Sergeant	7	7	7	8,738 - 10,622
City Clerk	1	1	1	8,092 - 9,834
Recreation Services Manager	1	1	1	8,084 - 9,827
Support Services Manager	1	1	1	8,065 - 9,803
Associate Civil Engineer	1	1	1	7,976 - 9,696
Police Agent	6	6	6	7,856 - 9,549
Facilities Maintenance Manager	1	1	1	7,691 - 9,348
Information Technology Administrator	1	1	1	7,608 - 9,249
Senior Public Works Inspector	1	1	1	7,418 - 9,022
Police Officer	24	24	24	7,320 - 8,890
Communications Supervisor	1	1	1	7,163 - 8,715
Park Maintenance Supervisor	1	1	1	7,122 - 8,656
Assistant Engineer (1 FTE reduced to .9) #	2	2	2	7,065 - 8,592
Public Works Inspector	1	1	1	6,946 - 8,447
Building Inspector	2	2	2	6,946 - 8,447
Police Officer Trainee	1	-	-	6,585 - -
Code Enforcement Officer/Inspector	1	1	1	6,499 - 7,900
Equipment Maintenance Supervisor	1	1	1	6,483 - 7,880
Lighting & Traffic Signal Supervisor	1	1	1	6,483 - 7,880
Street Maintenance Field Supervisor	1	1	1	6,418 - 7,802
Information Technology Technician (1 FTE reduced to .8) #	2	2	2	6,403 - 7,783
Accountant	2	2	2	6,388 - 7,764
Recreation Program Supervisor	4	4	4	6,328 - 7,700
Senior Services Supervisor	1	1	1	6,328 - 7,700
Public Safety Dispatcher	8	8	9	6,198 - 7,534
Police Records Supervisor	1	1	1	6,032 - 7,329
Assistant/Associate Planner	2	2	2	5,932 - 8,425
Executive Assistant to the City Manager (Reduced to .9) #	1 ***	1 ***	1 ***	5,857 - 7,118
Senior Museum Specialist	1	1	1	5,493 - 6,679
Lighting & Traffic Signal Technician	1	1	1	5,421 - 6,589
Building Maintenance Lead Worker	1	1	1	5,268 - 6,409
Executive Assistant (1 FTE reduced to .9 & 1 FTE reduced to .8) #	4	4	4	5,185 - 6,307
Deputy City Clerk	1	1	1	5,185 - 6,307
Property/Evidence Specialist	1	1	1	5,001 - 6,078

PERMANENT AUTHORIZED BUDGETED PERSONNEL POSITIONS

Job Classification	FY 11 Number of Positions	FY 12 Number of Positions	FY 13 Number of Positions	FY 13 Monthly Pay Ranges
Community Services Officer (2 FTE's reduced .20 ea = 4.6 FTE's.	5	5	5	\$ 4,983 - \$ 6,056
Recreation Program Coordinator	1	1	1	4,946 - 6,013
Park Maintenance Lead Worker	2	2	2	4,910 - 5,969
Street Maintenance Lead Worker	1	1	1	4,910 - 5,969
Accounting Technician	1 ***	1 ***	1 ***	4,836 - 5,873
Accounting Clerk II	2	2	2	4,836 - 5,873
Permit Technician	1	1	1	4,812 - 5,853
Building Maintenance Worker	2	2	2	4,792 - 5,829
Police Records Specialist (1 FTE reduced .5 = 4.5) #	4.5	4.5	4	4,741 - 5,762
Museum Education Coordinator (FTE = .75) #	1	1	1	4,712 - 5,723
Office Specialist (1 FTE reduced to .9) #	2	2	2	4,702 - 5,713
Mechanic I/II	1	1	1	4,508 - 6,411
Senior Office Assistant	1	1	1	4,477 - 5,441
Street Maintenance Worker II	3	3	3	4,464 - 5,430
Park Maintenance Worker II	8	8	8	4,464 - 5,430
Utility Worker	1	1	1	4,339 - 5,279
Office Assistant	3	3	3	4,050 - 4,930
Park Maintenance Worker I	1	1	1	4,043 - 4,916
Street Maintenance Worker I	2	2	2	4,043 - 4,916
Recreation Manager	1	-	-	- - -
Redevelopment Coordinator	1	1	- ##	- - -
Total Permanent Full-Time Positions	<u>150</u>	<u>148</u>	<u>147</u>	
Permanent Part-Time	Number of Positions	Number of Positions	Number of Positions	Hourly Pay Ranges
Housing & Community Development Coordinator	0.75	0.75	0.00 ##	\$ - - \$ -
Public Safety Dispatcher	0.50	0.50	0.00	35.76 - 43.47
Human Resources Technician (2 @ .75)	1.50 ***	1.50 ***	1.50 ***	31.25 - 37.99
Mechanic I/II	0.00	0.50	0.50	26.01 - 36.99
Office Assistant	0.80	0.80	0.80	23.37 - 28.44
Nutrition Site Manager	0.50	0.50	0.50	16.29 - 19.82
Food Server	0.50	0.50	0.50	11.32 - 13.77
Total Permanent Part-Time Positions	<u>4.55</u>	<u>5.05</u>	<u>3.80</u>	

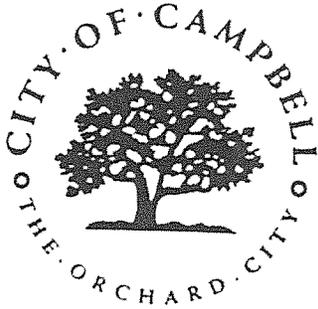
* CD, PD, PW, R&CS

** FIN (1), PW (1), R&CS (2)

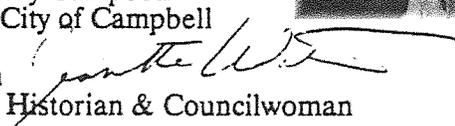
*** Confidential

FTE Reduced due to Budget Correction Strategy

Positions eliminated due to dissolution of the Redevelopment Agency



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."

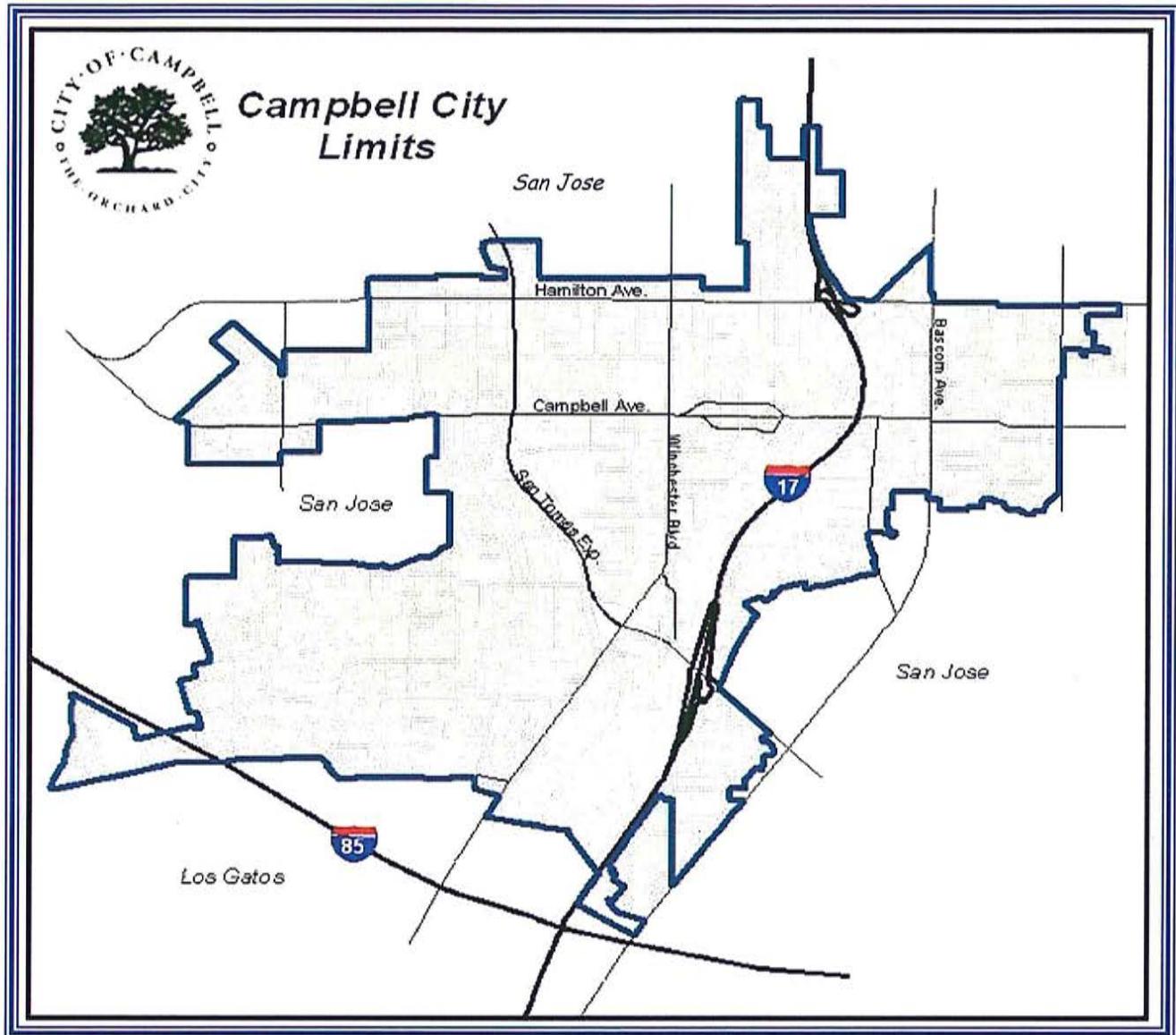
Your faithful servant, JMW

Note:

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



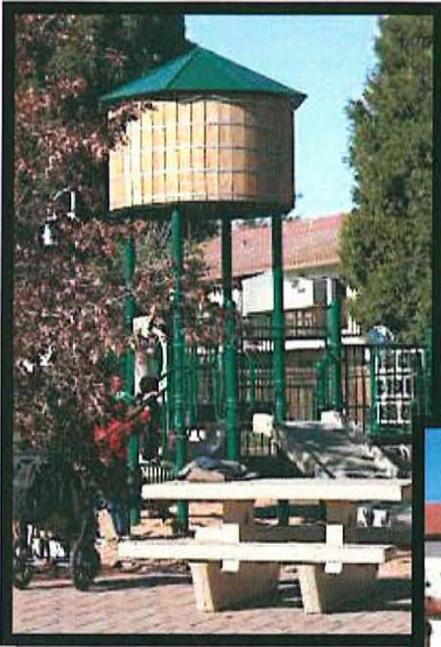
Campbell Community Profile - Demographic Statistics (General)



- 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 - 39,882
(As of 1/1/12 - CA Department of Finance)
- 19,341 Registered Voters
- 13,753 (68.4%) Votes Cast in Last General Election
- Public Safety - 67 Police Employees (41 Sworn)
- Public Safety - Two Fire Stations
- Public Safety - Fire Services Contracted with the County of Santa Clara
- Total Permanent Positions - 176 *

* As of 7/1/12 – 25.1 Positions are Frozen or Unfunded

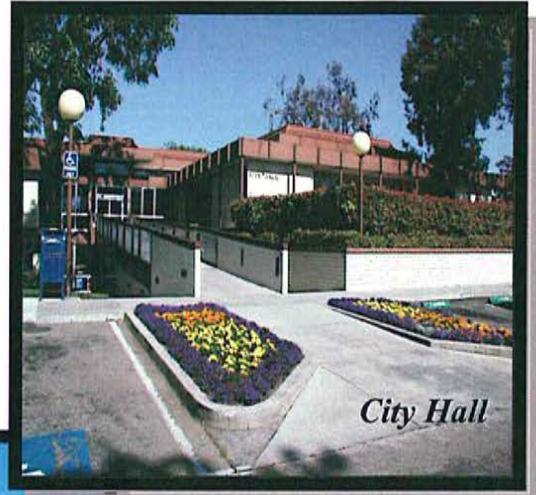
Campbell Community Profile - Demographic Statistics (Infrastructure)



Stojanovich Family Park



Community Center



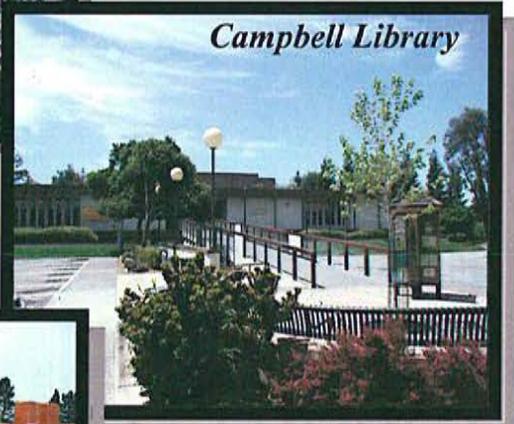
City Hall



Ainsley House



Edith Morley Park



Campbell Library

<u>Category</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
Miles of Streets (Major / Secondary)	14.6 / 89.0	14.3 / 89.0	14.3 / 89.0	14.3 / 89.0
Miles of Sewers (Storm / Sanitary) ⁽¹⁾	52.00 / 591.0	42.25 / 484.0	42.25 / 484.0	42.25 / 484.0
Miles of Sidewalks	78.5	78.5	78.5	78.5
Street Lights	2,500	2,500	2,535	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



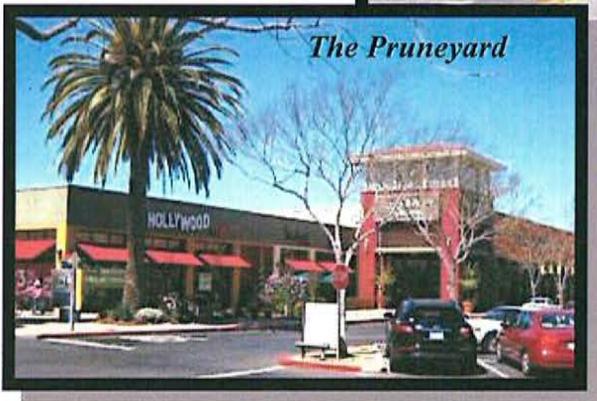
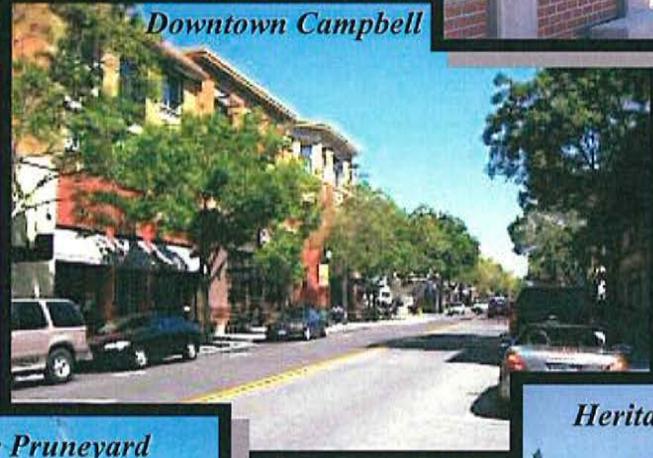
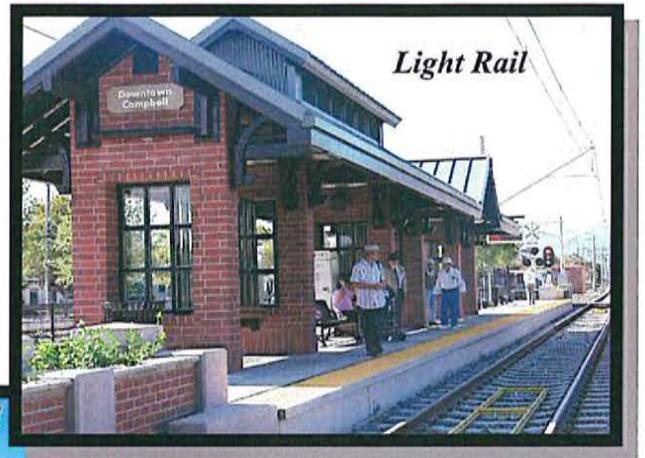
Condominiums

<u>Category</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
Average Household Size ⁽¹⁾	2.42	2.33	2.37	2.4
Number of Households ⁽¹⁾	17,010	17,035	16,852	16,465
Median Age ⁽¹⁾	38.3	37.4	39.4	35.2 / 39.1
Average Single Family Home ⁽²⁾	\$764,111	\$643,600	\$790,611	\$611,014
% of Households with Income of \$75,000 or Greater ⁽¹⁾	62.30%	51.30%	49.6%	47.27%

⁽¹⁾ U S Census Bureau - American Fact Finder/Campbell

⁽²⁾ SCC Association of Realtors 07/2012

Campbell Community Profile - Demographic Statistics (Employment & Education)



<u>Category</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>
Jobs per Household ⁽¹⁾	1.63	1.6	1.61	1.66
Employed Residents ⁽¹⁾	31,298	31,246	30,794	29,873
Mean Family Income ⁽¹⁾	\$116,389	\$97,295	\$96,548	\$89,285
% of Adults over 25 with Bachelor's Degree or Higher ⁽¹⁾	43.9%	44.0%	44.1%	44.80%

⁽¹⁾ U S Census Bureau - American Fact Finder/Campbell

Major Employers

(100 or More Employees - Listed Alphabetically)

Barracuda Networks Inc ~ Manufacturing (393)
Children's Recovery Center ~ Hospital (111)
City of Campbell ~ Government (153)
Coulomb Technologies ~ Research & Development (105)
Durham School Services LP ~ Service (144)
Fry's Electronics, Inc. ~ Retail (250)
Home Depot ~ Retail (189)
Hunter Laboratories ~ Manufacturing (200)
Kaiser Permanente Medical Group ~ Outpatient (145)
Kohl's ~ Retail (112)
Mohler, Nixon & Williams Accountancy ~ Service (165)
Pacific Netsoft, Inc. ~ Service (138)
Saama Technologies ~ Manufacturing (186)
Safeway ~ Retail / Grocery / Service Station (338 -Two Locations)
Sanco Pipelines ~ Construction (120)
Senior Living Solutions, LLC ~ Service (150)
South Bay Senior Solutions ~ (112)
Whole Foods ~ Retail / Grocery (250)

Principal Property Taxpayers

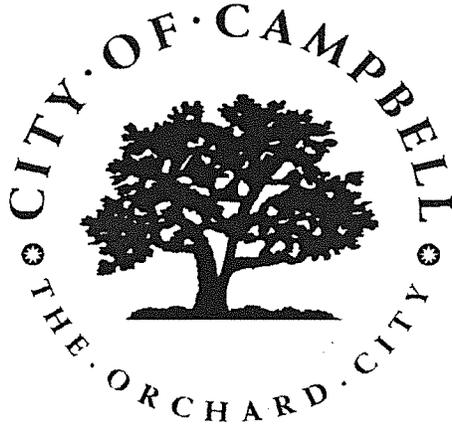
(Listed Alphabetically)

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
Barnes & Noble Bookstore ~ Stationery/Books
Bed Bath & Beyond ~ Retail Store
C V S / Pharmacy ~ Retail Drug Store
Chevron Station ~ Service Station
Clement Support Services ~ Plumbing & Electrical
Dasher Technologies ~ Retail Office Equipment
Economy Lumber ~ Retail Building Materials
Elephant Bar ~ Restaurant
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
Nob Hill General Stores ~ Grocery Store
Officemax ~ Retail Office Equipment Store
Outback Steakhouse ~ Restaurant
Petsmart ~ Retail Pet Supplies
R V Cloud Company ~ Retail Building Materials
Railway Distributing ~ Retail Building Materials
Roadsport ~ Used Car Sales
Rock Bottom Brewery ~ Restaurant
Ross Dress for Less ~ Department Store
Rotten Robbie ~ Service Station
Safeway Service Stations ~ Service Station
Safeway Stores ~ Retail Grocery Store
San Jose Camera Shop ~ Retail Camera Store
Shell Service Stations ~ Service Station
Sierra Pacific Turf Supply ~ Retail Nursery
Sonoma Chicken Coop ~ Restaurant
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



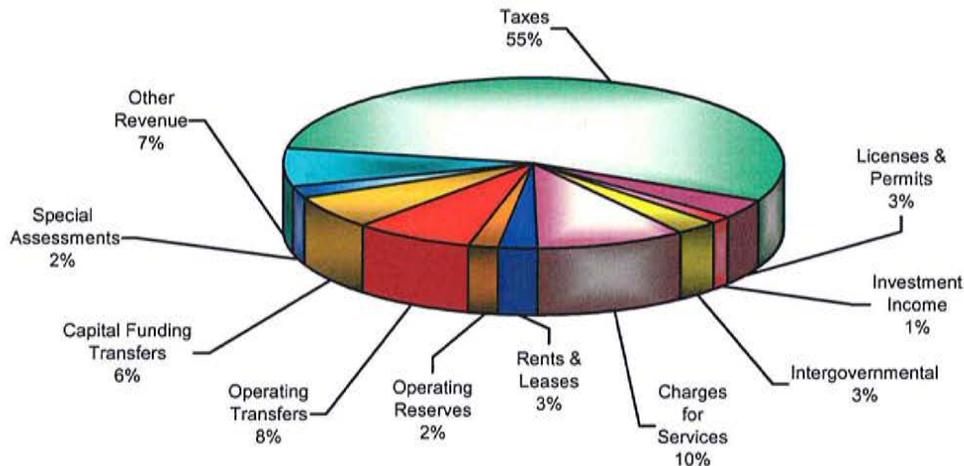


Financial Summaries

Total City Revenue Summary

Revenue Source	10/11 Actual	11/12 Adopted	% Change	12/13 Adopted	% Change
Taxes:					
Property	\$ 9,183,082	\$ 9,339,000	1.70%	\$ 9,671,471	3.56%
Sales	10,524,344	10,098,000	-4.05%	11,614,000	15.01%
Franchise	2,619,457	2,586,000	-1.28%	2,706,000	4.64%
Transient Occupancy Taxes	2,031,585	1,839,000	-9.48%	2,550,000	38.66%
Other Taxes	411,868	797,000	93.51%	809,000	1.51%
Total Taxes	<u>24,770,336</u>	<u>24,659,000</u>	-0.45%	<u>27,350,471</u>	10.91%
Licenses & Permits	1,380,894	1,166,500	-15.53%	1,736,500	48.86%
Fines & Forfeitures	293,174	300,500	2.50%	300,500	0.00%
Investment Income	683,052	817,755	19.72%	708,045	-13.42%
Intergovernmental Revenues:					
In-Lieu Tax	185,864	140,000	-24.68%	23,000	-83.57%
Gasoline Tax	668,735	1,105,000	65.24%	1,067,900	-3.36%
Community Development Block Grant	135,462	106,808	-21.15%	40,000	-62.55%
Other	461,101	363,487	-21.17%	371,450	2.19%
Total Intergovernmental Revenue	<u>1,451,162</u>	<u>1,715,295</u>	18.20%	<u>1,502,350</u>	-12.41%
Charges for Services	4,667,159	4,480,648	-4.00%	4,811,422	7.38%
Other Revenue	1,799,671	1,738,945	-3.37%	1,305,890	-24.90%
Rentals/Leases	1,417,213	1,262,176	-10.94%	1,306,305	3.50%
Special Assessments	1,185,054	1,189,059	0.34%	1,142,000	-3.96%
Charges to Operating Departments	2,051,234	2,011,683	-1.93%	2,053,178	2.06%
Operating Fund Reserves (Beg. Fund Bal.)	-	1,280,504	100.00%	925,000	-27.76%
Interfund Operating Transfers	3,440,895	3,557,418	3.39%	3,848,843	8.19%
Total Operating Revenue	<u>43,139,844</u>	<u>44,179,483</u>	2.41%	<u>46,990,504</u>	6.36%
Capital Project Funding (Beg. Fund Bal.)	-	510,000	100.00%	754,000	47.84%
Capital Project Funding (Rev./Grants/Debt)	3,029,157	433,600	-85.69%	856,840	97.61%
Interfund Capital Transfers	5,446,841	865,000	-84.12%	1,586,000	83.35%
Total Revenue	<u>\$ 51,615,842</u>	<u>\$ 45,988,083</u>	-10.90%	<u>\$ 50,187,344</u>	9.13%

Total City Revenue Summary - \$50,187,344



Total City Revenue by Fund

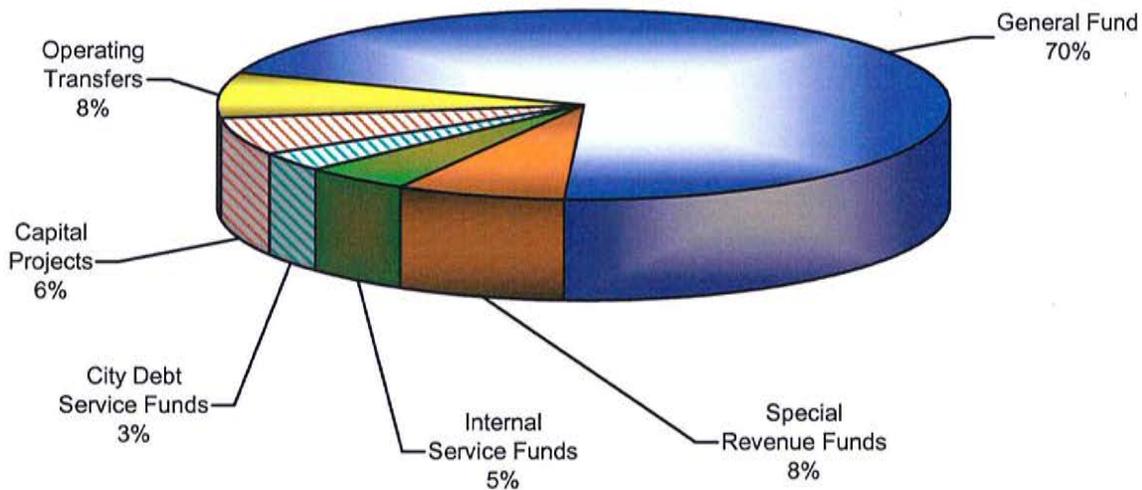
(Includes Capital Project Revenue & Transfers-In)

Fund	Fund Description	10/11 Actual	11/12 Adopted	12/13 Adopted	\$ Change	% Change
101	General Fund	\$ 34,466,480	\$ 35,394,966	\$ 38,166,012	\$ 2,771,046	7.83%
202	Vehicle Impact Fees	292,967	330,000	330,000	-	0.00%
204	Gas Tax	1,373,395	1,412,800	1,393,700	(19,100)	-1.35%
205	Asset Forfeiture (Drug Enforcement)	7,010	3,500	3,500	-	0.00%
207	Lighting District	2,572,509	2,668,515	2,725,279	56,764	2.13%
208	Housing & Community Develop.	247,957	397,111	40,000	(357,111)	-89.93%
209	Environmental Services	771,244	817,300	1,178,202	360,902	44.16%
210	Supplemental Law Enforcement	100,575	-	-	-	0.00%
211	Federal Urban Aid Fund	(93)	-	-	-	0.00%
212	State/County Grants	451,633	16,200	444,325	428,125	2642.75%
216	TDA Grant (Federal)	349,764	25,000	20,000	(5,000)	-20.00%
218	Other Federal Grants	1,354,543	29,892	76,892	47,000	157.23%
295	Parkland Dedication	544,476	3,000	90,000	87,000	n/a
366	Debt Service - 1993/2002 COP	601,052	870,836	870,649	(187)	-0.02%
367	Debt Service - LID 30	49,652	49,059	-	(49,059)	-100.00%
368	Debt Service - 1997 COP	732,681	734,845	736,750	1,905	0.26%
431	City COP Projects	-	-	-	-	0.00%
435	Capital Projects	5,553,620	865,000	1,586,000	721,000	83.35%
641	Motor Vehicle Pool	886,669	1,034,178	1,058,178	24,000	2.32%
647	Information Technology Pool	806,150	914,896	1,013,279	98,383	10.75%
690	Worker's Compensation	393,051	353,505	377,788	24,283	6.87%
693	Heritage Theatre Fund	-	-	-	-	0.00%
794	Museum Trust	60,612	47,000	56,000	9,000	19.15%
795	Recreation Grants	-	-	16,100	16,100	n/a
797	Senior Center Trust	(105)	5,480	4,690	(790)	-14.42%
Total Revenue & Transfers-In		\$ 51,615,842	\$ 45,973,083	\$ 50,187,344	\$ 4,214,261	9.17%

Total City Expenditure Summary

Fund	Fund Description	10/11 Actual	11/12 Adopted	% Change	12/13 Adopted	% Change
101	General Fund	\$ 31,579,324	\$ 32,608,664	3.26%	\$ 34,735,508	6.52%
	Special Revenue Funds:					
204	Gas Tax	966,426	1,077,695	11.51%	1,173,829	8.92%
207	Lighting District	2,472,509	2,562,215	3.63%	2,618,979	2.22%
208	Housing & Community Develop.	230,759	397,111	72.09%	39,549	-90.04%
Misc.	Grants & Other Special Revenue	101,435	-	-100.00%	-	0.00%
	Total City Special Revenue	3,771,129	4,037,021	7.05%	3,832,357	-5.07%
Misc.	City Debt Service Funds	1,652,519	1,653,640	0.07%	1,607,399	-2.80%
	Internal Service Funds:					
641	Motor Vehicle Pool	969,417	928,521	-4.22%	954,835	2.83%
647	Information Technology Pool	877,151	889,996	1.46%	988,379	11.05%
690	Worker's Compensation	561,359	352,810	-37.15%	377,788	7.08%
	Total Internal Service Funds	2,407,927	2,171,327	-9.83%	2,321,002	6.89%
Misc.	Interfund Operating Transfers	3,209,872	3,319,823	3.43%	3,848,843	15.94%
	Total Operating Expenditures	42,620,771	43,790,475	2.74%	46,345,109	5.83%
Misc.	Capital Projects & Capital Transfers	8,409,410	1,730,000	-79.43%	3,172,000	83.35%
	Total Expenditures	\$ 51,030,181	\$ 45,520,475	-10.80%	\$ 49,517,109	8.78%

Total City Expenditure Summary - \$49,517,109



Total City Expenditures by Fund

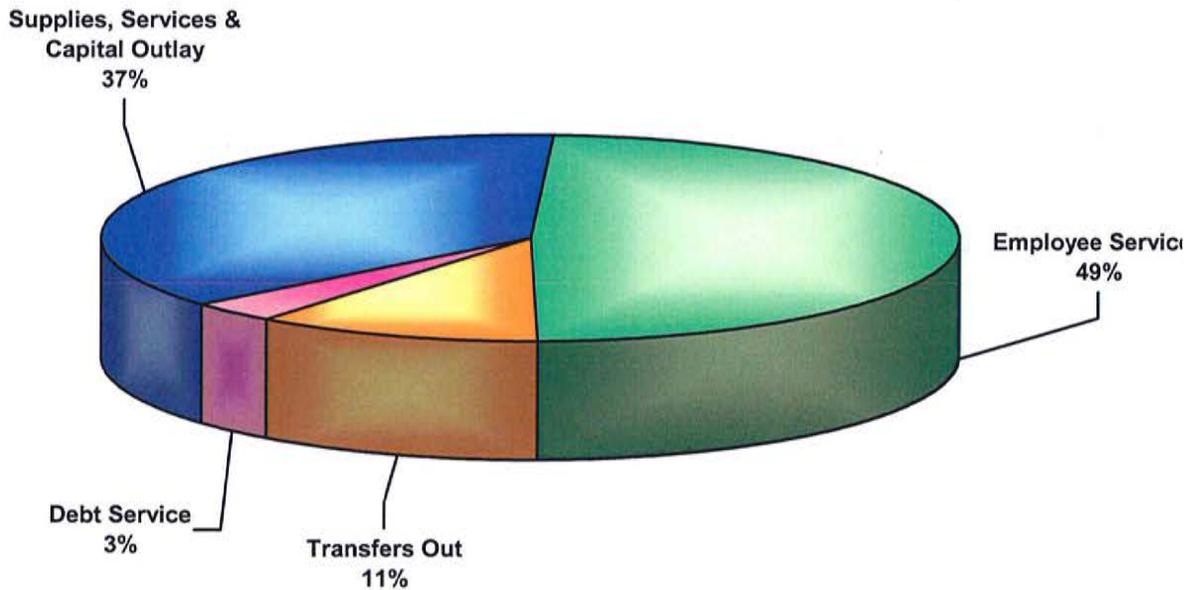
(Includes Capital Project Expenditures & Transfers-Out)

Fund	Fund Description	10/11 Actual	11/12 Adopted	12/13 Adopted	\$ Change	% Change
101	General Fund	\$ 33,728,520	\$ 35,008,710	\$ 37,554,571	\$ 2,545,861	7.27%
202	Vehicle Impact Fees	-	330,000	330,000	-	0.00%
204	Gas Tax	1,267,564	1,412,800	1,393,700	(19,100)	-1.35%
205	Asset Forfeiture (Drug Enforcement)	3,500	3,500	3,500	-	0.00%
207	Lighting District	2,572,509	2,668,515	2,725,279	56,764	2.13%
208	Housing & Community Develop.	230,759	397,111	39,549	(357,562)	-90.04%
209	Environmental Services	830,532	815,300	1,178,202	362,902	44.51%
210	Supplemental Law Enforcement	101,435	-	-	-	0.00%
211	Federal Urban Aid Fund	29,135	-	-	-	0.00%
212	State/County Grants	855,879	16,200	444,325	428,125	2642.75%
216	TDA Grant (Federal)	311,691	25,000	20,000	(5,000)	-20.00%
218	Other Federal Grants	1,258,381	29,892	76,892	47,000	157.23%
295	Parkland Dedication	157,559	-	90,000	90,000	0.00%
366	Debt Service - 1993/2002 COP	874,292	870,836	870,649	(187)	-0.02%
367	Debt Service - LID 30	46,646	49,059	-	(49,059)	-100.00%
368	Debt Service - 1997 COP	732,681	734,845	736,750	1,905	0.26%
431	City COP Projects	-	-	-	-	0.00%
435	Capital Projects	5,493,621	865,000	1,586,000	721,000	83.35%
641	Motor Vehicle Pool	1,019,417	973,521	999,835	26,314	2.70%
647	Information Technology Pool	902,051	914,896	1,013,279	98,383	10.75%
687	Long-Term Disability Insurance *	-	-	-	-	0.00%
690	Worker's Compensation	561,359	352,810	377,788	24,978	7.08%
692	Federal Unemployment *	-	-	-	-	0.00%
693	Heritage Theatre Fund	-	-	-	-	0.00%
794	Museum Trust	47,170	47,000	56,000	9,000	19.15%
795	Recreation Grants	-	-	16,100	16,100	n/a
797	Senior Center Trust	5,480	5,480	4,690	(790)	-14.42%
	Total Expenditures & Transfers-Out	\$ 51,030,181	\$ 45,520,475	\$ 49,517,109	\$ 3,996,634	8.78%

Total City Expenditures by Type

Description	10/11 Actual	11/12 Adopted	% Change	12/13 Requested	% Change
Employee Services	\$ 22,393,872	\$ 23,198,186	3.59%	\$ 24,231,355	4.45%
Supplies, Services & Capital Outlay	20,857,029	16,483,826	-20.97%	18,243,512	10.68%
Debt Service	1,653,619	1,653,640	0.00%	1,607,399	-2.80%
Transfers Out (Operating & Capital)	6,125,661	4,184,823	-31.68%	5,434,843	29.87%
Total Expenditures	\$ 51,030,181	\$ 45,520,475	-10.80%	\$ 49,517,109	8.78%

Total City Expenditures by Type - \$49,517,109



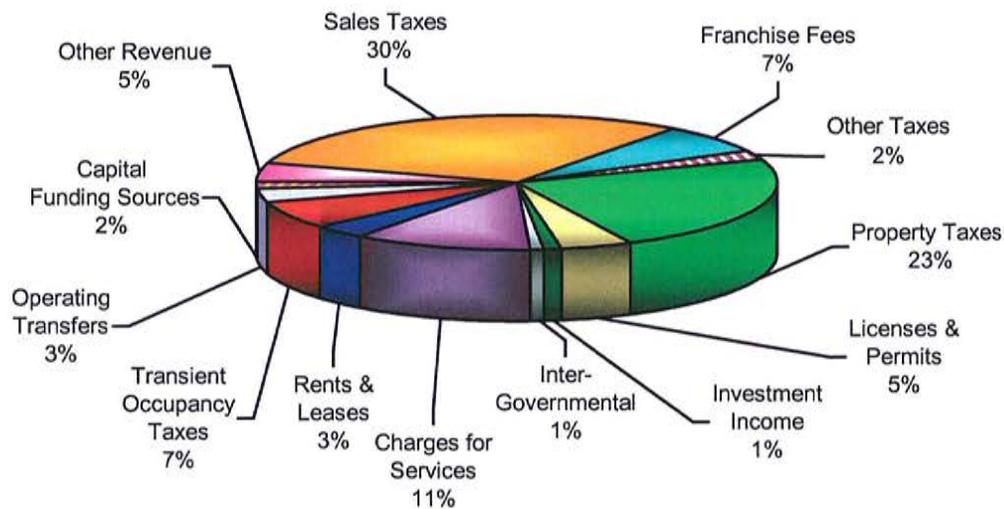
Schedule of Interfund Transfers (Operating & Capital)
Fiscal Year 2012-2013

Fund	Fund Description	Adopted		Adopted	
		11/12 Transfers-In	11/12 Transfers-Out	12/13 Transfers-In	12/13 Transfers-Out
101	General Fund	\$ 1,379,072	\$ 2,400,046	\$ 1,275,480	\$ 2,819,063
Special Revenue Funds:					
204	Gas Tax	305,300	335,105	323,300	219,871
202	Vehicle Impact Fees	-	330,000	-	330,000
205	Drug Enforcement/Asset Forfeiture	-	3,500	-	3,500
207	Lighting District	818,015	106,300	777,779	106,300
208	Housing & Community Development	60,695	-	-	-
209	Environmental Services	452,000	815,300	511,940	1,178,202
210	Supplemental Law Enforcement	-	-	-	-
211	Federal Urban Aid	-	-	-	-
212	State/Other Grants	-	16,200	-	444,325
216	TDA Grant (Federal)	-	25,000	-	20,000
218	Other Federal Grants	-	29,892	-	76,892
295	Parkland Dedication Trust	-	-	-	90,000
Debt Service Funds:					
366	Debt Service - 1993/2002 COP	110,972	-	510,863	-
367	Debt Service - LID #30	-	1,100	-	-
368	Debt Service - 1997 COP	431,364	-	432,481	-
Capital Project Funds:					
431	City Bond Proceeds	-	-	-	-
435	Capital Projects Fund	865,000	-	1,586,000	-
Internal Service Funds:					
641	Motor Vehicle Pool	-	45,000	-	45,000
647	Information Technology Pool	-	24,900	17,000	24,900
690	Workers Compensation Pool	-	-	-	-
Fiduciary Funds:					
794	Parks & Museum Trust	-	47,000	-	56,000
795	Recreation Grants	-	-	-	16,100
797	Senior Center Trust	-	5,480	-	4,690
Total Transfers		\$ 4,422,418	\$ 4,184,823	\$ 5,434,843	\$ 5,434,843

General Fund Revenue Summary

Revenue Source	10/11 Actual	11/12 Adopted	% Change	12/13 Adopted	% Change
Taxes:					
Property	\$ 8,506,573	\$ 8,664,000	1.85%	\$ 8,901,471	2.74%
Sales	10,524,344	10,098,000	-4.05%	11,614,000	15.01%
Franchise	2,619,457	2,586,000	-1.28%	2,706,000	4.64%
Transient Occupancy Taxes	2,031,585	1,839,000	-9.48%	2,550,000	38.66%
Other Taxes	411,868	797,000	93.51%	809,000	1.51%
Total Taxes	<u>24,093,827</u>	<u>23,984,000</u>	-0.46%	<u>26,580,471</u>	10.83%
Licenses & Permits	<u>1,380,894</u>	<u>1,166,500</u>	-15.53%	<u>1,736,500</u>	48.86%
Investment Income	<u>265,184</u>	<u>438,000</u>	65.17%	<u>340,000</u>	-22.37%
Intergovernmental Revenues:					
In-Lieu Tax	185,864	140,000	-24.68%	23,000	-83.57%
Other	231,470	309,895	33.88%	319,733	3.17%
Total Intergovernmental Revenue	<u>417,334</u>	<u>449,895</u>	7.80%	<u>342,733</u>	-23.82%
Charges for Services	<u>4,315,940</u>	<u>4,134,848</u>	-4.20%	<u>4,264,833</u>	3.14%
Other Revenue:					
Rentals/Leases	1,417,213	1,262,176	-10.94%	1,306,305	3.50%
Fines & Forfeitures	293,174	300,500	2.50%	300,500	0.00%
Other Miscellaneous Revenue	712,313	921,875	29.42%	865,690	-6.09%
Reserves (Beg. Fund Balance)	-	789,500	100.00%	539,500	-31.67%
Interfund Operating Transfers	1,381,735	1,379,072	-0.19%	1,275,480	-7.51%
Total Other Revenue	<u>3,804,435</u>	<u>4,653,123</u>	22.31%	<u>4,287,475</u>	-7.86%
Total Operating Revenue	<u>34,277,614</u>	<u>34,826,366</u>	1.60%	<u>37,552,012</u>	7.83%
Capital Project Funding	<u>188,866</u>	<u>568,600</u>	100.00%	<u>614,000</u>	7.98%
Total General Fund Revenue	<u>\$ 34,466,480</u>	<u>\$ 35,394,966</u>	2.69%	<u>\$ 38,166,012</u>	7.83%

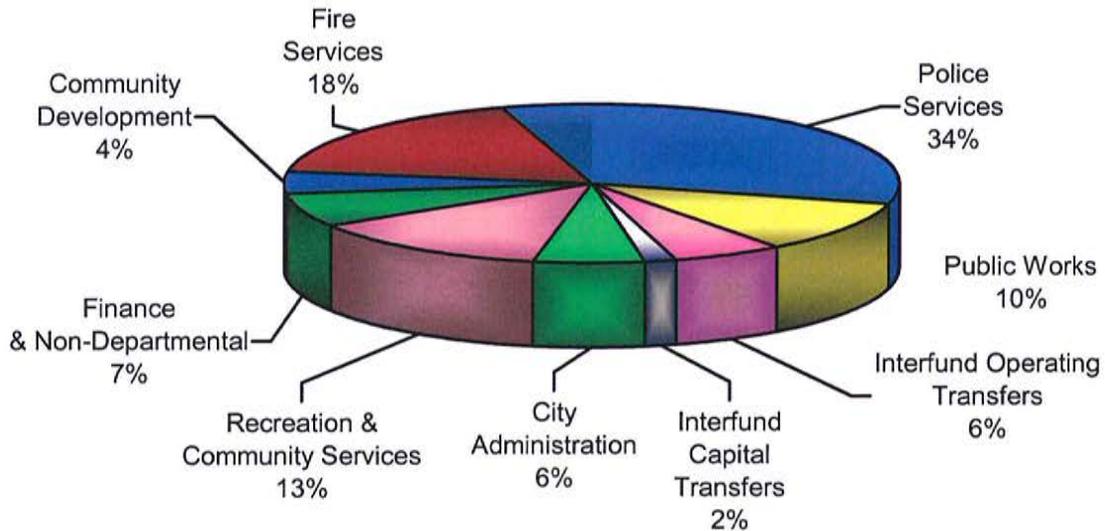
General Fund Revenue Summary - \$38,166,012



General Fund Expenditure Summary

Description	10/11 Actual	11/12 Adopted	% Change	12/13 Adopted	% Change
City Council	\$ 233,423	\$ 259,801	11.30%	\$ 262,183	0.92%
City Manager	1,209,271	1,201,681	-0.63%	1,320,934	9.92%
City Clerk	412,284	329,642	-20.04%	397,706	20.65%
City Attorney	226,807	235,859	3.99%	237,585	0.73%
City Treasurer	21,991	17,247	-21.57%	19,466	12.87%
Recreation & Community Services	4,497,241	4,699,530	4.50%	4,844,822	3.09%
Finance	1,150,189	1,195,494	3.94%	1,270,111	6.24%
Non-Departmental	949,303	1,044,700	10.05%	1,388,400	32.90%
Community Development	1,253,603	1,288,718	2.80%	1,613,486	25.20%
Police	11,947,180	12,417,540	3.94%	12,786,713	2.97%
Fire	6,256,685	6,459,727	3.25%	6,659,979	3.10%
Public Works	3,421,347	3,458,725	1.09%	3,934,123	13.74%
Interfund Operating Transfers	1,747,956	1,890,046	8.13%	2,205,063	16.67%
Total Operating Expenditures	33,327,280	34,498,710	3.51%	36,940,571	7.08%
Interfund Capital Transfers	401,240	510,000	27.11%	614,000	20.39%
Total Expenditures	\$ 33,728,520	\$ 35,008,710	3.80%	\$ 37,554,571	7.27%

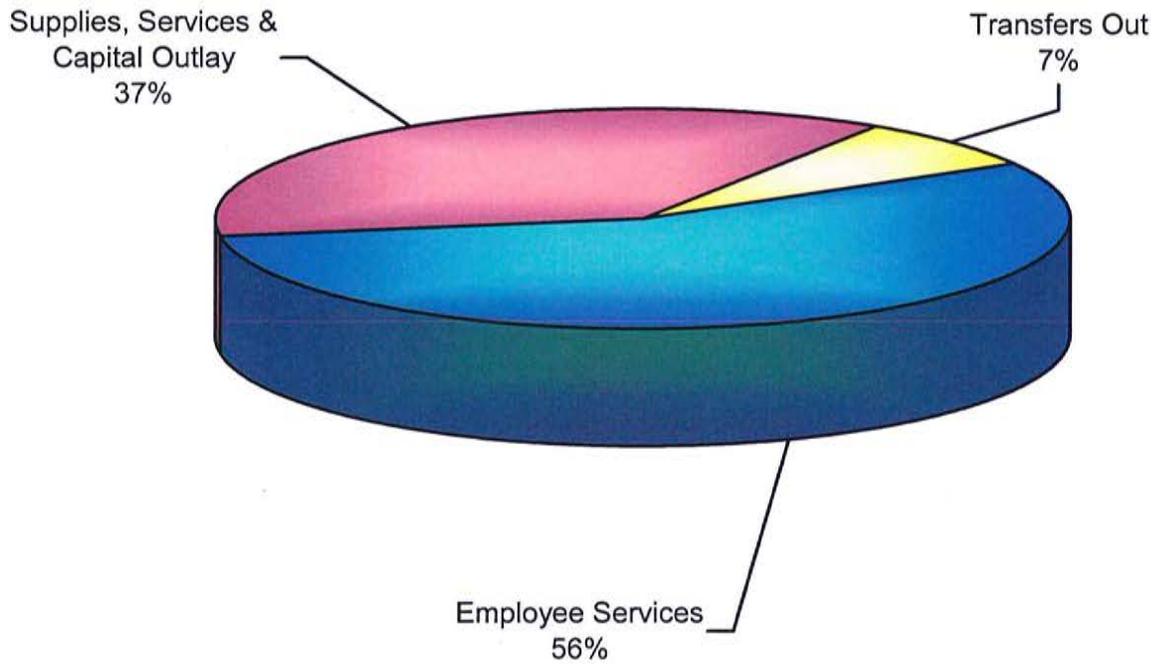
General Fund Expenditure Summary - \$37,554,571



General Fund Expenditures by Type

Description	10/11 Actual	11/12 Adopted	% Change	12/13 Adopted	% Change
Employee Services	\$ 19,266,421	\$ 19,972,167	3.66%	\$ 20,983,702	5.06%
Supplies, Services & Capital Outlay	12,312,903	12,636,497	2.63%	13,751,806	8.83%
Transfers Out (Operating & Capital)	2,149,196	2,400,046	11.67%	2,819,063	17.46%
Total Expenditures	\$ 33,728,520	\$ 35,008,710	3.80%	\$ 37,554,571	7.27%

General Fund Expenditures by Type - \$37,554,571

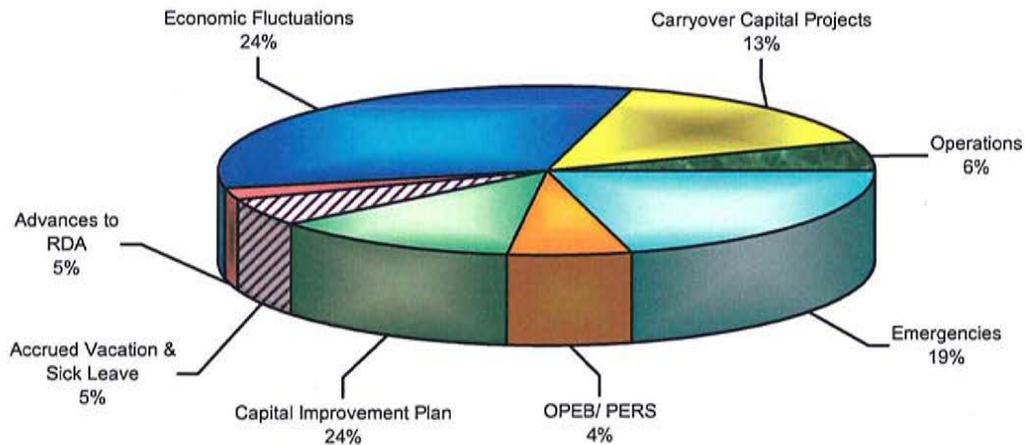


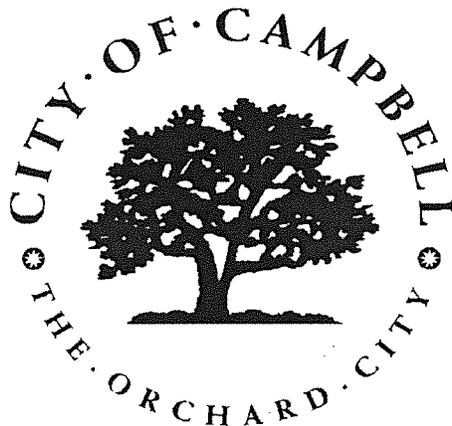
Major General Fund Reserves / Designations - Comparative Statistics (Fiscal Years 08/09 thru 12/13)

<u>Reserves & Designations</u>	<u>Actual</u> <u>06/30/09</u>	<u>Actual</u> <u>06/30/10</u>	<u>Actual</u> <u>06/30/11</u>	<u>Estimated</u> <u>06/30/12</u>	<u>Estimated</u> <u>06/30/13</u>
Operations	\$ 974,600	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Emergencies	3,320,058	3,160,100	3,446,648	3,653,000	3,715,000
OPEB/PERS Retirement	1,232,000	1,082,000	1,098,000	1,098,000	1,098,000
Capital Improvement Plan	4,378,645	4,551,033	2,931,024	2,706,000	2,197,000
Long Term Vacation & Sick Leave	878,970	867,261	874,629	895,000	915,000
Advances to RDA	1,200,000	1,000,000	800,000	600,000	400,000
Economic Fluctuations	6,271,000	4,500,000	5,000,000	5,500,000	5,800,000
Carryover Capital Projects	3,750,339	3,172,000	4,639,478	3,539,478	2,739,478

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

Major General Fund Reserves & Designations - 6/30/13 (Estimated)





City of Campbell - Operating/Capital Budget
Fiscal Year 2012 - 2013
All Funds Estimated Revenues

A/C #	Description	Actual 2008-2009	Actual 2009-2010	Actual 2010-2011	Adopted 2011-2012	Adopted 2012-2013
	Property Taxes:					
4001	Current Year: Secured - General Fund	\$ 8,411,235	\$ 8,277,144	\$ 8,045,012	\$ 8,664,000	\$ 8,868,000
4001	Secured - Lighting District Fund	650,566	606,995	620,757	675,000	675,000
4002	Unsecured - General Fund	470,956	484,247	461,560	-	-
4002	Unsecured - Lighting District Fund	56,546	58,464	55,753	-	-
4008	Residual RPTTF Distribute	-	-	-	-	95,000
4008	Residual RPTTF Distribute	-	-	-	-	33,471
5001	Street Lighting Assessments	1,135,051	1,135,464	1,135,466	1,140,000	1,142,000
5002	Special Assessments	58,266	49,917	49,588	49,059	-
		10,782,620	10,612,231	10,368,136	10,528,059	10,813,471
	Taxes Other Than Property Taxes:					
4110	Sales and Use Tax - General Fund	6,676,690	6,308,977	6,446,282	6,318,000	7,076,000
4112	Transactions & Use Tax - General Fund	403,130	1,571,050	1,932,525	1,780,000	2,090,000
4115	Sales Tax Backfill	2,545,578	1,658,215	2,145,537	2,000,000	2,448,000
4120	Franchises: P G & E - Electric	365,522	356,928	370,862	365,000	365,000
4121	P G & E - Gas	121,783	84,623	87,077	100,000	90,000
4122	Cable TV	396,917	378,820	387,620	383,000	385,000
4123	Garbage	1,314,346	1,317,995	1,552,501	1,515,000	1,602,000
4124	San Jose Water	134,940	131,377	131,121	135,000	135,000
4125	AT&T	34,770	67,279	90,276	88,000	129,000
4150	Motel Tax (Transient Lodging)	1,287,184	1,297,573	2,031,585	1,839,000	2,550,000
4151	Construction Tax	10,639	1,469	134,444	-	-
4152	Business Licenses	232,424	214,198	218,253	605,000	617,000
4153	Property Transfer Tax	192,369	172,449	190,616	180,000	180,000
4155	Farmers Market In Lieu (Business License)	-	-	3,000	12,000	12,000
		13,716,292	13,560,953	15,721,699	15,320,000	17,679,000
	Licenses and Permits - General Fund					
4210	Construction Permits	825,817	455,803	1,100,932	750,000	1,167,000
4211	Advanced Plan Check Fee	252,636	245,007	157,739	300,000	431,000
4212	Building Dept General Revenue	2,506	90	4,019	5,000	5,000
4213	Plan Check Fee - Title 24 Energy	15,153	10,000	40,237	36,000	58,000
4241	Fire Permits	87,918	86,164	77,343	75,000	75,000
4271	Truck Permits	384	416	624	500	500
		1,184,414	797,480	1,380,894	1,166,500	1,736,500
	Fines, Forfeitures and Penalties - General Fund					
4310	Vehicle Code Fines-City	101,408	79,704	66,940	-	-
4320	Vehicle Code Fines-County	176,098	215,252	177,502	300,000	300,000
4330	Vehicle Code Fines-State	34,646	49,964	46,006	-	-
4371	Code Enforcement Fines	3,000	700	2,600	-	-
4390	Misc Fines	549	509	126	500	500
		315,701	346,129	293,174	300,500	300,500
	Revenue From Use of Money & Property:					
4410	Investment Earnings - General Fund	883,274	375,086	324,423	423,000	325,000
4410	Investment Earnings - Gas Tax Fund	5,096	10,564	10,037	-	-
4410	Investment Earnings - Housing & Comm. Dev. Fund	8,155	10,499	10,573	-	-
4410	Investment Earnings - Environmental Services	6,954	3,662	2,618	2,000	-
4410	Investment Earnings - Supplemental Law Enforcement	1,720	871	696	-	-
4410	Investment Earnings - Federal Aid Urban Fund	2,657	704	132	-	-
4410	Investment Earnings - Parkland Dedication Fund	37,367	10,379	6,100	3,000	-
4410	Investment Earnings - City COP Capital Projects	1,107	185	-	-	-
4410	Investment Earnings - Parks & Museum Fund	2,773	1,447	1,099	-	-
4410	Investment Earnings - Senior Center Fund	726	301	160	-	-
4410	Investment Earnings - West Valley JPA	3,055	1,885	2,232	-	-
4431	GASB 31 Market Value Adjustment - General Fund	210,245	30,667	(66,298)	-	-
4431	GASB 31 Market Value Adjustment - Other Funds	16,318	3,105	(4,263)	-	-
4450	Other Interest - General Fund	25,841	15,231	7,060	15,000	15,000
4450	Other Interest - All Funds except General Fund	416,566	404,258	392,173	379,755	368,045
5101	User Fees - Motor Pool	950,000	950,000	856,183	856,178	881,178
5104	User Fees - IT Pool	1,050,000	1,050,000	802,000	802,000	827,000
		3,621,854	2,868,844	2,344,925	2,480,933	2,416,223

**City of Campbell - Operating/Capital Budget
Fiscal Year 2012 - 2013
All Funds Estimated Revenues**

A/C #	Description	Adopted Fiscal Year Budget 2012 - 2013				
		General	Special Revenue	Debt Service	Internal Service	Other
	<u>Property Taxes:</u>					
4001	Current Year: Secured - General Fund	\$ 8,868,000	\$ -	\$ -	\$ -	\$ -
4001	Secured - Lighting District Fund	-	675,000	-	-	-
4002	Unsecured - General Fund	-	-	-	-	-
4002	Unsecured - Lighting District Fund	-	-	-	-	-
4008	Residual RPTTF Distribute	-	95,000	-	-	-
4008	Residual RPTTF Distribute	33,471	-	-	-	-
5001	Street Lighting Assessments	-	1,142,000	-	-	-
5002	Special Assessments	-	-	-	-	-
		8,901,471	1,912,000	-	-	-
	<u>Taxes Other Than Property Taxes:</u>					
4110	Sales and Use Tax - General Fund	7,076,000	-	-	-	-
4112	Transactions & Use Tax - General Fund	2,090,000	-	-	-	-
4115	Sales Tax Backfill	2,448,000	-	-	-	-
4120	Franchises: P G & E - Electric	365,000	-	-	-	-
4121	P G & E - Gas	90,000	-	-	-	-
4122	Cable TV	385,000	-	-	-	-
4123	Garbage	1,602,000	-	-	-	-
4124	San Jose Water	135,000	-	-	-	-
4125	AT&T	129,000	-	-	-	-
4150	Motel Tax (Transient Lodging)	2,550,000	-	-	-	-
4151	Construction Tax	-	-	-	-	-
4152	Business Licenses	617,000	-	-	-	-
4153	Property Transfer Tax	180,000	-	-	-	-
4155	Farmers Market In Lieu (Business License)	12,000	-	-	-	-
		17,679,000	-	-	-	-
	<u>Licenses and Permits - General Fund</u>					
4210	Construction Permits	1,167,000	-	-	-	-
4211	Advanced Plan Check Fee	431,000	-	-	-	-
4212	Building Dept General Revenue	5,000	-	-	-	-
4213	Plan Check Fee - Title 24 Energy	58,000	-	-	-	-
4241	Fire Permits	75,000	-	-	-	-
4271	Truck Permits	500	-	-	-	-
		1,736,500	-	-	-	-
	<u>Fines, Forfeitures and Penalties - General Fund</u>					
4310	Vehicle Code Fines-City	-	-	-	-	-
4320	Vehicle Code Fines-County	300,000	-	-	-	-
4330	Vehicle Code Fines-State	-	-	-	-	-
4371	Code Enforcement Fines	-	-	-	-	-
4390	Misc Fines	500	-	-	-	-
		300,500	-	-	-	-
	<u>Revenue From Use of Money & Property:</u>					
4410	Investment Earnings - General Fund	325,000	-	-	-	-
4410	Investment Earnings - Gas Tax Fund	-	-	-	-	-
4410	Investment Earnings - Housing & Comm. Dev. Fund	-	-	-	-	-
4410	Investment Earnings - Environmental Services	-	-	-	-	-
4410	Investment Earnings - Supplemental Law Enforcement	-	-	-	-	-
4410	Investment Earnings - Federal Aid Urban Fund	-	-	-	-	-
4410	Investment Earnings - Parkland Dedication Fund	-	-	-	-	-
4410	Investment Earnings - City COP Capital Projects	-	-	-	-	-
4410	Investment Earnings - Parks & Museum Fund	-	-	-	-	-
4410	Investment Earnings - Senior Center Fund	-	-	-	-	-
4410	Investment Earnings - West Valley JPA	-	-	-	-	-
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	-	-	368,045	-	-
5101	User Fees - Motor Pool	-	-	-	881,178	-
5104	User Fees - IT Pool	-	-	-	827,000	-
		340,000	-	368,045	1,708,178	-

City of Campbell - Operating/Capital Budget
Fiscal Year 2012 - 2013
All Funds Estimated Revenues

A/C #	Description	Actual 2008-2009	Actual 2009-2010	Actual 2010-2011	Adopted 2011-2012	Adopted 2012-2013
	Revenues From Other Agencies:					
4510	Gasoline Tax 2105	199,175	226,033	220,767	215,000	198,000
4511	Gasoline Tax 2106	132,090	150,839	147,102	144,000	137,000
4512	Gasoline Tax 2107	265,200	300,946	294,866	287,000	283,400
4513	Gasoline Tax 2107.5	-	12,000	6,000	6,000	6,000
4516	Revenue & Tax Code - 7360 - Gas Excise Tax	-	-	386,856	453,000	443,500
4520	Community Development Block Grant	133,214	134,411	135,462	106,808	40,000
4523	Other Grants	488,775	75,452	278,715	18,000	86,217
4525	TDA Grants	26,971	22,815	349,764	25,000	20,000
4526	Supplemental Law Enforcement	100,000	100,000	100,000	100,000	100,000
4531	DOJ Grant	4,806	5,269	4,516	5,000	-
4533	Beverage Container Grant	10,427	5,000	10,965	5,000	10,000
4534	Safe Route 2 School Grant	-	798	24,045	-	-
4536	Proposition 42 Gas Sales Tax	340,333	362,362	4,262	-	-
4537	Homeland Security Grant	-	-	5,292	-	-
4540	State Prop 1B	632,158	577,870	20,199	-	-
4542	Signal Maint Cost Sharing	2,342	4,624	6,889	2,500	2,500
4543	Other State Grants	135,972	144,398	74,945	-	-
4544	Transit Shelter Advertising	5,088	4,949	4,229	5,000	5,000
4546	Highway Safety Improvement (HSIP)	33,363	222,045	17,648	-	-
4547	ARRA - American Recovery & Reinvestment Act	-	1,227,136	1,298,117	-	-
4549	ARRA - Tobacco Prevention Grant	-	-	3,988	6,892	-
4550	ABAG Grant	-	8,978	78,710	16,200	-
4561	Senior Nutrition Program	44,736	47,076	45,316	44,895	44,733
4563	Water District Grant	2,258,030	372,612	-	-	-
4571	VTA Meas B Vehicle Registration	-	-	-	-	215,000
4572	VTA Meas B Regionla Project	-	-	-	-	220,000
4580	Motor Vehicle In Lieu Fees - General Fund	176,389	155,074	185,864	140,000	23,000
4581	Homeowners' Property Tax Relief - General Fund	44,051	43,875	43,736	45,000	45,000
4581	Homeowners' Property Tax Relief - Except Gen. Fund	5,274	5,278	5,264	-	-
4582	Abandoned Vehicle Fees - General Fund	83,283	79,370	101,617	70,000	80,000
4584	Mandated Costs - General Fund	10,566	18,052	29,203	25,000	25,000
4586	Off-Highway Vehicle Fees - General Fund	-	-	-	-	-
4588	Post Reimbursements - General Fund	16,243	32,196	7,369	20,000	20,000
		5,148,486	4,339,458	3,891,706	1,740,295	2,004,350
	Charges for Current Services:					
4609	Program Fees - General Fund	21,336	25,515	26,638	29,210	30,000
4610	Comm. Services - Ainsley House Rental - General Fund	30,558	34,302	38,586	44,150	44,004
4611	Comm Services - Museum Admission Fee - General Fund	7,662	7,403	7,852	7,260	7,960
4612	Comm Services - Sr Citizen Program - General Fund	196,444	114,548	152,239	180,273	211,212
4613	Program Fees: Sports - General Fund	330,579	324,292	328,292	349,766	383,302
4614	Program Fees: Aquatics - General Fund	245,486	253,073	239,680	256,537	257,733
4616	Program Fees: Picnic Fees - General Fund	20,411	20,785	20,246	20,000	20,385
4617	Program Fees: Day Camps - General Fund	345,452	362,382	391,123	377,267	387,535
4618	Program Fees: Trips & Tours - General Fund	2,133	1,339	-	-	-
4619	Program Fees: Classes - General Fund	560,782	530,004	465,893	469,881	446,932
4620	Program Fees: Preschool - General Fund	287,525	309,991	343,987	341,788	354,908
4621	Program Fees: Special Events - General Fund	9,551	6,934	-	-	-
4622	Program Fees: Fitness - General Fund	307,361	329,289	343,391	463,556	375,827
4625	Fund Raising - General Fund	-	3,092	3,399	3,500	3,500
4626	Program Fees: Classes - Adult Services - General Fund	-	102,250	109,500	108,710	143,645
4627	Vending Machine Sales - General Fund	9,452	4,981	7,291	8,200	3,400
4628	Comm Services - Skate Park Income	-	-	-	-	31,375
4630	Comm Group - Special Events - General Fund	30,888	29,406	750	38,800	39,000
4630	Special Enforcement SVCS Comm Gr - other than Gen fund	-	-	25,790	-	-
4631	Comm Group - Theatre Revenue	3,334	25,075	30,322	30,000	30,000
4632	Comm Group - Theatre Preservation Charge	59,737	58,813	46,956	-	-
4633	Comm Serves - Facility Fee	-	-	7,467	58,600	54,640
4643	Comm. Services - Concession & Merchandise	3,554	5,302	3,727	3,375	3,375
4644	Comm. Services - Theater Ticket Sales	245,709	287,856	177,181	187,975	190,600
4645	Sponsor/Program Advertising	69,432	52,145	68,417	76,600	82,500
4646	Theatre Program Ads	5,725	6,200	7,850	7,000	8,000
4652	Business License Application Fee - General Fund	81,274	78,472	133,455	-	-
4660	Zoning Application Fees Planning - General Fund	184,536	206,032	245,549	190,000	200,000
4661	Microfilming Fee - General Fund	7,451	6,592	10,506	10,000	10,000
4663	Rental Dispute Resolution Fees - All Funds except Gen. Fund	65,831	59,613	65,241	54,000	-

**City of Campbell - Operating/Capital Budget
Fiscal Year 2012 - 2013
All Funds Estimated Revenues**

A/C #	Description	Adopted Fiscal Year Budget 2012 - 2013				
		General	Special Revenue	Debt Service	Internal Service	Other
	Revenues From Other Agencies:					
4510	Gasoline Tax 2105	-	198,000	-	-	-
4511	Gasoline Tax 2106	-	137,000	-	-	-
4512	Gasoline Tax 2107	-	283,400	-	-	-
4513	Gasoline Tax 2107.5	-	6,000	-	-	-
4516	Revenue & Tax Code - 7360 - Gas Excise Tax	-	443,500	-	-	-
4520	Community Development Block Grant	-	40,000	-	-	-
4523	Other Grants	-	86,217	-	-	-
4525	TDA Grants	-	20,000	-	-	-
4526	Supplemental Law Enforcement	100,000	-	-	-	-
4531	DOJ Grant	-	-	-	-	-
4533	Beverage Container Grant	-	10,000	-	-	-
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	5,000	-	-	-	-
4546	Highway Safety Improvement (HSIP)	-	-	-	-	-
4547	ARRA - American Recovery & Reinvestment Act	-	-	-	-	-
4549	ARRA - Tobacco Prevention Grant	-	-	-	-	-
4550	ABAG Grant	-	-	-	-	-
4561	Senior Nutrition Program	44,733	-	-	-	-
4563	Water District Grant	-	-	-	-	-
4571	VTA Meas B Vehicle Registration	-	215,000	-	-	-
4572	VTA Meas B Regionla Project	-	220,000	-	-	-
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	25,000	-	-	-	-
4586	Off-Highway Vehicle Fees - General Fund	-	-	-	-	-
4588	Post Reimbursements - General Fund	20,000	-	-	-	-
		342,733	1,661,617	-	-	-
	Charges for Current Services:					
4609	Program Fees - General Fund	30,000	-	-	-	-
4610	Comm. Services - Ainsley House Rental - General Fund	44,004	-	-	-	-
4611	Comm Services - Museum Admission Fee - General Fund	7,960	-	-	-	-
4612	Comm Services - Sr Citizen Program - General Fund	211,212	-	-	-	-
4613	Program Fees: Sports - General Fund	383,302	-	-	-	-
4614	Program Fees: Aquatics - General Fund	257,733	-	-	-	-
4616	Program Fees: Picnic Fees - General Fund	20,385	-	-	-	-
4617	Program Fees: Day Camps - General Fund	387,535	-	-	-	-
4618	Program Fees: Trips & Tours - General Fund	-	-	-	-	-
4619	Program Fees: Classes - General Fund	446,932	-	-	-	-
4620	Program Fees: Preschool - General Fund	354,908	-	-	-	-
4621	Program Fees: Special Events - General Fund	-	-	-	-	-
4622	Program Fees: Fitness - General Fund	375,827	-	-	-	-
4625	Fund Raising - General Fund	3,500	-	-	-	-
4626	Program Fees: Classes - Adult Services - General Fund	143,645	-	-	-	-
4627	Vending Machine Sales - General Fund	3,400	-	-	-	-
4628	Comm Services - Skate Park Income	31,375	-	-	-	-
4630	Comm Group - Special Events - General Fund	39,000	-	-	-	-
4630	Special Enforcement SVCS Comm Gr - other than Gen fund	-	-	-	-	-
4631	Comm Group - Theatre Revenue	30,000	-	-	-	-
4632	Comm Group - Theatre Preservation Charge	-	-	-	-	-
4633	Comm Serves - Facility Fee	54,640	-	-	-	-
4643	Comm. Services - Concession & Merchandise	3,375	-	-	-	-
4644	Comm. Services - Theater Ticket Sales	190,600	-	-	-	-
4645	Sponsor/Program Advertising	82,500	-	-	-	-
4646	Theatre Program Ads	8,000	-	-	-	-
4652	Business License Application Fee - General Fund	-	-	-	-	-
4660	Zoning Application Fees Planning - General Fund	200,000	-	-	-	-
4661	Microfilming Fee - General Fund	10,000	-	-	-	-
4663	Rental Dispute Resolution Fees - All Funds except Gen. Fund	-	-	-	-	-

City of Campbell - Operating/Capital Budget
Fiscal Year 2012 - 2013
All Funds Estimated Revenues

A/C #	Description	Actual 2008-2009	Actual 2009-2010	Actual 2010-2011	Adopted 2011-2012	Adopted 2012-2013
4668	Architectural Advisor Fee	-	-	-	-	-
4669	Storm Water Impact Fee	-	-	300	-	-
4670	General Plan Maintenance Fee	41,117	17,617	63,200	-	-
4671	Code Enforcement Fee - General Fund	348	1,042	2,747	2,000	2,000
4690	Other Filing Fees - General Fund	14,286	14,489	11,997	10,000	10,000
4691	Special Police Department Services - General Fund	19,671	19,153	24,723	23,000	23,000
4692	Hazardous Materials Response Charges	150,323	121,547	187,217	130,000	130,000
4693	False Alarm Fees-PD - General Fund	22,971	31,109	35,973	38,000	25,000
4694	Other Current Service Charges - General Fund	200	-	-	-	-
4698	Cost Recovery - DUI - General Fund	15,687	22,314	28,544	18,000	18,000
4700	Cost Recovery - Booking Fees - General Fund	18,257	-	-	-	-
4701	Cost Recovery - General Fund	-	12,294	17,571	-	-
4701	Cost Recovery-Public Works	21,081	15,975	7,800	18,000	18,000
4704	Cost Recovery - Police Department	-	37,827	54,787	54,000	56,000
4705	Contract Revenue	-	2,224	2,070	5,000	5,000
4706	SCCSET Data Queries - Police Department	-	-	2,000	2,000	2,000
4707	CAL NENA Reimbursement - Police Department	-	-	-	3,000	3,000
4720	Storm Water Fee	198,800	198,800	258,800	258,800	379,869
4721	Storm Drain Fees	10,013	9,376	17,308	10,000	10,000
4722	Eng & Subdivision Filing Fees - General Fund	232,299	206,730	196,447	225,000	225,000
4724	Solid Waste Rate Fees	317,120	-	-	-	158,560
4725	Project Salaries Revenue - General Fund	361,639	419,675	507,250	425,000	450,000
4728	Traffic Engineering Fees - General Fund	4	(2,468)	92	-	-
4731	Vehicle Impact Fees (Garbage)	109,726	49,194	140,141	105,000	105,000
4732	Vehicle Impact Fees (Construction)	-	73,562	152,826	225,000	225,000
4760	Sale of Maps & Publications - General Fund	2,234	2,762	1,431	1,000	1,000
		4,667,979	4,498,908	5,014,552	4,869,248	5,166,262
	Other Revenues:					
4810	Rents & Leases - General Fund	1,381,239	1,332,385	1,400,604	1,262,176	1,306,305
4810	Rents & Leases - All funds except General Fund	-	-	16,609	-	-
4812	Donations - Historical Museum	31,193	49,690	59,558	47,000	56,000
4813	Donations - Senior Citizens Center	53	170	(200)	5,480	4,690
4816	Donations - Meal	12,853	12,505	12,369	12,000	12,000
4817	Donations - Misc. - General Fund	55	-	-	-	-
4817	Donations - Vehicle/Equipment Maintenance	1,000	-	-	-	-
4818	Donations - Parks	111	-	170	-	-
4819	Other Rental Income	762,874	585,004	634,396	827,975	827,790
4821	Donations - Youth Scholar - General Fund	3,142	(133)	(702)	-	-
4892	Asset Seizures	2,973	1,267	7,010	3,500	3,500
4920	Park Dedication Fees	39,648	112,904	535,454	-	-
4921	Project Revenue - General Fund	41,500	33,306	106,779	-	-
4921	Project Revenue - Capital Project. Fund	144,000	-	-	-	-
4922	AB 939 Recycling - SCC	47,597	43,901	44,146	41,500	44,000
4924	Notice/Improvement/Obligation	17,684	-	10,000	5,000	2,000
4951	COP Debt Service Abatement	400,000	400,000	400,000	400,000	-
4960	Sale of Real or Personal Property - General Fund	3,222	2,195	1,127	3,000	3,000
4960	Sale of Real or Personal Property. - All Funds except Gen. Fund	300	-	30,486	8,500	8,500
4961	Gain on Sale	-	-	-	-	-
4962	Insurance Recovery - General Fund	12,160	2,053	920	10,000	5,000
4962	Insurance Recovery - Lighting District Fund	2,032	22,285	1,604	15,000	15,000
4962	Insurance Recovery - Motor Vehicle Pool Fund	1,502	2,192	-	10,000	10,000
4965	Other Revenue - General Fund	286,010	85,028	54,016	63,900	15,900
4965	Other Revenue - All Funds except General Fund	37,101	1,941	7,673	2,500	2,500
4966	Principal Repayment	(1,792)	-	-	283,590	296,010
4967	Expense Abatement - Bus Passes - General Fund	(4,770)	44	(295)	-	-
4970	West Valley - JPA	160,803	108,848	112,395	-	-
4971	Tree In Lieu Fee - General Fund	2,748	7,850	475	-	-
4972	Use Fees-Campbell Union School District	4,985	448	-	-	-
5142	Premiums - Workers' Compensation Insurance	721,992	416,990	393,051	353,505	345,000
6070	Cash Over/Short - General Fund	(1)	2	5	-	-
		4,112,214	3,220,875	3,827,650	3,354,626	2,957,195
	Total Revenues - All Funds (Exhibit A)	43,549,560	40,244,878	42,842,736	39,760,161	43,073,501
	Transfers-In - General Fund	1,128,479	1,259,569	1,381,735	1,379,072	1,275,480
	Transfers-In - All Funds except General Fund	7,741,251	7,202,004	7,505,999	3,043,346	4,159,363
6090	Beginning Fund Balance- Operating - General Fund	-	-	-	789,500	539,500
6090	Beg. Fund Balance - Operating - All Funds except Gen. Fund	-	-	-	491,004	385,500
6091	Beginning Fund Balance - Capital - General Fund	-	-	-	510,000	614,000
6091	Beg. Fund Balance - Capital - All Funds except Gen. Fund	-	-	-	-	140,000
	Total Sources of Revenues	\$ 52,419,290	\$ 48,706,451	\$ 51,730,470	\$ 45,973,083	\$ 50,187,344

**City of Campbell - Operating/Capital Budget
Fiscal Year 2012 - 2013
All Funds Estimated Revenues**

A/C #	Description	Adopted Fiscal Year Budget 2012 - 2013				
		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	23,000	-	-	-	-
4692	Hazardous Materials Response Charges	130,000	-	-	-	-
4693	False Alarm Fees-PD - General Fund	25,000	-	-	-	-
4694	Other Current Service Charges - General Fund	-	-	-	-	-
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	-	18,000	-	-	-
4704	Cost Recovery - Police Department	56,000	-	-	-	-
4705	Contract Revenue	-	-	-	5,000	-
4706	SCCSET Data Queries - Police Department	2,000	-	-	-	-
4707	CAL NENA Reimbursement - Police Department	3,000	-	-	-	-
4720	Storm Water Fee	-	379,869	-	-	-
4721	Storm Drain Fees	-	10,000	-	-	-
4722	Eng & Subdivision Filing Fees - General Fund	225,000	-	-	-	-
4724	Solid Waste Rate Fees	-	158,560	-	-	-
4725	Project Salaries Revenue - General Fund	450,000	-	-	-	-
4728	Traffic Engineering Fees - General Fund	-	-	-	-	-
4731	Vehicle Impact Fees (Garbage)	-	105,000	-	-	-
4732	Vehicle Impact Fees (Construction)	-	225,000	-	-	-
4760	Sale of Maps & Publications - General Fund	1,000	-	-	-	-
		4,264,833	896,429	-	5,000	-
	Other Revenues:					
4810	Rents & Leases - General Fund	1,306,305	-	-	-	-
4810	Rents & Leases - All funds except General Fund	-	-	-	-	-
4812	Donations - Historical Museum	-	-	-	-	56,000
4813	Donations - Senior Citizens Center	-	-	-	-	4,690
4816	Donations - Meal	12,000	-	-	-	-
4817	Donations - Misc. - General Fund	-	-	-	-	-
4817	Donations - Vehicle/Equipment Maintenance	-	-	-	-	-
4818	Donations - Parks	-	-	-	-	-
4819	Other Rental Income	827,790	-	-	-	-
4821	Donations - Youth Scholar - General Fund	-	-	-	-	-
4892	Asset Seizures	-	3,500	-	-	-
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	-
4961	Gain on Sale	-	-	-	-	-
4962	Insurance Recovery - General Fund	5,000	-	-	-	-
4962	Insurance Recovery - Lighting District Fund	-	15,000	-	-	-
4962	Insurance Recovery - Motor Vehicle Pool Fund	-	-	-	10,000	-
4965	Other Revenue - General Fund	15,900	-	-	-	-
4965	Other Revenue - All Funds except General Fund	-	2,500	-	-	-
4966	Principal Repayment	-	-	296,010	-	-
4967	Expense Abatement - Bus Passes - General Fund	-	-	-	-	-
4970	West Valley - JPA	-	-	-	-	-
4971	Tree In Lieu Fee - General Fund	-	-	-	-	-
4972	Use Fees-Campbell Union School District	-	-	-	-	-
5142	Premiums - Workers' Compensation Insurance	-	-	-	345,000	-
6070	Cash Over/Short - General Fund	-	-	-	-	-
		2,171,995	65,000	296,010	363,500	60,690
	Total Revenues - All Funds (Exhibit A)	35,737,032	4,535,046	664,055	2,076,678	60,690
	Transfers-In - General Fund	1,275,480	-	-	-	-
	Transfers-In - All Funds except General Fund	-	1,613,019	943,344	17,000	1,586,000
6090	Beginning Fund Balance - Operating - General Fund	539,500	-	-	-	-
6090	Beg. Fund Balance - Operating - All Funds except Gen. Fund	-	13,833	-	355,567	16,100
6091	Beginning Fund Balance - Capital - General Fund	614,000	-	-	-	-
6091	Beg. Fund Balance - Capital - All Funds except Gen. Fund	-	140,000	-	-	-
	Total Sources of Revenues	\$ 38,166,012	\$ 6,301,898	\$ 1,607,399	\$ 2,449,245	\$ 1,662,790

**City of Campbell - Operating/Capital Budget
Fiscal Year 2012 - 2013
Summary of Expenditures by Government Function and Fund**

	Employee Services	Supplies, Services & Capital Outlay	Capital Improvements	Debt Service	Transfers Out	Adopted 2011-2012
General Government Administration:						
501 City Council	\$ 121,191	\$ 140,992	\$ -	\$ -	\$ -	262,183
510 CM - Administration	582,735	108,337	-	-	-	691,072
511 CM - City Clerk	249,713	147,993	-	-	-	397,706
515 CM - Human Resources	319,929	309,933	-	-	-	629,862
516 CM - W.C. & Self Insurance	37,838	339,950	-	-	-	377,788
535 Finance - Accounting	1,020,722	249,389	-	-	-	1,270,111
540 Finance - Non-Departmental	220,000	1,168,400	-	-	-	1,388,400
541 Finance - LID Debt Service	-	-	-	-	-	-
543 Finance - City COP Debt Svc.	-	-	-	870,649	-	870,649
544 Finance - 1997 COP Debt Svc.	-	-	-	736,750	-	736,750
545 Finance - City Treasurer	15,581	3,885	-	-	-	19,466
547 Finance - IT Services	547,467	440,912	-	-	24,900	1,013,279
560 City Attorney	233,466	4,119	-	-	-	237,585
Sub-total	3,348,642	2,913,910	-	1,607,399	24,900	7,894,851
Recreation & Community Services:						
524 Administration	237,757	77,252	-	-	-	315,009
525 Senior Nutrition	93,163	66,020	-	-	-	159,183
526 Adult Services	425,580	135,129	-	-	-	560,709
527 Community Center	343,604	352,853	-	-	-	696,457
528 Museum	215,848	70,375	-	-	-	286,223
529 Theater	21,368	718,197	-	-	-	739,565
531 Sports & Aquatics	748,092	179,348	-	-	-	927,440
532 Special Interest Classes	838,407	321,829	-	-	-	1,160,236
Sub-total	2,923,819	1,921,003	-	-	-	4,844,822
Public Safety:						
601 PD - Administration	434,420	275,667	-	-	-	710,087
602 PD - Communications	1,388,626	204,024	-	-	-	1,592,650
603 PD - Records	894,802	119,381	-	-	-	1,014,183
604 PD - Special Enforcement Svcs.	2,602,465	151,552	-	-	-	2,754,017
605 PD - Field Services	5,946,170	769,606	-	-	-	6,715,776
610 Fire Administration	-	6,659,979	-	-	-	6,659,979
Sub-total	11,266,483	8,180,209	-	-	-	19,446,692
Community Development,:						
550 CD - Planning	329,390	35,018	-	-	-	364,408
551 CD - Current Planning	321,351	15,208	-	-	-	336,559
552 CD - Policy Development	78,927	8,494	-	-	-	87,421
553 CD - Housing	39,549	-	-	-	-	39,549
554 CD - Bldg. Codes Regulations	699,958	125,140	-	-	-	825,098
555 CD - CDBG	-	-	-	-	-	-
Sub-total	1,469,175	183,860	-	-	-	1,653,035

**City of Campbell - Operating/Capital Budget
Fiscal Year 2012 - 2013
Summary of Expenditures by Government Function and Fund**

	General	Special Revenue / Trust	Debt Service	Capital Projects	Internal Service
General Government Administration					
501 City Council	\$ 262,183	\$ -	\$ -	\$ -	\$ -
510 CM - Administration	691,072	-	-	-	-
511 CM - City Clerk	397,706	-	-	-	-
515 CM - Human Resources	629,862	-	-	-	-
516 CM - W.C. & Self Insurance	-	-	-	-	377,788
535 Finance - Accounting	1,270,111	-	-	-	-
540 Finance - Non-Departmental	1,388,400	-	-	-	-
541 Finance - LID Debt Service	-	-	-	-	-
543 Finance - City COP Debt Svc.	-	-	870,649	-	-
544 Finance - 1997 COP Debt Svc.	-	-	736,750	-	-
545 Finance - City Treasurer	19,466	-	-	-	-
547 Finance - IT Services	-	-	-	-	1,013,279
560 City Attorney	237,585	-	-	-	-
Sub-total	4,896,385	-	1,607,399	-	1,391,067

Recreation & Community Services:

524 Administration	315,009	-	-	-	-
525 Senior Nutrition	159,183	-	-	-	-
526 Adult Services	560,709	-	-	-	-
527 Community Center	696,457	-	-	-	-
528 Museum	286,223	-	-	-	-
529 Theater	739,565	-	-	-	-
531 Sports & Aquatics	927,440	-	-	-	-
532 Special Interest Classes	1,160,236	-	-	-	-
Sub-total	4,844,822	-	-	-	-

Public Safety:

601 PD - Administration	710,087	-	-	-	-
602 PD - Communications	1,592,650	-	-	-	-
603 PD - Records	1,014,183	-	-	-	-
604 PD - Special Enforcement Svcs.	2,754,017	-	-	-	-
605 PD - Field Services	6,715,776	-	-	-	-
610 Fire Administration	6,659,979	-	-	-	-
Sub-total	19,446,692	-	-	-	-

Community Development,:

550 CD - Planning	364,408	-	-	-	-
551 CD - Current Planning	336,559	-	-	-	-
552 CD - Policy Development	87,421	-	-	-	-
553 CD - Housing	-	39,549	-	-	-
554 CD - Bldg. Codes Regulations	825,098	-	-	-	-
555 CD - CDBG	-	-	-	-	-
Sub-total	1,613,486	39,549	-	-	-

**City of Campbell - Operating/Capital Budget
Fiscal Year 2012 - 2013
Summary of Expenditures by Government Function and Fund**

	Employee Services	Supplies, Services & Capital Outlay	Capital Improvements	Debt Service	Transfers Out	Adopted 2011-2012
<i>Public Works:</i>						
701 PW - Administration	230,528	53,506	-	-	-	284,034
715 PW - Environmental Services	-	-	-	-	1,128,202	1,128,202
720 PW - Transportation Eng.	244,301	25,328	-	-	-	269,629
730 PW - Engineering	1,084,178	54,805	-	-	-	1,138,983
740 PW - Land Development	226,016	383,723	-	-	-	609,739
745 PW - Maint. Administration	362,749	48,625	-	-	-	411,374
750 PW - Vehicle & Equip. Maint..	273,233	681,602	-	-	45,000	999,835
760 PW - Street Maintenance	730,275	443,554	-	-	219,871	1,393,700
770 PW - Signals & Lighting Maint.	284,495	383,658	-	-	-	668,153
775 PW - Park Maintenance	1,334,796	616,030	-	-	106,300	2,057,126
780 PW - Building Maintenance	452,665	767,699	-	-	-	1,220,364
Sub-total	5,223,236	3,458,530	-	-	1,499,373	10,181,139
980 Operating Transfers Out	-	-	-	-	2,205,063	2,205,063
980 Transfers Out (Misc. Funds)	-	-	-	-	119,507	119,507
950 Capital Projects	-	-	1,586,000	-	-	1,586,000
990 Capital Transfers Out	-	-	-	-	1,586,000	1,586,000
Sub-total	-	-	1,586,000	-	3,910,570	5,496,570
Total - City	\$ 24,231,355	\$ 16,657,512	\$ 1,586,000	\$ 1,607,399	\$ 5,434,843	\$ 49,517,109

**City of Campbell - Operating/Capital Budget
Fiscal Year 2012 - 2013
Summary of Expenditures by Government Function and Fund**

	General	Special Revenue / Trust	Debt Service	Capital Projects	Internal Service
<i>Public Works:</i>					
701 PW - Administration	284,034	-	-	-	-
715 PW - Environmental Services	-	1,128,202	-	-	-
720 PW - Transportation Eng.	269,629	-	-	-	-
730 PW - Engineering	1,138,983	-	-	-	-
740 PW - Land Development	609,739	-	-	-	-
745 PW - Maint. Administration	411,374	-	-	-	-
750 PW - Vehicle & Equip. Maint..	-	-	-	-	999,835
760 PW - Street Maintenance	-	1,393,700	-	-	-
770 PW - Signals & Lighting Maint.	-	668,153	-	-	-
775 PW - Park Maintenance	-	2,057,126	-	-	-
780 PW - Building Maintenance	1,220,364	-	-	-	-
Sub-total	3,934,123	5,247,181	-	-	999,835
980 Operating Transfers Out	2,205,063	-	-	-	-
980 Transfers Out (Misc. Funds)	-	119,507	-	-	-
950 Capital Projects	-	-	-	1,586,000	-
990 Capital Transfers Out	614,000	972,000	-	-	-
Sub-total	2,819,063	1,091,507	-	1,586,000	-
Total - City	\$ 37,554,571	\$ 6,378,237	\$ 1,607,399	\$ 1,586,000	\$ 2,390,902

DEBT MANAGEMENT

Debt management is of particular interest to many readers of budget documents. The City has adopted policies to ensure the City manages its debt appropriately. Long-term borrowing is restricted to the funding of capital improvement projects and equipment. Additionally, the term of a respective debt financing shall not exceed the expected useful life of the capital improvement project. There are a number of limitations and restrictions contained in the various bond indentures. The City is in compliance with all significant limitations and restrictions.

General Obligation Debt: The City presently has no general obligation debt.

Certificates of Participation: The City has two outstanding debt issues totaling \$20.0 million. The certificates, which mature in 2028 and 2032, respectively, are payable from revenue funded through the Redevelopment Property Tax Trust Fund that is administered by the tax County Auditor-Controller.

The proceeds of the debt were used to fund various capital improvements to City facilities and provide for deferred street maintenance projects. The City is obligated under the terms of the issuance to appropriate 100% of the annual debt service maturities. 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.

Certificates of Participation FY 13 to Maturity

Description	Final Maturity Date	Amount of Original Issue	Outstanding Principal	Outstanding Interest	Total
1997 Certificates of Participation	2028	\$ 13,480,000	\$ 12,830,000	\$ 8,123,858	\$ 20,953,858
2002 Certificates of Participation	2032	11,930,843	6,440,843	6,090,628	12,531,471
Total		<u>\$ 25,410,843</u>	<u>\$ 19,270,843</u>	<u>\$ 14,214,486</u>	<u>\$ 33,485,329</u>

DEBT MANAGEMENT

Annual debt service payments for all long-term debt, excluding special assessments debt for the next five years and beyond is summarized in the following table:

Annual Debt Service Payments to Maturity

<u>Fiscal Year</u>	<u>Total Principal</u>	<u>Total Interest</u>	<u>Total Debt Service</u>
2013	\$ 715,000	\$ 888,999	\$ 1,603,999
2014	740,000	858,574	1,598,574
2015	775,000	825,843	1,600,843
2016	810,000	789,543	1,599,543
2017	845,000	750,925	1,595,925
Thereafter	15,385,843	10,100,602	25,486,445
Total	<u>\$19,270,843</u>	<u>\$14,214,486</u>	<u>\$ 33,485,329</u>

Special Assessment Debt: The City acts as agent for the property owners of parcels upon which assessments were made for local improvements. Assessments are levied by the County on the property tax bill. Remaining debt service requirements for special assessment bonds will be paid from future assessments. The City is not liable for the repayment of special assessment district bonds as such bonds are secured by fixed lien assessments on real property. The bonds were paid in full in September 2011.

Special Assessment Debt

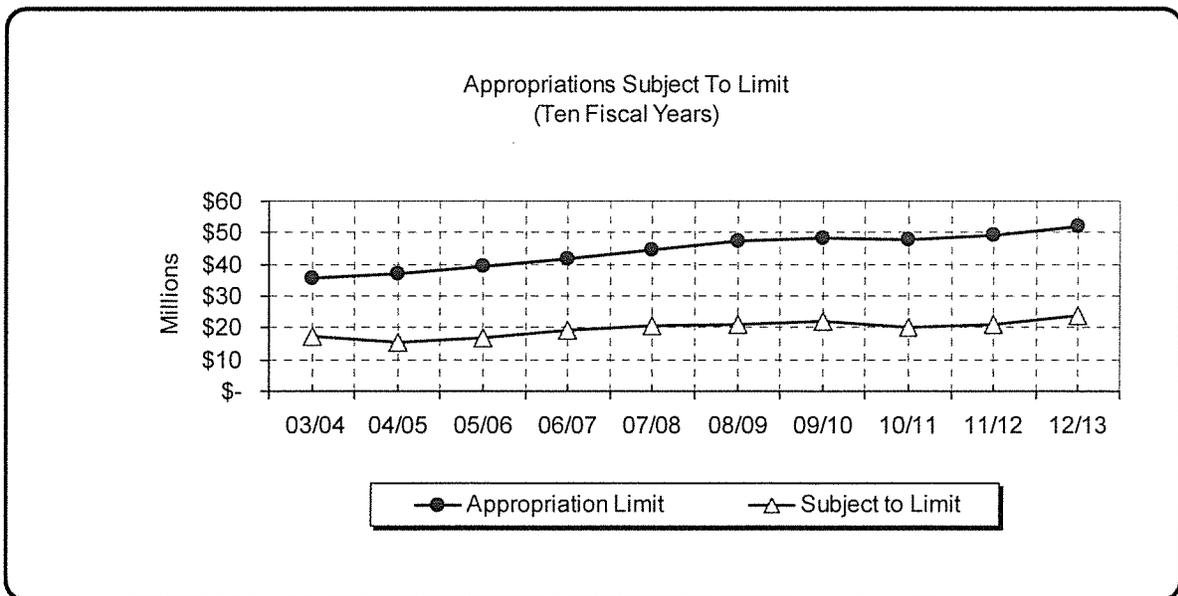
<u>Description</u>	<u>Final Maturity Date</u>	<u>Amount of Original Issue</u>	<u>Outstanding Principal</u>	<u>Outstanding Interest</u>	<u>Total</u>
L.I.D. No. 30 - Series 30	2012	\$ 666,471	\$ -	\$ -	\$ -

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.

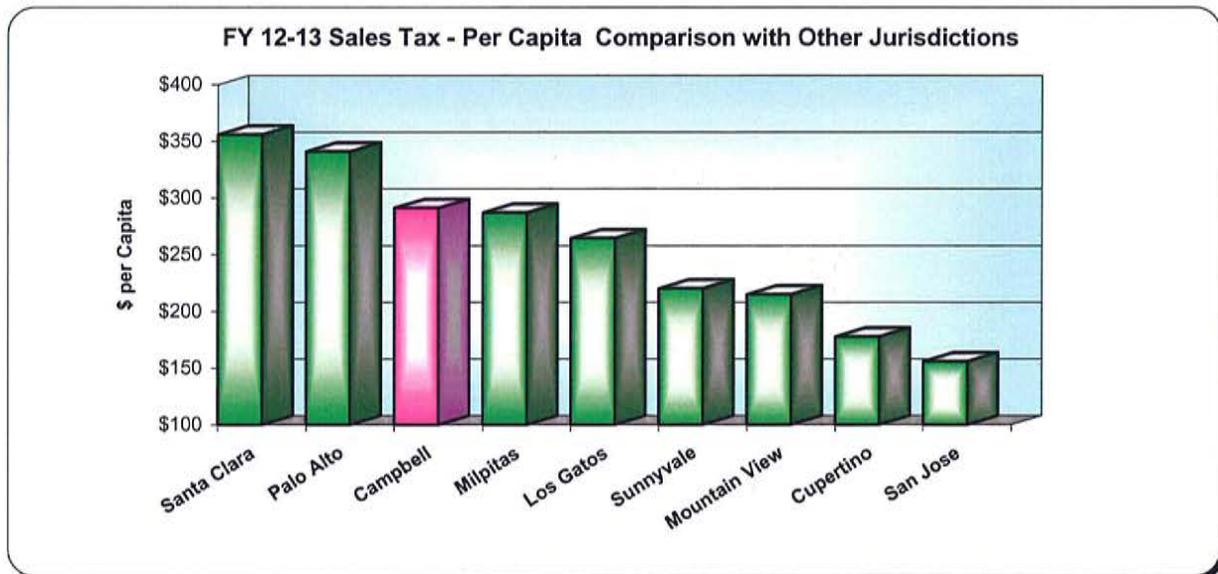
The limit is different for each agency and the limit changes each year. Each year's limit is based on the amount of tax proceeds that were authorized to be spent in fiscal year 1978-79 in each agency, modified for changes in inflation and population in each subsequent year. Proposition 111 has modified 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 2012-13 of \$51.8 million was adopted by Council via Resolution #11419, on June 19, 2012.

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 2012-13 calculations indicate the City of Campbell will again be significantly below the appropriations or spending limit. The City's appropriations limit of \$51.8 million for fiscal 2012-13 is approximately \$2.5 million higher than the fiscal 2011-12 limit of \$49.3 million. For fiscal 2012-13, the City's proceeds of taxes are projected to be \$24.0 million. This is 46.40% 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.



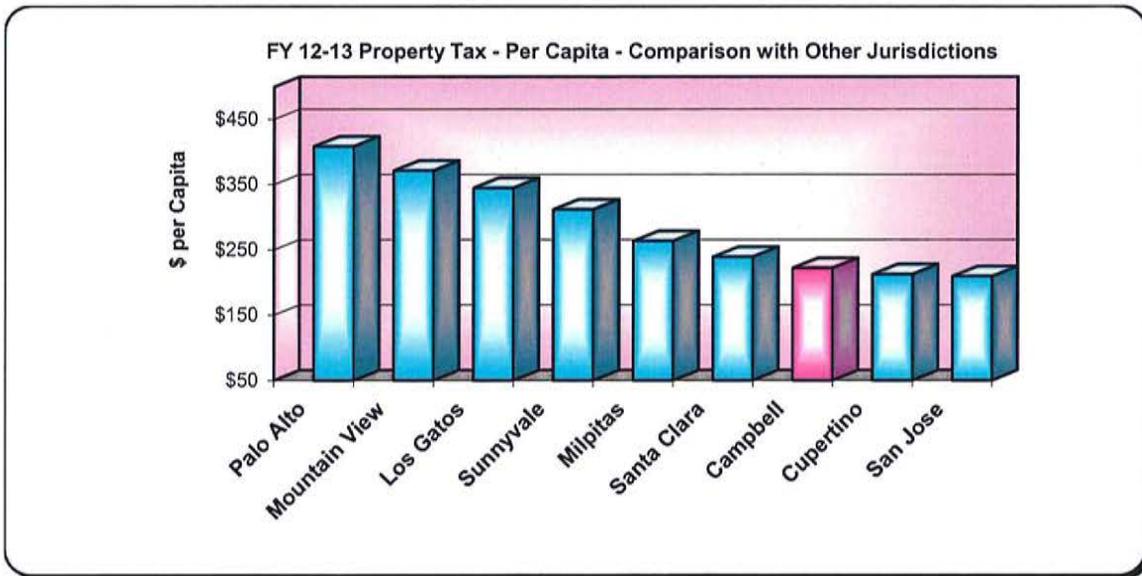
**Sales Tax
Comparison With Other Jurisdictions
FY 08-09 through FY 12-13**

City	Actual 2008-09	Actual 2009-10	Budgeted 2010-11	Budgeted 2011-12	Budgeted 2012-13
Campbell	\$9,625,398	\$9,538,242	\$9,830,000	\$10,098,000	\$11,614,000
% of General Fund	29%	30%	29%	29%	31%
Per Capita	239.67	235.98	247.31	254.94	291.21
Cupertino	\$9,150,000	\$13,154,749	\$13,390,000	\$14,283,000	\$10,492,000
% of General Fund	30%	31%	32%	33%	16%
Per Capita	175.40	238.84	241.04	243.47	177.76
Los Gatos	\$7,646,000	\$9,064,100	\$9,349,790	\$9,400,000	\$7,900,000
% of General Fund	27%	29%	29%	28%	22%
Per Capita	263.87	308.23	317.94	317.43	264.62
Milpitas	\$16,250,920	\$15,267,613	\$15,366,000	\$16,860,000	\$19,230,000
% of General Fund	24%	24%	24%	26%	32%
Per Capita	234.10	215.59	214.75	249.87	287.16
Mountain View	\$16,263,633	\$15,241,857	\$15,663,910	\$16,802,480	\$16,183,920
% of General Fund	18%	18%	18%	18%	17%
Per Capita	219.98	203.87	211.49	224.86	215.00
Palo Alto	\$20,089,000	\$17,991,000	\$18,218,000	\$20,246,000	\$22,545,000
% of General Fund	14%	14%	13%	14%	15%
Per Capita	317.03	275.06	278.53	310.26	341.06
San Jose	\$132,005,205	\$127,237,778	\$134,679,000	\$150,450,000	\$152,680,000
% of General Fund	20%	20%	17%	19%	21%
Per Capita	131.09	134.50	138.92	154.88	155.84
Santa Clara	\$35,780,564	\$30,102,296	\$32,232,000	\$36,625,000	\$42,364,000
% of General Fund	25%	22%	23%	26%	29%
Per Capita	305.19	258.82	272.76	308.26	356.00
Sunnyvale	\$25,071,916	\$25,431,711	\$27,286,190	\$29,971,933	\$31,481,509
% of General Fund	22%	22%	23%	23%	22%
Per Capita	183.88	183.19	194.28	212.42	220.31



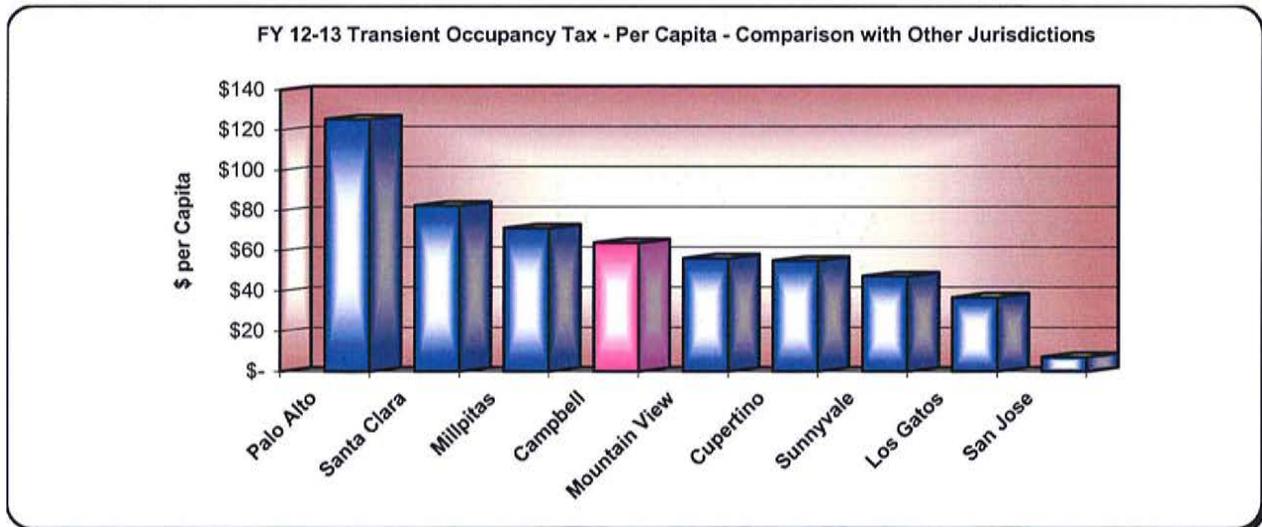
**Property Tax Revenue
Comparison With Other Jurisdictions
FY 08-09 through FY 12-13**

City	Actual 2008-09	Actual 2009-10	Budgeted 2010-11	Budgeted 2011-12	Budgeted 2012-13
Campbell	\$8,882,191	\$8,761,391	\$8,537,000	\$8,664,000	\$8,868,000
% of General Fund	30%	27%	25%	25%	24%
Per Capita	231.91	228.11	215.53	218.73	222.36
Cupertino	\$10,385,000	\$11,272,000	\$11,190,000	\$11,951,000	\$12,558,000
% of General Fund	34%	26%	27%	28%	19%
Per Capita	199.07	204.66	201.44	203.72	212.77
Los Gatos	\$9,178,819	\$9,225,106	\$9,248,120	\$9,424,195	\$10,300,000
% of General Fund	33%	30%	28%	28%	28%
Per Capita	316.77	313.70	314.49	318.25	345.01
Milpitas	\$17,749,152	\$17,146,081	\$17,225,000	\$16,605,000	\$17,659,000
% of General Fund	27%	27%	27%	26%	29%
Per Capita	255.68	242.12	240.73	246.09	263.70
Mountain View	\$25,647,300	\$26,017,182	\$26,418,230	\$25,987,162	\$27,976,580
% of General Fund	29%	30%	30%	29%	30%
Per Capita	346.90	348.00	356.68	347.78	371.66
Palo Alto	\$25,445,000	\$25,981,000	\$25,907,000	\$26,052,000	\$27,006,000
% of General Fund	18%	20%	19%	18%	18%
Per Capita	401.55	397.21	396.08	399.24	408.55
San Jose	\$210,843,575	\$202,186,036	\$194,909,000	\$200,095,000	\$205,375,000
% of General Fund	32%	31%	25%	25%	29%
Per Capita	209.38	213.73	201.04	205.99	209.63
Santa Clara	\$29,918,830	\$29,432,789	\$29,110,000	\$27,390,000	\$28,490,000
% of General Fund	21%	22%	21%	20%	20%
Per Capita	255.19	253.06	246.34	230.53	239.41
Sunnyvale	\$42,259,090	\$43,699,859	\$41,937,637	\$43,077,019	\$44,600,117
% of General Fund	37%	37%	36%	33%	32%
Per Capita	309.93	314.78	298.59	305.30	312.12



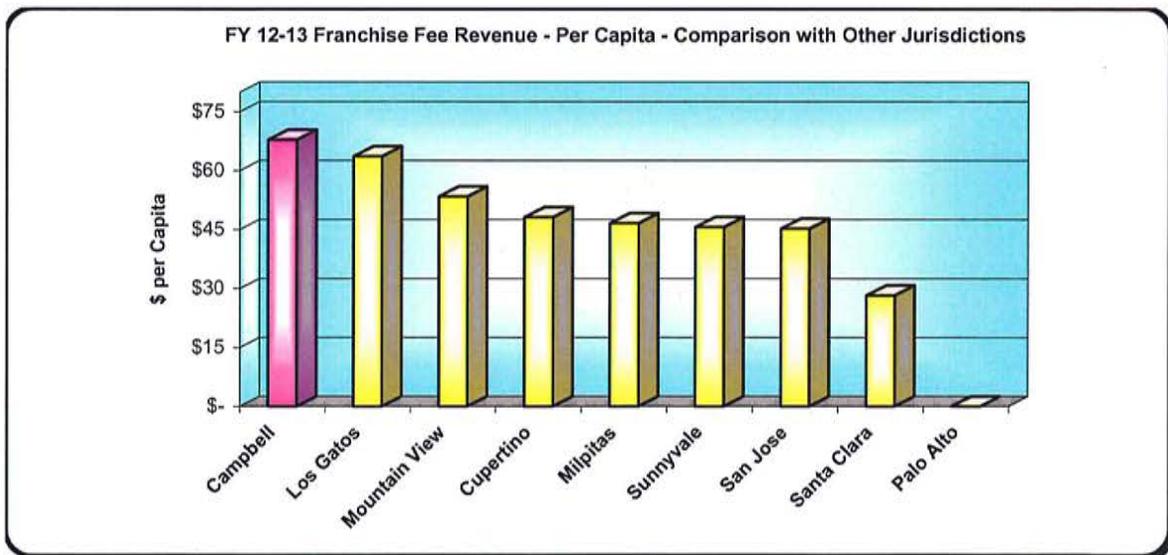
Transient Occupancy Tax Comparison With Other Jurisdictions FY 08-09 through FY 12-13

City	Actual 2008-09	Actual 2009-10	Budgeted 2010-11	Budgeted 2011-12	Budgeted 2012-13
Campbell	\$1,287,184	\$1,297,573	\$1,476,000	\$1,839,000	\$2,550,000
% of General Fund	4%	4%	4%	5%	7%
Per Capita	32.05	32.10	36.12	46.43	63.94
Cupertino	\$2,100,000	\$2,511,184	\$2,711,590	\$2,939,000	\$3,252,000
% of General Fund	5%	6%	6%	7%	5%
Per Capita	38.07	45.59	48.81	50.10	55.10
Los Gatos	\$1,108,257	\$1,100,000	\$1,210,000	\$933,020	\$1,100,000
% of General Fund	4%	4%	4%	3%	3%
Per Capita	38.23	37.41	41.15	31.51	36.85
Milpitas	\$4,437,872	\$4,234,489	\$4,059,000	\$4,812,000	\$4,812,000
% of General Fund	7%	7%	6%	8%	8%
Per Capita	63.93	59.79	56.73	71.31	71.31
Mountain View	\$3,154,885	\$3,266,982	\$3,333,490	\$4,208,892	\$4,208,892
% of General Fund	4%	4%	4%	5%	5%
Per Capita	42.67	43.70	45.01	56.33	56.33
Palo Alto	\$7,111,000	\$6,858,000	\$7,021,000	\$8,204,000	\$8,204,000
% of General Fund	5%	5%	5%	6%	6%
Per Capita	112.22	104.85	107.34	125.43	125.43
San Jose	\$7,795,177	\$6,900,000	\$6,684,000	\$7,202,000	\$7,202,000
% of General Fund	1%	1%	1%	1%	1%
Per Capita	7.74	7.29	6.89	7.25	7.25
Santa Clara	\$9,762,655	\$8,106,319	\$8,514,000	\$9,900,000	\$9,900,000
% of General Fund	7%	6%	6%	7%	7%
Per Capita	83.27	69.70	72.05	82.50	82.50
Sunnyvale	\$5,686,217	\$5,578,196	\$6,430,805	\$6,689,607	\$6,689,607
% of General Fund	5%	5%	5%	6%	6%
Per Capita	41.70	40.18	45.79	47.41	47.41



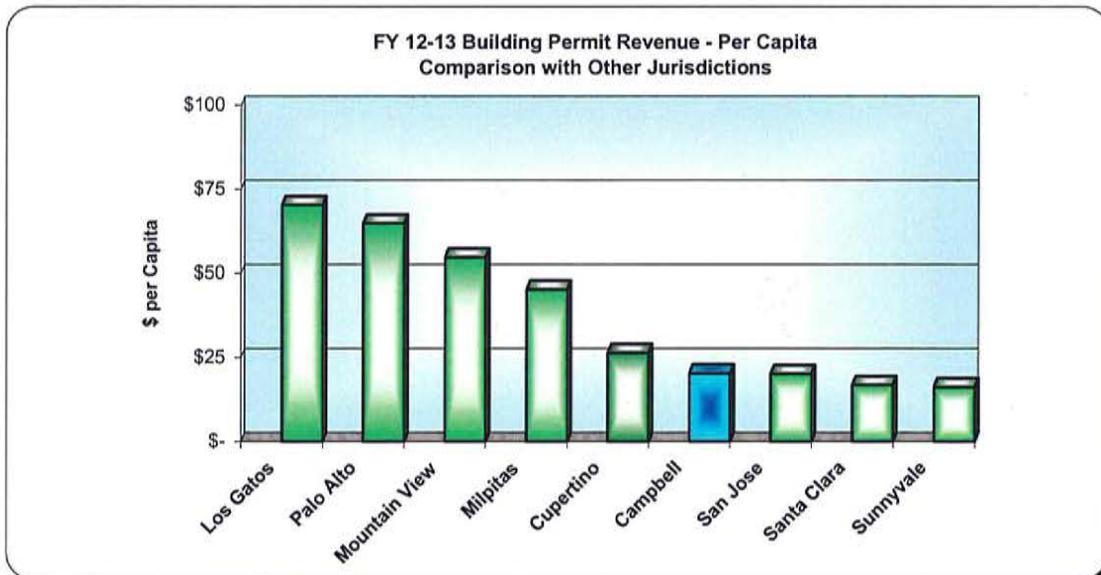
**Franchise Fee Revenue
Comparison With Other Jurisdictions
FY 08-09 through FY 12-13**

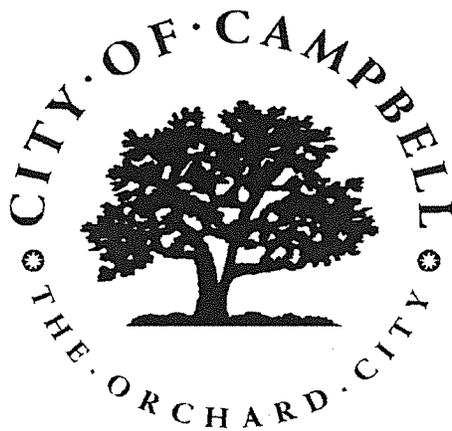
City	Actual 2008-09	Actual 2009-10	Budgeted 2010-11	Budgeted 2011-12	Budgeted 2012-13
Campbell	\$2,368,278	\$2,337,022	\$2,516,000	\$2,586,000	\$2,706,000
% of General Fund	7%	7%	7%	7%	7%
Per Capita	58.97	57.82	61.58	65.29	67.85
Cupertino	\$2,537,018	\$2,547,439	\$2,630,000	\$2,860,000	\$2,845,000
% of General Fund	6%	6%	6%	7%	4%
Per Capita	45.99	46.25	47.34	48.75	48.20
Los Gatos	\$1,162,038	\$1,703,180	\$1,756,100	\$1,716,830	\$1,900,000
% of General Fund	4%	5%	5%	5%	5%
Per Capita	40.09	57.92	59.72	57.98	63.64
Milpitas	\$3,151,420	\$2,993,512	\$3,138,000	\$3,107,000	\$3,121,000
% of General Fund	5%	5%	5%	5%	5%
Per Capita	45.40	42.27	43.86	46.05	46.61
Mountain View	\$2,940,485	\$2,833,880	\$3,086,292	\$3,903,894	\$4,025,385
% of General Fund	3%	3%	4%	4%	4%
Per Capita	39.77	37.91	41.67	52.24	53.48
Palo Alto	N/A	N/A	N/A	N/A	N/A
% of General Fund	N/A	N/A	N/A	N/A	N/A
Per Capita	-	-	-	-	-
San Jose	\$41,067,393	\$38,410,068	\$42,271,000	\$42,625,000	\$44,325,000
% of General Fund	6%	6%	5%	5%	6%
Per Capita	40.78	40.60	43.60	43.88	45.24
Santa Clara	\$3,369,990	\$3,000,696	\$3,215,000	\$3,185,900	\$3,357,700
% of General Fund	2%	2%	2%	2%	2%
Per Capita	28.74	25.80	27.21	26.81	28.22
Sunnyvale	\$6,127,049	\$5,979,301	\$6,309,686	\$6,344,385	\$6,521,751
% of General Fund	5%	5%	5%	5%	5%
Per Capita	44.94	43.07	44.92	44.96	45.64



Building Permit Revenue Comparison With Other Jurisdictions FY 08-09 through FY 12-13

City	Actual 2008-09	Actual 2009-10	Budgeted 2010-11	Budgeted 2011-12	Budgeted 2012-13
Campbell	\$825,817	\$455,803	\$960,000	\$797,000	\$809,000
% of General Fund	2%	1%	3%	2%	2%
Per Capita	20.56	11.28	23.49	20.12	20.28
Cupertino	\$3,322,226	\$2,620,033	\$2,980,000	\$1,037,000	\$1,558,000
% of General Fund	8%	6%	7%	2%	2%
Per Capita	60.23	47.57	53.64	17.68	26.40
Los Gatos	\$1,206,055	\$1,277,288	\$1,380,150	\$2,176,335	\$2,100,000
% of General Fund	4%	4%	4%	7%	6%
Per Capita	41.60	43.43	46.93	73.49	70.34
Milpitas	\$2,803,026	\$1,903,070	\$1,863,000	\$2,537,000	\$3,029,000
% of General Fund	4%	3%	3%	4%	5%
Per Capita	40.38	26.87	26.04	37.60	45.23
Mountain View	\$1,561,174	\$1,852,634	\$1,514,144	\$2,131,011	\$4,121,293
% of General Fund	2%	2%	2%	2%	4%
Per Capita	21.12	24.78	20.44	28.52	54.75
Palo Alto	\$2,777,300	\$4,036,139	\$3,843,131	\$4,998,556	\$4,286,860
% of General Fund	2%	3%	3%	3%	3%
Per Capita	43.83	61.71	58.76	76.42	64.85
San Jose	\$17,505,815	\$16,303,336	\$16,191,986	\$16,551,000	\$19,700,000
% of General Fund	3%	3%	2%	2%	3%
Per Capita	17.38	17.23	16.70	16.67	20.11
Santa Clara	\$1,727,802	\$1,150,852	\$1,200,000	\$2,000,000	\$2,000,000
% of General Fund	1%	1%	1%	1%	1%
Per Capita	14.74	9.89	10.15	16.67	16.81
Sunnyvale	\$1,924,519	\$1,537,860	\$1,963,426	\$1,997,126	\$2,313,008
% of General Fund	2%	1%	2%	2%	2%
Per Capita	14.11	11.08	13.98	14.15	16.19







Fund Balances

Fund Balance Analysis Fiscal Year 2012 - 2013

Fund Description	Fund #	Beginning Fund Balance Estimated	Total Revenues & Transfers Adopted*	Total Expenditures & Transfers Adopted	Ending Fund Balance Estimated
General Fund	101	\$ 22,241,890	\$ 37,012,512	\$ 37,554,571	\$ 21,699,831
Gas Tax	202, 203, 204	1,355,792	1,723,700	1,723,700	1,355,792
Drug Enforcement	205	10,470	3,500	3,500	10,470
Lighting and Landscaping District	207	-	2,725,279	2,725,279	-
Community Development Block Grant	208	306,569	40,000	39,549	307,020
Environmental Services	209	632,463	1,114,369	1,178,202	568,630
Supplemental Law Enforcement	210	1,167	-	-	1,167
Federal Aid Urban	211	-	-	-	-
State/Other Grants	212	73,654	444,325	444,325	73,654
T.D.A.	216	1,025	20,000	20,000	1,025
Other Federal Grants	218	132,657	76,892	76,892	132,657
Parkland Dedication Trust	295	297,144	90,000	90,000	297,144
L.I.D. Debt Service	367	30,219	-	-	30,219
2002 C.O.P. Debt Service	366	7,462,351	870,649	870,649	7,462,351
1997 C.O.P. Debt Service	368	-	736,750	736,750	-
City C.O.P. Projects	431	140,412	-	-	140,412
Capital Projects	435	93,601	1,586,000	1,586,000	93,601
Motor Vehicle Pool	641	1,103,131	899,678	999,835	1,002,974
Information Technologies Pool	647	1,643,022	849,000	1,013,279	1,478,743
Worker's Compensation Pool	690	1,161,181	345,000	377,788	1,128,393
Parks and Museum Trust	794	140,200	56,000	56,000	140,200
Recreation Grants-Private	795	18,126	-	16,100	2,026
Senior Citizen Trust	797	13,335	4,690	4,690	13,335
Total		\$ 36,858,408	\$ 48,598,344	\$ 49,517,109	\$ 35,939,643

* Total revenues exclude beginning fund balance amounts.

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

Fund Balance Analysis Fiscal Year 2011 - 2012

Fund Description	Fund #	Beginning Fund Balance Estimated	Total Revenues & Transfers Estimated*	Total Expenditures & Transfers Estimated	Ending Fund Balance Estimated
General Fund	101	\$ 21,707,519	\$ 36,744,051	\$ 36,209,680	\$ 22,241,890
Gas Tax	202, 203, 204	943,404	1,824,869	1,412,481	1,355,792
Drug Enforcement	205	9,342	4,628	3,500	10,470
Lighting and Landscaping District	207	-	2,729,520	2,729,520	-
Community Development Block Grant	208	1,467,218	149,133	174,638	1,441,713
Environmental Services	209	690,856	789,176	847,569	632,463
Supplemental Law Enforcement	210	339	100,828	100,000	1,167
Federal Aid Urban	211	344	(35)	309	-
State/Other Grants	212	204,613	196,165	327,124	73,654
T.D.A.	216	1,025	-	-	1,025
Other Federal Grants	218	181,264	1,613,572	1,662,179	132,657
RDA - Low and Moderate Housing	223	6,504,008	762,547	7,266,555	-
Parkland Dedication Trust	295	867,186	453,593	1,023,635	297,144
L.I.D. Debt Service	367	121,646	108	91,535	30,219
RDA Debt Service	364	1,337,612	2,765,841	4,103,453	-
2002 C.O.P. Debt Service	366	7,745,941	587,170	870,760	7,462,351
1997 C.O.P. Debt Service	368	-	734,891	734,891	-
City C.O.P. Projects	431	140,412	-	-	140,412
RDA - Administration/Projects	434	65,112	234,841	299,953	-
Capital Projects	435	93,600	4,490,580	4,490,579	93,601
RDA - 2002 T.A.B. Projects	437	98,076	(1,726)	96,350	-
Motor Vehicle Pool	641	1,264,937	873,677	1,035,483	1,103,131
Information Technologies Pool	647	1,746,662	803,102	906,742	1,643,022
Worker's Compensation Pool	690	1,624,761	577,095	1,040,675	1,161,181
Parks and Museum Trust	794	128,037	66,564	54,401	140,200
Recreation Grants-Private	795	-	18,126	-	18,126
Senior Citizen Trust	797	15,075	3,740	5,480	13,335
Total		\$ 46,958,989	\$ 56,522,056	\$ 65,487,492	\$ 37,993,552

* Total revenues exclude beginning fund balance amounts.

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

*** RDA dissolved by State legislation on February 1, 2012. Remaining funds transferred to Successor Agency and are no longer included in the City's budget.

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

<u>Description</u>	<u>09/10 Actual</u>	<u>10/11 Actual</u>	<u>11/12 Estimated</u>	<u>12/13 Adopted</u>
Fund balance, July 1	\$ 23,950,028	\$ 20,969,559	\$ 21,707,519	\$ 22,241,890
Prior year adjustment	(2,551)	-	-	-
Total beginning fund balances	<u>23,947,477</u>	<u>20,969,559</u>	<u>21,707,519</u>	<u>22,241,890</u>
REVENUES:				
Property Taxes	8,805,266	8,697,189	8,937,657	9,081,471
Sales and Use Taxes	9,538,242	10,524,344	11,777,406	11,614,000
Franchise and other taxes	4,022,711	5,003,739	5,922,331	5,873,000
Licenses and permits	1,288,664	1,383,894	1,577,659	1,748,500
Fines and forfeitures	436,679	293,184	260,055	300,500
Investment income	420,984	265,185	191,923	340,000
Intergovernmental revenues	336,717	417,334	273,872	342,733
Charges for services	3,425,308	4,370,363	4,532,773	4,264,833
Other revenues	2,110,500	2,129,513	2,118,604	2,171,995
Operating transfers-in	1,258,469	1,381,735	1,151,771	1,275,480
Total operating revenues	<u>31,643,540</u>	<u>34,466,480</u>	<u>36,744,051</u>	<u>37,012,512</u>
Residual equity transfers-in	-	-	-	-
Total revenues	<u>31,643,540</u>	<u>34,466,480</u>	<u>36,744,051</u>	<u>37,012,512</u>
EXPENDITURES:				
General Government	10,179,299 *	9,955,455	10,601,856	11,354,693
Public Safety	18,081,477	18,203,868	19,284,848	19,446,692
Public Works	3,680,549 *	3,420,001	3,313,169	3,934,123
Operating transfers-out	2,035,791	1,747,956	1,900,080	2,205,063
Total operating expenditures	<u>33,977,116</u>	<u>33,327,280</u>	<u>35,099,953</u>	<u>36,940,571</u>
Capital transfers-out	644,342	401,240	1,109,727	614,000
Total expenditures	<u>34,621,458</u>	<u>33,728,520</u>	<u>36,209,680</u>	<u>37,554,571</u>
FUND BALANCES:				
Restricted	72,756	32,756	32,756	32,756
Committed	19,314,803	19,061,518	19,781,982	19,781,982
Assigned	1,582,000	1,552,458	1,414,030	1,414,030
Unassigned	-	1,060,787	1,013,122	471,063
Total reserves or designations:	<u>20,969,559</u>	<u>21,707,519</u>	<u>22,241,890</u>	<u>21,699,831</u>
Fund balance - June 30	<u>\$ 20,969,559</u>	<u>\$ 21,707,519</u>	<u>\$ 22,241,890</u>	<u>\$ 21,699,831</u>

* Building Maintenance Program was reclassified from General Government to Public Works in FY09/10.

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

<u>Description</u>	<u>09/10 Actual</u>	<u>10/11 Actual</u>	<u>11/12 Estimated</u>	<u>12/13 Adopted</u>
Fund balance, July 1	\$ 411,113	\$ 544,606	\$ 943,404	\$ 1,355,792
REVENUES:				
Special Gas Tax 2105	226,033	220,767	185,914	198,000
Special Gas Tax 2106	150,839	147,102	137,869	137,000
Special Gas Tax 2107	300,946	294,866	266,849	283,400
Special Gas Tax 2107.5	12,000	6,000	6,000	6,000
Proposition 42 Gas Tax	362,362	391,118	549,452	443,500
Vehicle Impact Fees	122,756	292,967	358,529	330,000
Investment earnings	13,885	9,071	12,952	-
Other revenues	1,550	2,419	1,695	2,500
Operating transfers-in	369,548	302,052	305,609	323,300
Total revenues	<u>1,559,919</u>	<u>1,666,362</u>	<u>1,824,869</u>	<u>1,723,700</u>
EXPENDITURES:				
PW-Street Maintenance	1,114,028	966,426	970,189	1,173,829
Operating transfers-out	190,058	278,818	240,885	219,871
Total operating expenditures	<u>1,304,086</u>	<u>1,245,244</u>	<u>1,211,074</u>	<u>1,393,700</u>
Capital transfers-out	122,340	22,320	201,407	330,000
Total expenditures	<u>1,426,426</u>	<u>1,267,564</u>	<u>1,412,481</u>	<u>1,723,700</u>
FUND BALANCES:				
Nonspendable	544,606	943,404	1,355,792	1,355,792
Total reserves or designations	<u>544,606</u>	<u>943,404</u>	<u>1,355,792</u>	<u>1,355,792</u>
Fund balance - June 30	<u>\$ 544,606</u>	<u>\$ 943,404</u>	<u>\$ 1,355,792</u>	<u>\$ 1,355,792</u>

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

<u>Description</u>	<u>09/10 Actual</u>	<u>10/11 Actual</u>	<u>11/12 Estimated</u>	<u>12/13 Adopted</u>
Fund balance, July 1	\$ 3	\$ -	\$ -	\$ -
REVENUES:				
Lighting & Landscaping Assessments	1,135,464	1,140,728	1,130,236	1,142,000
Property tax	670,737	676,510	789,508	770,000
Insurance claims refund	22,285	1,604	528	15,000
Other revenues	23,956	16,147	17,740	20,500
Operating transfers-in	849,272	737,520	791,508	777,779
Total revenues	<u>2,701,714</u>	<u>2,572,509</u>	<u>2,729,520</u>	<u>2,725,279</u>
EXPENDITURES:				
PW-signals & lighting maintenance	711,270	617,999	689,630	668,153
PW-Park Maintenance	1,890,447	1,854,510	1,933,590	1,950,826
Operating transfers-out	100,000	100,000	106,300	106,300
Total expenditures	<u>2,701,717</u>	<u>2,572,509</u>	<u>2,729,520</u>	<u>2,725,279</u>
FUND BALANCES:				
Restricted	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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	09/10 Actual	10/11 Actual	11/12 Estimated	12/13 Adopted
Fund balance, July 1	\$ 1,457,894	\$ 1,450,020	\$ 1,467,218	\$ 1,441,713
Adjustment - transfer to County	-	-	-	(1,135,144)
Fund balance - adjusted	<u>1,457,894</u>	<u>1,450,020</u>	<u>1,467,218</u>	<u>306,569</u>
REVENUES:				
Investment income	10,499	10,573	19,550	-
CDBG Grants	134,411	135,462	62,836	40,000
Other revenues	59,699	65,495	54,014	-
Operating transfers-in	32,931	36,427	12,733	-
Total revenues	<u>237,540</u>	<u>247,957</u>	<u>149,133</u>	<u>40,000</u>
EXPENDITURES:				
Housing	96,504	80,841	74,525	39,549
Rehabilitation	148,910	149,918	100,113	-
Total expenditures	<u>245,414</u>	<u>230,759</u>	<u>174,638</u>	<u>39,549</u>
FUND BALANCES:				
Nonspendable	1,449,887	1,479,680	1,441,713	307,020
Unassigned	133	(12,462)	-	-
Total reserves or designations:	<u>1,450,020</u>	<u>1,467,218</u>	<u>1,441,713</u>	<u>307,020</u>
Fund balance - June 30	<u>\$ 1,450,020</u>	<u>\$ 1,467,218</u>	<u>\$ 1,441,713</u>	<u>\$ 307,020</u>

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

<u>Description</u>	<u>09/10 Actual</u>	<u>10/11 Actual</u>	<u>11/12 Estimated</u>	<u>12/13 Adopted</u>
Fund balance, July 1	\$ 802,224	\$ 750,144	\$ 690,856	\$ 632,463
REVENUES:				
Solid waste fees	-	-	-	158,560
AB939 recycling	43,901	44,146	43,089	44,000
Storm water fees	198,800	258,800	258,800	379,869
Storm drain fees	9,376	17,308	21,292	10,000
Beverage container grant	5,000	10,965	10,934	10,000
Investment income	4,143	2,025	3,061	-
Other revenue	-	-	-	-
Operating transfers-in	555,000	438,000	452,000	511,940
Total revenues	<u>816,220</u>	<u>771,244</u>	<u>789,176</u>	<u>1,114,369</u>
EXPENDITURES:				
Operating transfers-out	868,300	815,300	800,300	1,128,202
Total operating expenditures	<u>868,300</u>	<u>815,300</u>	<u>800,300</u>	<u>1,128,202</u>
Capital transfers-out	-	15,232	47,269	50,000
Total expenditures	<u>868,300</u>	<u>830,532</u>	<u>847,569</u>	<u>1,178,202</u>
FUND BALANCES:				
Nonspendable	750,144	690,856	632,463	568,630
Total reserves or designations:	<u>750,144</u>	<u>690,856</u>	<u>632,463</u>	<u>568,630</u>
Fund balance - June 30	<u>\$ 750,144</u>	<u>\$ 690,856</u>	<u>\$ 632,463</u>	<u>\$ 568,630</u>

**CITY OF CAMPBELL
REDEVELOPMENT AGENCY FUND (223)
REVENUES - EXPENDITURES - FUND BALANCES**

<u>Description</u>	<u>09/10 Actual</u>	<u>10/11 Actual</u>	<u>11/12 Estimated</u>	<u>12/13 Adopted</u>
Fund balance, July 1	\$ 10,792,816	\$ 11,886,995	\$ 12,987,352	\$ -
Adjustment - transfer out	-	-	(6,483,344)	-
Fund balance - adjusted	<u>10,792,816</u>	<u>11,886,995</u>	<u>6,504,008</u>	<u>-</u>
REVENUES:				
Property tax	1,440,971	1,320,800	679,248	-
Investment income	146,774	30,007	66,095	-
Other revenues	65,668	16,610	17,204	-
Total revenues	<u>1,653,413</u>	<u>1,367,417</u>	<u>762,547</u>	<u>-</u>
EXPENDITURES:				
RDA Housing	175,034	146,032	77,420	-
Housing grant & loans	289,668	23,000	3,091,292	-
Residual equity transfer out	-	-	4,049,175	-
Operating transfers-out	94,532	98,028	48,668	-
Total operating expenditures	<u>559,234</u>	<u>267,060</u>	<u>7,266,555</u>	<u>-</u>
Capital transfers-out	-	-	-	-
Total expenditures	<u>559,234</u>	<u>267,060</u>	<u>7,266,555</u>	<u>-</u>
FUND BALANCES:				
Nonspendable	8,753,594	8,577,325	-	-
Restricted	3,098,625	4,564,457	-	-
Unreserved, undesignated	34,776	(154,430)	-	-
Total reserves or designations:	<u>3,133,401</u>	<u>12,987,352</u>	<u>-</u>	<u>-</u>
Fund balance - June 30	<u><u>\$ 11,886,995</u></u>	<u><u>\$ 12,987,352</u></u>	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

**CITY OF CAMPBELL
REDEVELOPMENT AGENCY FUND (364)
REVENUES - EXPENDITURES - FUND BALANCES**

<u>Description</u>	<u>09/10 Actual</u>	<u>10/11 Actual</u>	<u>11/12 Estimated</u>	<u>12/13 Adopted</u>
Fund balance, July 1	\$ 2,506,048	\$ 536,220	\$ (1,348,310)	\$ -
Adjustment	(589,950)	-	2,685,922	-
Fund balance - adjusted	<u>1,916,098</u>	<u>536,220</u>	<u>1,337,612</u>	<u>-</u>
REVENUES:				
Property tax	5,763,885	5,283,202	2,716,993	-
Investment income	125,007	56,937	48,848	-
Operating transfers-in	200,000	200,000	-	-
Total revenues	<u>6,088,892</u>	<u>5,540,139</u>	<u>2,765,841</u>	<u>-</u>
EXPENDITURES:				
Inter-governmental	4,828,206	4,066,282	233,333	-
Debt service-principal retirement	970,000	1,015,000	1,060,000	-
Debt service-interest and fiscal charges	1,597,715	1,544,888	1,487,679	-
Debt service-other charges	10,215	9,230	9,230	-
RPTTFT-payment to County of Santa Clara	-	-	1,078,518	-
Operating transfers-out	62,634	789,269	234,693	-
Total expenditures	<u>7,468,770</u>	<u>7,424,669</u>	<u>4,103,453</u>	<u>-</u>
FUND BALANCES:				
Nonspendable	536,220	5,397,630	-	-
Unassigned	-	(6,745,940)	-	-
Total reserves or designations:	<u>-</u>	<u>(1,348,310)</u>	<u>-</u>	<u>-</u>
Fund balance - June 30	<u>\$ 536,220</u>	<u>\$ (1,348,310)</u>	<u>\$ -</u>	<u>\$ -</u>

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

<u>Description</u>	<u>09/10 Actual</u>	<u>10/11 Actual</u>	<u>11/12 Estimated</u>	<u>12/13 Adopted</u>
Fund balance, July 1	\$ 7,699,371	\$ 8,019,181	\$ 7,745,941	\$ 7,462,351
Adjustment - prior year	589,950	-	-	-
Fund balance - adjusted	<u>8,289,321</u>	<u>8,019,181</u>	<u>7,745,941</u>	<u>7,462,351</u>
REVENUES:				
Interest payments	119,911	110,856	101,114	90,686
Debt service reimbursement from RDA	400,000	400,000	233,333	-
Principal repayment	(20,700)	(22,770)	(24,840)	269,100
Operating transfers-in	105,290	112,966	277,563	510,863
Total revenues	<u>604,501</u>	<u>601,052</u>	<u>587,170</u>	<u>870,649</u>
EXPENDITURES:				
Principal repayments	585,000	605,000	625,000	650,000
Interest and fiscal charges	289,641	267,768	244,236	219,049
Bond issuance costs and agent fees	-	1,524	1,524	1,600
Total expenditures	<u>874,641</u>	<u>874,292</u>	<u>870,760</u>	<u>870,649</u>
FUND BALANCES:				
Nonspendable	<u>8,019,181</u>	<u>7,745,941</u>	<u>7,487,191</u>	<u>7,487,191</u>
Total reserves or designations:	<u>8,019,181</u>	<u>7,745,941</u>	<u>7,487,191</u>	<u>7,487,191</u>
Fund balance - June 30	<u>\$ 8,019,181</u>	<u>\$ 7,745,941</u>	<u>\$ 7,462,351</u>	<u>\$ 7,462,351</u>

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

<u>Description</u>	<u>09/10 Actual</u>	<u>10/11 Actual</u>	<u>11/12 Estimated</u>	<u>12/13 Adopted</u>
Fund balance, July 1	\$ 122,883	\$ 118,640	\$ 121,646	\$ 30,219
REVENUES:				
Special assessments	49,917	49,588	66	-
Investment income	157	64	42	-
Total revenues	<u>50,074</u>	<u>49,652</u>	<u>108</u>	<u>-</u>
EXPENDITURES:				
Principal retirement	40,000	35,000	85,000	-
Interest and fiscal charges	10,000	7,329	3,039	-
Other charges	3,217	3,217	2,396	-
Operating transfers-out	1,100	1,100	1,100	-
Total expenditures	<u>54,317</u>	<u>46,646</u>	<u>91,535</u>	<u>-</u>
FUND BALANCES:				
Due to bondholders	118,640	121,646	-	-
Unassigned	-	-	30,219	30,219
Total reserves or designations:	<u>118,640</u>	<u>121,646</u>	<u>30,219</u>	<u>30,219</u>
Fund balance - June 30	<u>\$ 118,640</u>	<u>\$ 121,646</u>	<u>\$ 30,219</u>	<u>\$ 30,219</u>

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

<u>Description</u>	<u>09/10 Actual</u>	<u>10/11 Actual</u>	<u>11/12 Estimated</u>	<u>12/13 Adopted</u>
Fund balance, July 1	\$ 4,485	\$ -	\$ -	\$ -
REVENUES:				
Investment income	281,015	279,796	278,641	277,359
Other revenue	20,700	22,770	24,840	26,910
Operating transfers-in	424,015	430,115	431,410	432,481
Total revenues	<u>725,730</u>	<u>732,681</u>	<u>734,891</u>	<u>736,750</u>
EXPENDITURES:				
Principal retirement	50,000	55,000	60,000	65,000
Interest and fiscal charges	680,215	677,681	674,891	671,750
Total expenditures	<u>730,215</u>	<u>732,681</u>	<u>734,891</u>	<u>736,750</u>
FUND BALANCES:				
Unassigned	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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**

<u>Description</u>	<u>09/10 Actual</u>	<u>10/11 Actual</u>	<u>11/12 Estimated</u>	<u>12/13 Adopted</u>
Fund balance, July 1	\$ 33,600	\$ 33,600	\$ 93,600	\$ 93,601
REVENUES:				
Project revenues	33,306	106,779	43,609	-
Capital transfers-in	4,840,796	5,446,841	4,446,971	1,586,000
Total revenues	<u>4,874,102</u>	<u>5,553,620</u>	<u>4,490,580</u>	<u>1,586,000</u>
EXPENDITURES:				
Capital outlay	4,874,102	5,493,620	4,490,579	1,586,000
Total expenditures	<u>4,874,102</u>	<u>5,493,620</u>	<u>4,490,579</u>	<u>1,586,000</u>
FUND BALANCES:				
Assigned	<u>33,600</u>	<u>93,600</u>	<u>93,601</u>	<u>93,601</u>
Total reserves or designations	<u><u>33,600</u></u>	<u><u>93,600</u></u>	<u><u>93,601</u></u>	<u><u>93,601</u></u>
Fund balance - June 30	<u><u>\$ 33,600</u></u>	<u><u>\$ 93,600</u></u>	<u><u>\$ 93,601</u></u>	<u><u>\$ 93,601</u></u>

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

<u>Description</u>	<u>09/10 Actual</u>	<u>10/11 Actual</u>	<u>11/12 Estimated</u>	<u>12/13 Adopted</u>
Retained earnings at beginning of year	\$ 1,156,925	\$ 942,919	\$ 673,580	\$ 511,774
REVENUES:				
Users fees and charges	950,000	856,183	856,178	881,178
Other revenue	2,192	-	9,268	10,000
Gain (loss) from sale of assets	-	30,486	8,231	8,500
Operating transfers - in	18,495	-	-	-
Total revenues	<u>970,687</u>	<u>886,669</u>	<u>873,677</u>	<u>899,678</u>
EXPENSES:				
Personnel services	274,958	245,431	267,355	273,233
Services and supplies	583,464	492,748	548,791	511,602
Depreciation	276,271	231,238	174,337	170,000
Operating transfers-out	50,000	50,000	45,000	45,000
Total operating expenses	<u>1,184,693</u>	<u>1,019,417</u>	<u>1,035,483</u>	<u>999,835</u>
Total expenses	<u>1,184,693</u>	<u>1,019,417</u>	<u>1,035,483</u>	<u>999,835</u>
Net income (loss)	<u>(214,006)</u>	<u>(132,748)</u>	<u>(161,806)</u>	<u>(100,157)</u>
EQUITY:				
Invested in capital assets	454,766	591,357	591,357	591,357
Unrestricted	<u>942,919</u>	<u>673,580</u>	<u>511,774</u>	<u>411,617</u>
Total equity	<u><u>\$ 1,397,685</u></u>	<u><u>\$ 1,264,937</u></u>	<u><u>\$ 1,103,131</u></u>	<u><u>\$ 1,002,974</u></u>

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

<u>Description</u>	<u>09/10 Actual</u>	<u>10/11 Actual</u>	<u>11/12 Estimated</u>	<u>12/13 Adopted</u>
Retained earnings at beginning of year	\$ 419,076	\$ 456,321	\$ 244,378	\$ 244,378
REVENUES:				
Users fees and charges	1,050,000	802,000	797,642	827,000
Other income	2,224	2,070	5,460	5,000
Operating transfers-in	-	2,080	-	17,000
Total revenues	<u>1,052,224</u>	<u>806,150</u>	<u>803,102</u>	<u>849,000</u>
EXPENSES:				
Personnel Services	503,205	494,469	531,494	547,467
Services and supplies	323,315	265,787	243,997	340,912
Depreciation	165,883	116,895	106,351	100,000
Operating transfers-out	22,576	24,900	24,900	24,900
Total expenses	<u>1,014,979</u>	<u>902,051</u>	<u>906,742</u>	<u>1,013,279</u>
Net income (loss)	<u>37,245</u>	<u>(95,901)</u>	<u>(103,640)</u>	<u>(164,279)</u>
EQUITY:				
Invested in capital assets	456,321	244,378	244,378	244,378
Unrestricted	<u>1,386,242</u>	<u>1,502,284</u>	<u>1,398,644</u>	<u>1,234,365</u>
Total equity	<u><u>\$ 1,842,563</u></u>	<u><u>\$ 1,746,662</u></u>	<u><u>\$ 1,643,022</u></u>	<u><u>\$ 1,478,743</u></u>

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

<u>Description</u>	<u>09/10 Actual</u>	<u>10/11 Actual</u>	<u>11/12 Estimated</u>	<u>12/13 Adopted</u>
Retained earnings at beginning of year	\$ 1,492,307	\$ 1,793,069	\$ 1,624,761	\$ 1,161,181
REVENUES:				
Charges to operating departments	416,990	393,051	365,834	345,000
Insurance claims reimbursements	-	-	211,261	-
Total revenues	<u>416,990</u>	<u>393,051</u>	<u>577,095</u>	<u>345,000</u>
EXPENSES:				
Personnel services	36,003	35,159	37,011	37,838
Services and supplies	348,163	390,925	358,799	339,950
Change in accrual	(267,938)	135,275	644,865	-
Total expenses	<u>116,228</u>	<u>561,359</u>	<u>1,040,675</u>	<u>377,788</u>
Net income (loss)	<u>300,762</u>	<u>(168,308)</u>	<u>(463,580)</u>	<u>(32,788)</u>
EQUITY:				
Unrestricted	<u>\$ 1,793,069</u>	<u>\$ 1,624,761</u>	<u>\$ 1,161,181</u>	<u>\$ 1,128,393</u>

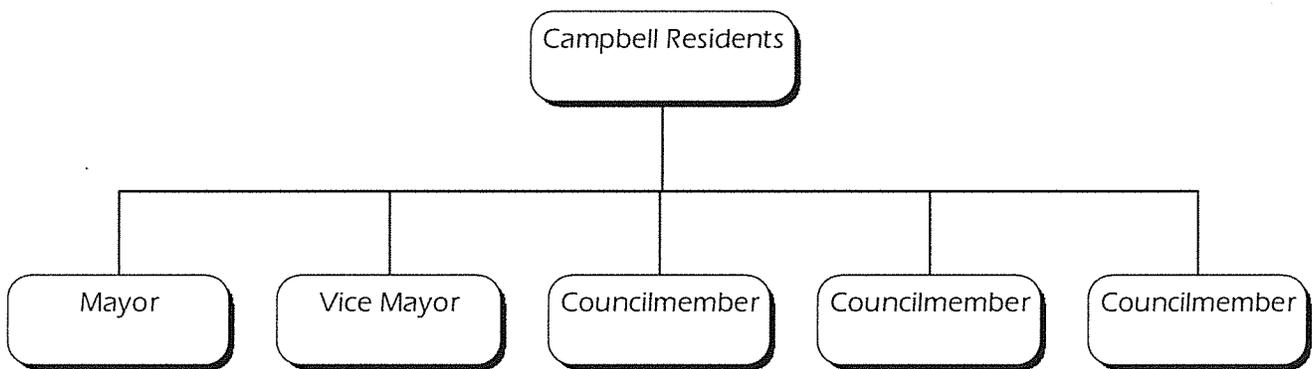


City Council

City Council



Campbell City Council 2012 - 2013



Mayor & Council serve as Redevelopment Agency
Chairperson and Board Members, respectively.

CITY COUNCIL SUMMARY

Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Adopted 2011-2012</u>	<u>Adopted 2012-2013</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 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Adopted 2011-2012</u>	<u>Adopted 2012-2013</u>
Employee Services	\$ 103,932	\$ 114,507	\$ 128,559	\$ 121,191
Supplies & Other Services & Capital Outlay	124,961	118,914	131,242	140,992
Debt Service	-	-	-	-
Total Before Transfers	228,893	233,421	259,801	262,183
Transfers-Out	-	-	-	-
Appropriation Total	228,893	233,421	259,801	262,183
Less Transfers-In	56,112	52,389	54,122	52,262
Net Cost	<u>\$ 172,781</u>	<u>\$ 181,032</u>	<u>\$ 205,679</u>	<u>\$ 209,921</u>

Revenue Summary

Total Revenue Monitored by Department	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
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**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	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 103,932	\$ 114,507	\$ 128,559	\$ 121,191
Supplies, Services & Capital Outlay (Exhibit C)	124,961	118,914	131,242	140,992
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	228,893	233,421	259,801	262,183
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 228,893	\$ 233,421	\$ 259,801	\$ 262,183

FUNDING SOURCE(s)

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
General Fund Revenues	101	Misc.	\$ 172,781	\$ 181,032	\$ 205,679	\$ 209,921
Gas Tax	204	9899	52,362	50,529	52,262	52,262
RDA - Administration	434	9899	3,750	1,860	1,860	-
TOTAL			\$ 228,893	\$ 233,421	\$ 259,801	\$ 262,183

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Gas Tax - Transfers In	101	6899	\$ 52,362	\$ 50,529	\$ 52,262	\$ 52,262
RDA - Administration - Transfers In	101	6899	3,750	1,860	1,860	-
TOTAL			\$ 56,112	\$ 52,389	\$ 54,122	\$ 52,262

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

**EXHIBIT B
101.501**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.501.7001 Personnel - Regular	\$ 38,392	\$ 37,757	\$ 37,075	\$ 37,200
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	3,800	3,811	5,365	5,324
101.501.7107 Dental Insurance	7,819	8,353	8,220	8,880
101.501.7108 Group Health Insurance	42,517	53,151	66,447	58,338
101.501.7109 Group Life Insurance	930	930	1,200	1,200
101.501.7110 Workers' Compensation Insurance	177	163	114	110
101.501.7111 Unemployment Insurance	-	-	-	-
101.501.7112 Group Disability Insurance	-	-	-	-
101.501.7113 Medicare	696	668	538	539
101.501.7114 Auto Allowance	9,601	9,674	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	\$ 103,932	\$ 114,507	\$ 128,559	\$ 121,191

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

EXHIBIT B-1
 101.501

Permanent Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Council Member *	5.00	5.00	5.00	5.00	\$ 37,200
* Council positions are not full-time.					
TOTAL	5.00	5.00	5.00	5.00	\$ 37,200

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
TOTAL	-	-	-	-	\$ -

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

EXHIBIT C
 101.501

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.501.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.501.7421 Communications - Phones	957	79	250	-
101.501.7422 Advertising	-	-	-	-
101.501.7423 Clothing and Personal Expense	-	-	-	-
101.501.7424 Office Expense	402	114	500	500
101.501.7425 Minor Tools & Equipment	-	-	-	-
101.501.7427 Special Departmental Expense	6,338	7,168	9,000	9,000
101.501.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.501.7429 Maintenance & Operation of Equipment	95	709	-	-
101.501.7430 Professional & Specialized Services	15,338	17,816	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	84,779	78,292	83,892	83,892
101.501.7435 Professional Development & Meetings	17,052	14,736	20,000	30,000
101.501.7437 Staff Development	-	-	-	-
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	-	-	-	-
* Moved to 101.601 in FY 02/03				
TOTAL	\$ 124,961	\$ 118,914	\$ 131,242	\$ 140,992

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

**EXHIBIT C-1
 101.501**

Description	12/13 Adopted
<u>7424 OFFICE EXPENSE</u>	
Office Supplies	\$ 500
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Advisory Commission Recognition Dinner	5,000
Cablecasting Program Supplies and Internet Service	1,350
Miscellaneous Supplies	200
Neighborhood Association Assistance Grants	2,000
Photography	100
Plaques, Awards & Promotional Items	350
	9,000
<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)	7,710
League of California Cities	14,300
National League of Cities	3,820
Peninsula Division of League of California Cities	100
Santa Clara County Cities Association	5,000
Santa Clara County Transportation Authority (Congestion Management) *	52,262
West Valley Mayors & Managers	600
Subscriptions: Business Journal	100
	83,892
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	
Conferences and Meetings; Council Retreat	30,000
TOTAL	\$ 140,992

* Funded From Gas Tax



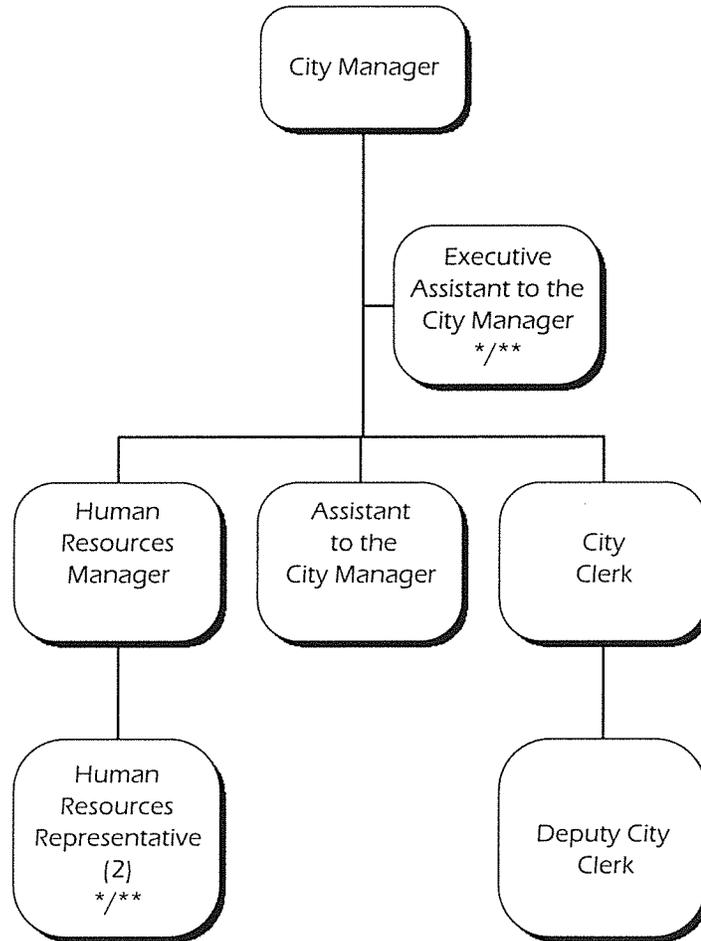


City Administration

City Manager



City Manager's Office 2012 - 2013



* Confidential
** Permanent Part-Time

CITY MANAGER DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Adopted 2011-2012</u>	<u>Adopted 2012-2013</u>
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	1.00	0.90	0.90	0.90
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Representative	0.75	1.50	1.50	1.50
Office Assistant	1.00	-	-	-
Office Specialist	1.00	-	-	-
Total Budgeted Positions	8.75	7.40	7.40	7.40
<u>Temporary Positions</u>				
Temporary Clerical Assistance	-	-	-	-
Summer Intern	0.08	-	-	-
Total Temporary Positions	0.08	-	-	-
Total Staffing	8.83	7.40	7.40	7.40

Expenditure Summary

<u>Description</u>	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Adopted 2011-2012</u>	<u>Adopted 2012-2013</u>
Employee Services	\$ 1,124,643	\$ 1,051,205	\$ 1,089,655	\$ 1,190,215
Supplies & Other Services & Capital Outlay	583,684	1,250,521	794,478	906,213
Debt Service	-	-	-	-
Total Before Transfers	1,708,327	2,301,726	1,884,133	2,096,428
Transfers-Out	-	-	-	-
Appropriation Total	1,708,327	2,301,726	1,884,133	2,096,428
Less Transfers-In	93,944	93,944	93,944	22,600
Net Cost	\$ 1,614,383	\$ 2,207,782	\$ 1,790,189	\$ 2,073,828

Revenue Summary

Total Revenue Monitored by Department	<u>\$ 1,212,115</u>	<u>\$ 989,761</u>	<u>\$ 824,505</u>	<u>\$ 2,063,000</u>
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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 2012 - 2013

- Evaluate organizational structure and consider possible changes in light of personnel departing, loss of Redevelopment Agency and service needs
- Initiate annual Council retreat
- Provide new Councilmember orientation as needed
- Continue support of Campbell neighborhoods by implementing second year of Neighborhood Association Assistance Grant program* and reviewing Nextdoor social media program
- Assist with public outreach on, and raising awareness of, Campbell Library services and programs *
- As directed by Council, implement selected recommendations of Youth Engagement Survey *
- Complete the annexation process for the Cambrian 36 pocket and coordinate any remaining issues

Carry-forward from 2011/12

- Review of Purchasing Ordinance for possible updates

* Projects suggested by Boards & Commissions or Council.

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

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	Quarterly Council Agenda items presented as scheduled 90% of time.	93%	93%	100%
2	City Manager's Office will respond to citizen concerns within 2 business days 85% of time. #	96%	93%	90.4%
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%

In FY 11 standard reduced due to the Budget Correction Strategy.

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

EXHIBIT A
 101.510

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Approved
Employee Services (Exhibit B)	\$ 511,029	\$ 489,532	\$ 498,951	\$ 582,735
Supplies, Services & Capital Outlay (Exhibit C)	122,303	102,293	100,790	108,337
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	633,332	591,825	599,741	691,072
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 633,332	\$ 591,825	\$ 599,741	\$ 691,072

FUNDING SOURCE(s)

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Approved
General Fund Revenues	101	Misc.	\$ 561,088	\$ 519,581	\$ 527,497	\$ 668,472
Environmental Services	209	9899	17,500	17,500	17,500	17,500
RDA - 20% Housing	223	9899	19,185	19,185	19,185	-
RDA - Administration	434	9899	35,559	35,559	35,559	-
Recreation Private Grant	795	9899	-	-	-	5,100
TOTAL			\$ 633,332	\$ 591,825	\$ 599,741	\$ 691,072

REVENUES MONITORED BY THIS PROGRAM

Cable TV Franchise Fee	101	4122	\$ 378,820	\$ 387,620	\$ 383,000	\$ 385,000
Environmental Services - Transfers In	101	6899	17,500	17,500	17,500	17,500
RDA - 20% Housing - Transfers In	101	6899	19,185	19,185	19,185	-
RDA - Administration - Transfers In	101	6899	35,559	35,559	35,559	-
AT&T Franchise Fee	101	4125	67,279	90,276	88,000	129,000
Tenant Lease Income *	101	4810	-	-	-	1,204,000
Recreation Grant (Van Sickle - SALA)	101	6899	-	-	-	5,100
TOTAL			\$ 518,343	\$ 550,140	\$ 543,244	\$ 1,740,600

* Moved from Program 527 in FY 13

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

**EXHIBIT B
101.510**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Approved
101.510.7001 Personnel - Regular	\$ 393,039	\$ 377,877	\$ 384,774	\$ 408,975
101.510.7002 Personnel - Temporary	-	-	-	47,305
101.510.7003 Personnel - Overtime	-	385	-	-
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	43,176	41,610	55,684	58,533
101.510.7107 Dental Insurance	4,848	4,838	4,932	5,340
101.510.7108 Group Health Insurance	38,361	40,792	36,586	38,512
101.510.7109 Group Life Insurance	577	557	480	480
101.510.7110 Workers' Compensation Insurance	1,562	1,373	1,187	1,630
101.510.7111 Unemployment Insurance	-	-	-	-
101.510.7112 Group Disability Insurance	2,237	2,173	2,902	2,902
101.510.7113 Medicare	6,018	5,684	5,579	6,616
101.510.7114 Auto Allowance	7,320	3,660	3,660	3,660
101.510.7115 Cell Phone Allowance	752	840	840	840
101.510.7118 Other Benefit Pay	9,499	6,383	-	-
101.510.7119 Social Security	-	-	-	615
101.510.7122 Deferred Compensation Contribution	3,640	3,360	2,327	7,327
101.510.7126 PARS 457 Retirement	-	-	-	-
101.510.7121 Leave Balance Payout	-	-	-	-
101.510.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 511,029	\$ 489,532	\$ 498,951	\$ 582,735

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

**EXHIBIT C
101.510**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Approved
101.510.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.510.7421 Communications - Phones	243	-	-	-
101.510.7422 Advertising	-	-	-	-
101.510.7423 Clothing and Personal Expense	-	-	-	-
101.510.7424 Office Expense	1,150	3,555	1,300	1,300
101.510.7425 Minor Tools & Equipment	-	-	-	-
101.510.7427 Special Departmental Expense	3,619	2,485	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	14,870	-	-	-
101.510.7431 Promotional Expense	12,500	13,500	-	-
101.510.7432 Other Contractual Services	43,000	42,500	55,000	60,100
101.510.7433 Insurance and Surety Bonds	-	-	-	-
101.510.7434 Memberships, Dues, Books	4,287	2,888	3,000	3,500
101.510.7435 Professional Development & Meetings	4,479	3,375	3,500	3,600
101.510.7437 Staff Development	72	-	-	-
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	-	-	-	-
101.510.7551 User Charges - IT Pool	38,083	33,990	33,990	35,837
101.510.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 122,303	\$ 102,293	\$ 100,790	\$ 108,337

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

EXHIBIT C-1
 101.510

Description	12/13 Approved
<u>7424 OFFICE EXPENSE</u>	
Office Supplies - Printed Forms	\$ 1,300
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Citywide Employee Recognition	750
Civic Improvement Commission Project	250
Departmental Employee Recognition	200
Employees' Holiday Event/Annual Picnic Potluck	2,500
Special Supplies, Film Processing & Awards	300
	4,000
<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
Senior Legal Assistance (NEW: One-Time) (Formerly CDBG funded) *	5,100
Social Service Grants: **	
Catholic Charities / Ombudsman Program	5,800
Center for Healthy Development	6,750
Family Health Foundation	6,750
Live Oak Adult Day Services	5,250
Outreach & Escort - Case Management Services	7,500
Saratoga Adult Care Center	4,000
The Health Trust / Meals on Wheels	6,950
	60,100
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Dues:	3,500
California Association of Public Information Officers (CAPIO)	
Campbell Chamber of Commerce	
Capital Inquiry	
International City Management Association (ICMA)	
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)	
	3,500
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	
Includes Department and Civic Improvement Commission Meetings	3,600
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	35,837
* Recreation Van Sickle Grant to fund SALA for FY 13)	
** As Approved by City Council on May 3, 2011. Year two of two-year funding cycle.	
TOTAL	\$ 108,337

**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 2012 - 2013

- Conduct November 6, 2012 General Municipal election
- Coordinate biennial review and update of Statement of Values
- With assistance from IT, assess feasibility of workflow for Council/Commission packet creation process

Carry-forward from 2011/12

- Assist with code review regarding permits

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

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
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.	75%	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%

*6 months only

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

**EXHIBIT B
101.511**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.511.7001 Personnel - Regular	\$ 203,498	\$ 168,021	\$ 178,042	\$ 184,950
101.511.7002 Personnel - Temporary	650	-	-	-
101.511.7003 Personnel - Overtime	132	-	-	-
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	21,686	18,761	25,766	26,470
101.511.7107 Dental Insurance	4,023	3,234	3,288	3,560
101.511.7108 Group Health Insurance	29,205	23,684	24,390	25,698
101.511.7109 Group Life Insurance	462	372	432	432
101.511.7110 Workers' Compensation Insurance	831	627	549	545
101.511.7111 Unemployment Insurance	-	-	-	-
101.511.7112 Group Disability Insurance	1,726	1,386	1,860	1,716
101.511.7113 Medicare	3,245	2,544	2,582	2,682
101.511.7114 Auto Allowance	1,920	960	960	960
101.511.7115 Cell Phone Allowance	374	360	360	360
101.511.7118 Other Benefit Pay	3,054	3,926	-	-
101.511.7119 Social Security	-	-	-	-
101.511.7121 Leave Balance Payout	-	5,124	-	-
101.511.7122 Deferred Compensation Contribution	3,042	2,316	2,340	2,340
101.511.7126 PARS 457 Retirement	8	-	-	-
101.511.7130 Project Overhead Cost				
TOTAL	\$ 273,856	\$ 231,315	\$ 240,569	\$ 249,713

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

EXHIBIT C
 101.511

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.511.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.511.7421 Communications - Phones	(38)	-	-	-
101.511.7422 Advertising	18,186	14,485	16,000	16,000
101.511.7423 Clothing and Personal Expense	-	-	-	-
101.511.7424 Office Expense	27,468	29,739	43,500	42,500
101.511.7425 Minor Tools & Equipment	-	-	-	-
101.511.7427 Special Departmental Expense	476	1,121	900	900
101.511.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.511.7429 Maintenance & Operation of Equipment	5,530	6,683	6,000	6,000
101.511.7430 Professional & Specialized Services	5,583	7,210	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	928	450	1,015	1,015
101.511.7435 Professional Development & Meetings	1,740	1,798	3,000	4,000
101.511.7436 Election Expense	-	108,824	-	51,000
101.511.7437 Staff Development	-	200	-	-
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	-	-	200	200
101.511.7551 User Charges - IT Pool	27,202	10,458	10,458	18,378
101.511.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 87,075	\$ 180,968	\$ 89,073	\$ 147,993

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

EXHIBIT C-1
 101.511

Description	12/13 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	40,000
	42,500
<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 Two 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>	
Books	100
Dues	465
Notary Renewal	300
Subscriptions	150
	1,015
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	4,000
<u>7436 ELECTION EXPENSE</u>	
November 6, 2012 General Municipal Election	51,000
<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	18,378
TOTAL	\$ 147,993

**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 2012 - 2013

- Meet and confer with Campbell Municipal Employees Association (CMEA), Campbell Police Civilian Employees Association (CPCEA), and Carpenters (CARP) employee groups
- Sexual Harassment Training - all employees
- Conduct classification audits/analysis for requested positions

Carry-forward from 2011/12

- Explore process improvements ideas/contest *

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
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.	22,400	21,618	22,008
4	Employee inquiries regarding benefits and compensation are addressed within 3 working days 90% of the time	100%	100%	100%

* Projects suggested by Boards & Commissions or Council.

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

**EXHIBIT B
101.515**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.515.7001 Personnel - Regular	\$ 230,375	\$ 220,028	\$ 228,520	\$ 233,092
101.515.7002 Personnel - Temporary	1,705	-	-	-
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	24,823	24,538	38,526	38,862
101.515.7107 Dental Insurance	4,648	4,724	4,603	4,997
101.515.7108 Group Health Insurance	29,016	29,828	30,693	32,197
101.515.7109 Group Life Insurance	553	544	672	672
101.515.7110 Workers' Compensation Insurance	1,159	1,107	705	687
101.515.7111 Unemployment Insurance	-	-	-	-
101.515.7112 Group Disability Insurance	1,860	1,844	2,009	2,009
101.515.7113 Medicare	3,674	3,549	3,314	3,380
101.515.7114 Auto Allowance	1,536	768	768	768
101.515.7115 Cell Phone Allowance	299	288	288	288
101.515.7118 Other Benefit Pay	1,007	4,865	-	-
101.515.7119 Social Security	-	-	-	-
101.515.7121 Leave Balance Payout	-	-	-	-
101.515.7122 Deferred Compensation Contribution	3,078	3,117	2,977	2,977
101.515.7126 PARS 457 Retirement	22	-	-	-
101.515.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 303,755	\$ 295,200	\$ 313,075	\$ 319,929

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

EXHIBIT B-1
 101.515

Permanent Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Human Resources Manager *	0.80	0.80	0.80	0.80	\$ 117,760
Human Resources Representative **	1.50	1.50	1.50	1.50	115,332
* Balance of Position in #516 ** Confidential Two - 3/4 Positions					
TOTAL	2.30	2.30	2.30	2.30	\$ 233,092

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Summer Intern	0.08	-	-	-	\$ -
TOTAL	0.08	-	-	-	\$ -

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

**EXHIBIT C
101.515**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.515.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.515.7421 Communications - Phones	(30)	-	-	-
101.515.7422 Advertising	947	55	500	1,000
101.515.7423 Clothing and Personal Expense	-	-	-	-
101.515.7424 Office Expense	662	498	750	750
101.515.7425 Minor Tools & Equipment	-	-	-	-
101.515.7427 Special Departmental Expense	2,040	2,820	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	78,382	114,707	79,650	90,650
101.515.7431 Promotional Expense	-	-	-	-
101.515.7432 Other Contractual Services	-	-	-	-
101.515.7433 Insurance and Surety Bonds	-	-	-	-
101.515.7434 Memberships, Dues, Books	1,615	1,190	750	750
101.515.7435 Professional Development & Meetings	4,351	3,256	3,500	5,000
101.515.7437 Staff Development	18,978	26,289	25,400	28,400
101.515.7438 Other Charges	-	-	-	-
101.515.7441 Special Community Services	5,025	4,582	5,000	5,000
101.515.7442 Insurance Claims Expense	21,599	39,971	25,000	25,000
101.515.7548 User Charges - Photocopy/Fax	-	-	-	-
101.515.7549 User Charges - Communications Pool	-	-	-	-
101.515.7550 User Charges - Motor Pool	100	-	100	100
101.515.7551 User Charges - IT Pool	10,881	8,715	8,715	13,783
101.515.7625 Retiree Health Rebate	93,220	120,163	135,000	135,000
101.515.7626 Retiree Health Prefunding (OPEB)	-	-	-	-
101.515.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 237,770	\$ 322,246	\$ 288,865	\$ 309,933

Description	12/13 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 - Employee Benefit Specialists (EBS)	4,500
CalPERS Retired Members Health - EBS	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	1,500
	90,650
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books, Dues & Subscriptions	750
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	5,000
SUB-TOTAL	\$ 102,650

Description	12/13 Adopted
<u>7437 STAFF DEVELOPMENT</u>	
Annual Management Group/Department Head Training	\$ 2,500
Central Tuition Reimbursement	12,000
Employee Relations Consortium	3,000
Healthy Lifestyle	1,500
Human Resources Training (Sexual Harassment - AB-1825)	2,400
Management Talent Exchange Program (MTEP) - Leadership Academy	2,000
Service & Retirement Awards Program	5,000
	28,400
<u>7441 SPECIAL COMMUNITY SERVICES</u>	
Volunteer Recognition	5,000
<u>7442 INSURANCE CLAIMS EXPENSE</u>	
Payment of Unemployment Claims (Extended Payment of Claims)	25,000
<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	13,783
<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	135,000
TOTAL	\$ 309,933

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 10	FY 11	FY 12
1	90% of claims are responded to within 5 working days.	100%	100%	100%
2	Number of recordable industrial injures.	7	16	34
3	Percent of annual increase (decrease) in the number of recordable work related injuries.	(50%)	130%	112%

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

EXHIBIT A
 690.516

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 36,003	\$ 35,158	\$ 37,060	\$ 37,838
Supplies, Services & Capital Outlay (Exhibit C)	136,536	645,014	315,750	339,950
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	172,539	680,172	352,810	377,788
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 172,539	\$ 680,172	\$ 352,810	\$ 377,788

FUNDING SOURCE(s)						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Workers' Comp. Trust	690	5142	\$ 416,990	\$ 393,051	\$ 353,505	\$ 345,000
Workers' Comp. Ins. - Beg. Fund Bal.	690	6090	(300,761)	168,307	-	32,788
Insurance Claims Reimbursements	690	4962	56,310	118,814	-	-
TOTAL			172,539	\$ 680,172	\$ 353,505	\$ 377,788

REVENUES MONITORED BY THIS PROGRAM						
Workers' Compensation:						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Charges to Operating Departments	690	5142	\$ 416,990	\$ 393,051	\$ 353,505	\$ 345,000
Insurance Claims Reimbursements	690	4962	56,310	118,814	-	-
TOTAL			\$ 473,300	\$ 511,865	\$ 353,505	\$ 345,000

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

**EXHIBIT B
690.516**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
690.516.7001 Personnel - Regular	\$ 28,687	\$ 27,080	\$ 28,862	\$ 29,440
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	3,099	3,087	4,177	4,213
690.516.7107 Dental Insurance	313	323	329	355
690.516.7108 Group Health Insurance	2,268	2,272	2,442	2,573
690.516.7109 Group Life Insurance	37	37	48	48
690.516.7110 Workers' Compensation Insurance	110	99	89	87
690.516.7111 Unemployment Insurance	-	-	-	-
690.516.7112 Group Disability Insurance	158	158	223	223
690.516.7113 Medicare	412	414	418	427
690.516.7114 Auto Allowance	384	192	192	192
690.516.7115 Cell Phone Allowance	75	72	72	72
690.516.7118 Other Benefit Pay	252	1,216	-	-
690.516.7119 Social Security	-	-	-	-
690.516.7121 Leave Balance Payout	-	-	-	-
690.516.7122 Deferred Compensation Contribution	208	208	208	208
690.516.7126 PARS 457 Retirement	-	-	-	-
690.516.7130 Project Overhead Cost				
TOTAL	\$ 36,003	\$ 35,158	\$ 37,060	\$ 37,838

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)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Human Resources Manager *	0.20	0.20	0.20	0.20	\$ 29,440
* Balance of Position in #515					
TOTAL	0.20	0.20	0.20	0.20	\$ 29,440

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
TOTAL	-	-	-	-	\$ -

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

EXHIBIT C
 690.516

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 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	55,374	51,428	53,700	47,900
690.516.7431 Promotional Expense	-	-	-	-
690.516.7432 Other Contractual Services	-	-	-	-
690.516.7433 Insurance and Surety Bonds	38,816	(615)	42,000	42,000
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	310,284	458,926	220,000	250,000
690.516.7548 User Charges - Photocopy/Fax	-	-	-	-
690.516.7549 User Charges - Communications Pool	-	-	-	-
690.516.7668 Change in Accrual W/C Losses	(267,938)	135,275	-	-
690.516.7669 Reimbursable W/C Claims Expense	-	-	-	-
690.516.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 136,536	\$ 645,014	\$ 315,750	\$ 339,950



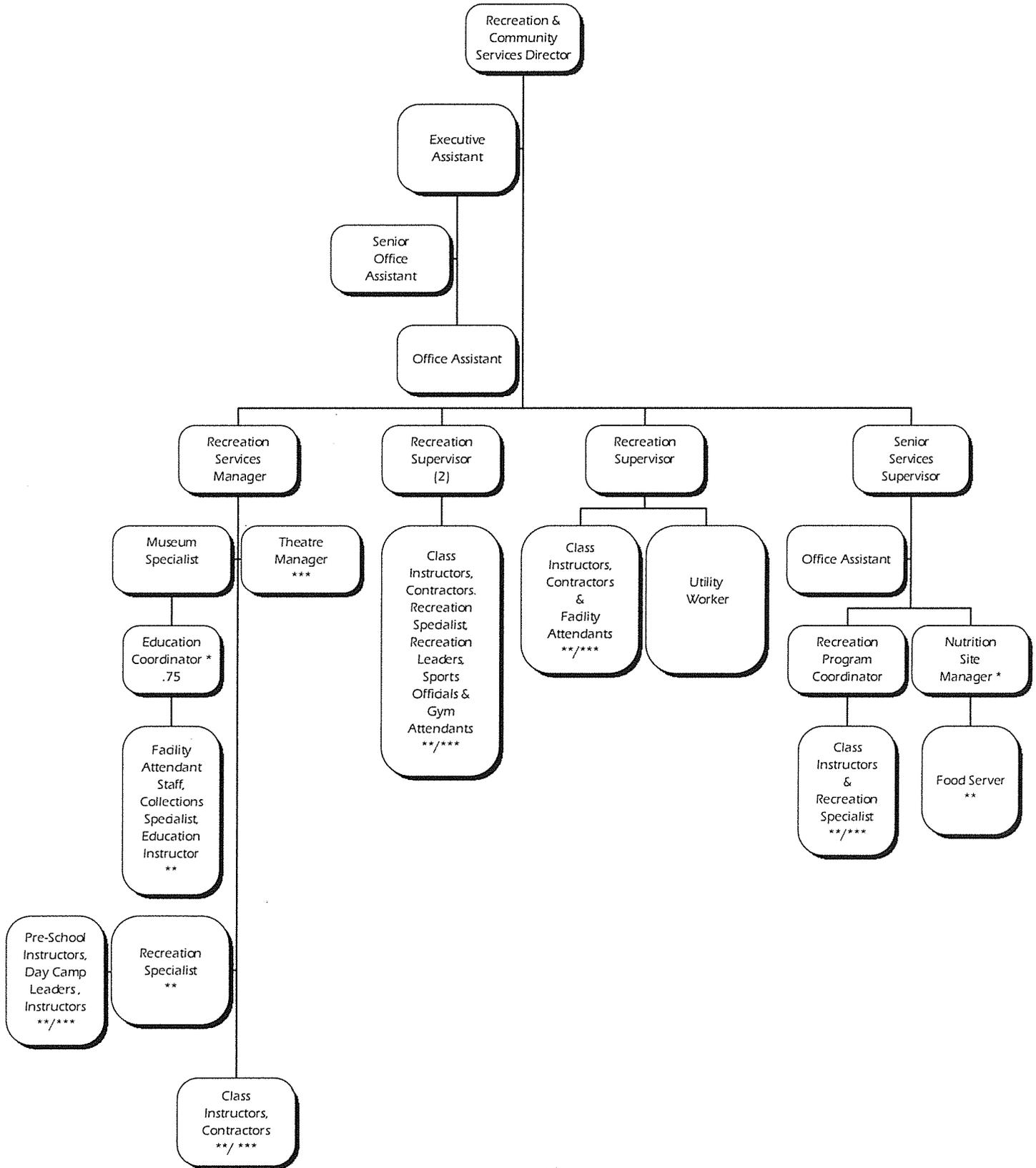
Recreation
&
Community Services

Recreation &

Community Services



Recreation and Community Services Department 2012 - 2013



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

RECREATION & COMMUNITY SERVICES DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Adopted 2011-2012</u>	<u>Adopted 2012-2013</u>
Building Maintenance Lead Worker	-	-	-	-
Facilities Maintenance Manager	-	-	-	-
Building Maintenance Worker	-	-	-	-
Community Center Coordinator	-	-	-	-
Community Center Manager	1.00	-	-	-
Executive Assistant	1.00	1.00	1.00	1.00
Food Server	0.50	0.50	0.50	-
Historic Resources Supervisor	-	-	-	-
Museum Education Coordinator	1.00	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	4.00	3.00	3.00	3.00
Recreation Services Manager	-	1.00	1.00	1.00
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
Total Budgeted Positions	15.00	14.75	14.75	14.25

Temporary Positions

Aquatic Instructor / Lifeguard	4.65	1.75	1.61	1.93
Bldg. Attendants - Building Attendants - Wknight	1.40	1.39	1.39	1.40
Bldg. Attendants - Building Attendants - Wkend	1.60	1.49	1.49	1.60
Bldg. Attendants - Concert Series	0.07	-	-	-
Bldg. Attendants - Museum Support	0.02	0.02	0.02	0.02
Bldg. Attendants - Enhanced Skate Park Supvr.	-	-	-	-
Bldg. Attendants - Special Events	0.05	-	-	-
Class Instructors	5.41	4.22	4.22	4.60
Clerical Relief	0.29	0.14	0.14	0.10
Collections Specialist	0.31	0.23	0.23	0.27
Day Camp Recreation Leaders	5.38	5.99	6.74	7.24
Day Camp Recreation Specialist	0.17	0.19	0.19	0.17
Day Camp Senior Recreation Specialist	0.56	0.25	0.25	0.56
Drama Camp Instructor	-	-	-	-
Education Specialist	-	-	-	-
Facility Attendance Staff	0.56	0.51	0.51	0.72
Facility Attendants / Scorers	1.49	2.34	1.51	1.51

RECREATION & COMMUNITY SERVICES DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

Temporary Positions	Actual 2009-2010	Actual 2010-2011	Adopted 2011-2012	Adopted 2012-2013
Fitness Program Staff	4.13	5.39	5.26	4.85
Food Server	-	-	-	0.50
Food Server - Relief	0.02	0.02	0.02	0.02
Lifeguard/Instructor	0.12	0.11	0.11	0.11
Maintenance Staff Vacation Relief	0.04	-	-	-
Museum Education Instructor	-	0.13	0.17	0.21
Park/Field Attendant	0.50	-	-	-
Pre-School Aides	1.54	2.03	2.03	2.05
Pre-School Instructors	1.94	2.30	2.30	2.35
Recreation Coordinator	-	-	-	-
Parks & Recreation Commission Assistant	-	-	-	-
Recreation Intern	-	-	0.13	-
Recreation Specialist	0.23	0.84	0.84	0.84
Site Manager - Relief	0.03	0.03	0.03	0.03
Skate Park Attendant	0.92	0.91	0.91	0.76
Special Event Leaders	0.09	-	-	-
Special Event Specialist/Instructor	0.19	-	-	-
Sports League Officials	1.15	1.03	0.99	1.30
Sports Specialist	0.38	-	-	-
Summer Concert Event Staff	-	0.09	0.13	0.13
Swim Team Coaches	-	3.04	3.11	3.00
Weekend Work Furlough Supervisor	-	-	-	-
Total Temporary Positions	33.24	34.44	34.33	36.27
Total Staffing	48.24	49.19	49.08	50.52

RECREATION & COMMUNITY SERVICES DEPARTMENT SUMMARY

Expenditure Summary

<u>Description</u>	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Adopted 2011-2012</u>	<u>Adopted 2012-2013</u>
Employee Services	\$ 3,238,101	\$ 3,311,984	\$ 2,856,155	\$ 2,923,819
Supplies & Other Services & Capital Outlay	2,756,292	2,518,695	1,843,375	1,921,003
Debt Service	-	-	-	-
Total Before Transfers	5,994,393	5,830,679	4,699,530	4,844,822
Transfers-Out	-	-	-	-
Appropriation Total	5,994,393	5,830,679	4,699,530	4,844,822
Less Transfers-In	64,980	73,080	53,680	73,190
Net Cost	<u>\$ 5,929,413</u>	<u>\$ 5,757,599</u>	<u>\$ 4,645,850</u>	<u>\$ 4,771,632</u>

Revenue Summary

Total Revenue Monitored by Department	<u>\$ 4,799,486</u>	<u>\$ 4,872,381</u>	<u>\$ 5,113,901</u>	<u>\$ 3,958,256</u>
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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 2012-2013
- 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 2013
- Facilitate ongoing emergency preparedness training for staff

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2012 - 2013

- Work with IT to develop and implement a plan for transitioning to a new registration and facilities management system
- Lead effort to implement results of Theatre Management Services RFP and minimize impacts to on-going theatre operations
- Work with the community to develop a plan for identifying short & long-term priorities for future department programming

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	Percent actual to budgeted revenue for overall department.	95%	99%	96%
2	Percent actual to budgeted expenditures for overall department.	94%	97%	99%

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

EXHIBIT A
 101.524

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 280,985	\$ 251,875	\$ 224,813	\$ 237,757
Supplies, Services & Capital Outlay (Exhibit C)	72,626	56,252	70,560	77,252
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	353,611	308,127	295,373	315,009
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 353,611	\$ 308,127	\$ 295,373	\$ 315,009

FUNDING SOURCE(S)						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
General Fund Revenues	101	Misc.	\$ 353,611	\$ 308,127	\$ 295,373	\$ 315,009
TOTAL			\$ 353,611	\$ 308,127	\$ 295,373	\$ 315,009

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Donations - Youth Scholarships	101	4821	\$ (133)	\$ (702)	\$ -	\$ -
TOTAL			\$ (133)	\$ (702)	\$ -	\$ -

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

EXHIBIT B
 101.524

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.524.7001 Personnel - Regular	\$ 206,839	\$ 159,771	\$ 166,568	\$ 174,408
101.524.7002 Personnel - Temporary	10,016	9,220	7,000	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	22,573	17,884	24,106	24,961
101.524.7107 Dental Insurance	3,454	2,264	2,302	2,490
101.524.7108 Group Health Insurance	25,454	16,470	17,082	17,998
101.524.7109 Group Life Insurance	411	245	317	317
101.524.7110 Workers' Compensation Insurance	865	688	536	543
101.524.7111 Unemployment Insurance	-	-	-	-
101.524.7112 Group Disability Insurance	1,487	964	1,414	1,356
101.524.7113 Medicare	1,183	2,055	2,517	2,674
101.524.7114 Auto Allowance	2,474	1,193	1,320	1,320
101.524.7115 Cell Phone Allowance	-	-	-	-
101.524.7118 Other Benefit Pay	3,522	34,255	-	-
101.524.7119 Social Security	-	-	-	-
101.524.7121 Leave Balance Payout		5,201	-	-
101.524.7122 Deferred Compensation Contribution	2,625	1,560	1,560	1,560
101.524.7126 PARS 457 Retirement	82	105	91	130
101.524.7130 Project Overhead Cost				
TOTAL	\$ 280,985	\$ 251,875	\$ 224,813	\$ 237,757

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

EXHIBIT B-1
 101.524

Permanent Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Recreation & Community Svcs. Director	1.00	1.00	1.00	1.00	\$ 148,190
Executive Assistant *	0.25	0.25	0.20	0.20	14,720
Office Assistant **	1.00	1.00	0.20	0.20	11,498
* Balance in Programs 531 & 532					
** Balance in Programs 531 & 532					
TOTAL	2.25	2.25	1.40	1.40	\$ 174,408

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Clerical Relief (Vacation/Holiday)	0.07	0.07	0.07	0.17	10,000
Recreation Intern (One year)	-	-	0.13	-	-
TOTAL	0.07	0.07	0.20	0.17	\$ 10,000

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

**EXHIBIT C
101.524**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.524.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.524.7421 Communications - Phones	897	1,452	960	960
101.524.7422 Advertising	-	-	-	-
101.524.7423 Clothing and Personal Expense	-	-	-	-
101.524.7424 Office Expense	4,236	3,347	7,000	7,000
101.524.7425 Minor Tools & Equipment	-	-	-	-
101.524.7427 Special Departmental Expense	33,030	31,816	36,170	38,820
101.524.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.524.7429 Maintenance & Operation of Equipment	-	-	-	-
101.524.7430 Professional & Specialized Services	10,710	35	1,200	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	513	70	800	800
101.524.7435 Professional Development & Meetings	1,478	1,995	6,000	6,000
101.524.7437 Staff Development	-	17	-	-
101.524.7438 Other Charges	-	-	-	-
101.524.7441 Special Community Services	-	90	-	-
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	21,762	17,430	17,430	22,972
101.524.7621 Youth Scholarship Program	-	-	-	-
101.524.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 72,626	\$ 56,252	\$ 70,560	\$ 77,252

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

EXHIBIT C-1
 101.524

Description	12/13 Adopted
<u>7421 COMMUNICATIONS</u>	
E-Mail Newsletter Fees	\$ 360
FAX Line	600
	<u>960</u>
<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	620
Department Meetings	300
Departmental Employee Recognition	450
Lettering Machine Supplies	300
Motion Picture License	500
Recreation Activities Brochure (3 Per Year)	34,650
Special Event Supplies (25th Anniversary)	2,000
	<u>38,820</u>
<u>7430 PROFESSIONAL & SPECIAL SERVICES</u>	
Hepatitis B Vaccines (Lifeguards/Building Attendants)	200
TB Testing - Lifeguards, Day Camp Leaders, Instructors, Etc.	500
	<u>700</u>
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books	100
Dues (Includes Parks & Recreation Commission)	500
Subscriptions	200
	<u>800</u>
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	
	6,000
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	22,972
TOTAL	\$ 77,252

**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 2012 - 2013

- Develop outreach strategies to ensure program participation is reflective of the Campbell community
- Develop programming to address the nutritional risk factors of seniors as identified by the County's Annual Nutritional Risk Survey
- Identify strategies to increase outside support for the program

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	Total number of meals served as a percent of meals budgeted.	93%	90.5%	97.7%
2	Average number of meals served per day as percent of meals budgeted.	39 93%	38 90%	39 98%

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

EXHIBIT A
 101.525

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 99,475	\$ 72,623	\$ 100,633	\$ 93,163
Supplies, Services & Capital Outlay (Exhibit C)	56,000	57,929	62,577	66,020
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	155,475	130,552	163,210	159,183
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 155,475	\$ 130,552	\$ 163,210	\$ 159,183

FUNDING SOURCE(s)						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
General Fund Revenue	101	Misc.	\$ 99,422	\$ 72,699	\$ 106,315	\$ 102,450
Program Revenue	101	Misc.	56,053	57,853	56,895	56,733
TOTAL			\$ 155,475	\$ 130,552	\$ 163,210	\$ 159,183

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
County's Share of Nutrition Program	101	4561	\$ 28,698	\$ 23,875	\$ 23,147	\$ 23,055
County's Share of Room Usage	101	4561	-	4,823	4,593	4,574
County's Share of Personnel Costs	101	4561	17,155	17,155	17,155	17,104
Meal Donations	101	4816	12,505	12,369	12,000	12,000
TOTAL			\$ 58,358	\$ 58,222	\$ 56,895	\$ 56,733

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

EXHIBIT B
 101.525

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.525.7001 Personnel - Regular	\$ 58,791	\$ 37,556	\$ 59,967	\$ 45,567
101.525.7002 Personnel - Temporary	1,150	11,335	1,150	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	-	75	90
101.525.7106 Retirement	9,977	4,098	13,498	13,376
101.525.7107 Dental Insurance	3,779	2,824	3,863	4,192
101.525.7108 Group Health Insurance	15,941	10,275	16,443	10,909
101.525.7109 Group Life Insurance	451	183	451	451
101.525.7110 Workers Compensation Insurance	1,668	793	1,526	1,091
101.525.7111 Unemployment Insurance	-	-	-	-
101.525.7112 Group Disability Insurance	1,004	357	1,004	510
101.525.7113 Medicare	869	598	886	875
101.525.7114 Auto Allowance	-	-	-	-
101.525.7115 Cell Phone Allowance	-	-	-	-
101.525.7118 Other Benefit Pay	-	-	-	-
101.525.7119 Social Security	-	-	-	-
101.525.7121 Leave Balance Payout	4,000	3,122	-	-
101.525.7122 Deferred Compensation Contribution	1,755	1,335	1,755	1,105
101.525.7126 PARS 457 Retirement	15	147	15	192
101.525.7130 Project Overhead Cost				
TOTAL	\$ 99,475	\$ 72,623	\$ 100,633	\$ 93,163

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)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Nutrition Site Manager	0.50	0.50	0.50	0.50	\$ 20,037
Food Server	0.50	0.50	0.50	-	-
Senior Services Supervisor *	0.20	0.20	0.20	0.20	16,293
Utility Worker *	0.15	0.15	0.15	0.15	9,237
* Balance in Programs 531 & 532					
TOTAL	1.35	1.35	1.35	0.85	\$ 45,567

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 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	13,655
TOTAL	0.05	0.05	0.05	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	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 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	5,872	8,419	10,695	13,912
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	-	-	-	1,500
101.525.7432 Other Contractual Services	50,128	49,268	51,882	50,608
101.525.7433 Insurance and Surety Bonds	-	-	-	-
101.525.7434 Memberships, Dues, Books	-	-	-	-
101.525.7435 Professional Development & Meetings	-	-	-	-
101.525.7437 Staff Development	-	242	-	-
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	\$ 56,000	\$ 57,929	\$ 62,577	\$ 66,020

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 2012 - 2013

- Develop and implement a formalized Adult Center Volunteer Program
- Increase the Adult Center Trust Fund through donations, grants and fundraisers
- Develop strategies to increase the participation rates of adults in the 50-65 age group
- Lead and implement the Class Instructors Request for Proposal process for the Department of Recreation and Community Services

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

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	Attain 90% or better of desired membership base of 1,200.	86% (1031)	85% (1021)	82% (985)
2	Number of classes offered.	226	268	290
3	Attain 80% or better enrollment in all classes. *	80%	84%	86%
4	Percent of resident enrollees in classes is 50% or greater.	46%	42%	40%
5	Ratio of gross revenues to division direct expenses is 40% or greater.	45%	57%	62%
6	1% of overall division budget is funded by donations & other external sources.	1.7%	1.0%	1.0%

* Measure was reduced in FY 11 as part of the Budget Correction Strategy.

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

EXHIBIT A
 101.526

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 369,867	\$ 368,034	\$ 411,602	\$ 425,580
Supplies, Services & Capital Outlay (Exhibit C)	115,845	96,020	95,168	135,129
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	485,712	464,054	506,770	560,709
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 485,712	\$ 464,054	\$ 506,770	\$ 560,709

FUNDING SOURCE(s)

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
General Fund Revenues	101	Misc.	\$ 260,342	\$ 175,623	\$ 208,807	\$ 195,662
Senior Trust - Transfers In	797	9899	5,480	5,480	5,480	4,690
Program Revenues	101	*	219,890	282,951	292,483	358,357
Recreation Trust - Transfers In	795	9899	-	-	-	2,000
* Account #4612, #4625, and #4626						
TOTAL			\$ 485,712	\$ 464,054	\$ 506,770	\$ 560,709

REVENUES MONITORED BY THIS PROGRAM

Classes	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Classes	101	4612	\$ 114,548	\$ 152,239	\$ 180,273	\$ 211,212
Fund Raiser	101	4625	3,092	3,399	3,500	3,500
Program Fees	101	4626	102,250	109,500	108,710	143,645
Recreation Trust (Van Sickle)	101	6899	-	-	-	2,000
Senior Trust	101	6899	5,480	5,480	5,480	4,690
TOTAL			\$ 225,370	\$ 270,618	\$ 297,963	\$ 365,047

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

EXHIBIT B
 101.526

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.526.7001 Personnel - Regular	\$ 212,373	\$ 173,455	\$ 204,685	\$ 202,109
101.526.7002 Personnel - Temporary	82,175	123,822	120,605	135,575
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
101.526.7106 Retirement	22,963	18,471	29,622	28,926
101.526.7107 Dental Insurance	4,691	4,120	4,850	5,263
101.526.7108 Group Health Insurance	34,164	29,264	35,931	37,860
101.526.7109 Group Life Insurance	558	462	566	566
101.526.7110 Workers' Compensation Insurance	2,213	2,693	2,953	2,928
101.526.7111 Unemployment Insurance	-	-	-	-
101.526.7112 Group Disability Insurance	1,782	1,475	2,195	1,770
101.526.7113 Medicare	2,098	2,807	4,717	4,896
101.526.7114 Auto Allowance	-	-	-	-
101.526.7115 Cell Phone Allowance	-	-	-	-
101.526.7118 Other Benefit Pay	1,708	-	-	-
101.526.7119 Social Security	-	-	-	-
101.526.7121 Leave Balance Payout	174	6,507	-	-
101.526.7122 Deferred Compensation Contribution	3,900	3,355	3,835	3,835
101.526.7126 PARS 457 Retirement	1,068	1,603	1,568	1,762
101.526.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 369,867	\$ 368,034	\$ 411,602	\$ 425,580

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

EXHIBIT C
 101.526

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 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	9,167	7,780	8,036	8,125
101.526.7425 Minor Tools & Equipment	-	-	-	-
101.526.7427 Special Departmental Expense	5,451	7,310	6,490	9,025
101.526.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.526.7429 Maintenance & Operations of Equipment	185	292	300	300
101.526.7430 Professional & Specialized Services	-	-	-	-
101.526.7431 Promotional Expense	-	-	-	-
101.526.7432 Other Contractual Services	7,500	8,841	9,012	9,012
101.526.7433 Insurance and Surety Bonds	-	-	-	-
101.526.7434 Memberships, Dues, Books	320	195	185	360
101.526.7435 Professional Development & Meetings	-	-	-	-
101.526.7437 Staff Development	195	69	-	-
101.526.7438 Other Charges	1,565	2,200	1,900	1,900
101.526.7441 Special Community Services	58,820	43,188	43,050	78,790
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	32,642	26,145	26,145	27,567
101.526.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 115,845	\$ 96,020	\$ 95,168	\$ 135,129

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

**EXHIBIT C-1
 101.526**

Description	12/13 Adopted
<u>7424 OFFICE EXPENSE</u>	
Newsletter Mailing & Permit	\$ 884
Office Supplies	200
Printing of Membership Cards & Highlights Flyer	700
Printing of Monthly Newsletter	6,341
	8,125
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Facility Rental (Dance Blvd., Zumba Class)	3,360
Flash Passes	1,275
Recreation Program Supplies	2,390
Senior Fee Waivers	2,000
	9,025
<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)	1,512
	9,012
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Dues - Supervisor & Coordinator	360
<u>7438 OTHER CHARGES</u>	
Credit Card Fees - Mastercard & VISA	1,900
<u>7441 SPECIAL COMMUNITY SERVICES</u>	
Program Expenses for Special Events/Fund Raisers	1,440
Program Expenses for Trips	77,350
	78,790
<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	27,567
TOTAL	\$ 135,129

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 2012 - 2013

- Identify strategies to improve the scheduling and utilization of facility rental and programming space
- Develop and implement training programs to address facility management and emergency preparedness requirements
- Coordinate efforts to commemorate the 25th anniversary of the Community Center

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

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	80% of available short-term rental space is scheduled.	52%	44%	49%
2	Tenant lease rates are 90% or better of market rates for comparable office space in the Campbell/West Valley area.	129%	118%	158%
3	90 % of available square footage of identified lease space is leased.	96%	99%	100%
4	50% of available athletic field time is reserved.	51%	55%	53%

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

**EXHIBIT B
 101.527**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.527.7001 Personnel - Regular	\$ 156,556	\$ 185,164	\$ 177,747	\$ 172,335
101.527.7002 Personnel - Temporary	111,688	116,161	117,304	95,488
101.527.7003 Personnel - Overtime	104	-	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
101.527.7106 Retirement	16,932	20,203	25,724	24,665
101.527.7107 Dental Insurance	3,193	4,205	4,110	4,282
101.527.7108 Group Health Insurance	23,451	30,219	30,450	30,802
101.527.7109 Group Life Insurance	380	484	480	461
101.527.7110 Workers' Compensation Insurance	3,532	4,764	4,913	4,512
101.527.7111 Unemployment Insurance	-	-	-	-
101.527.7112 Group Disability Insurance	1,221	1,544	1,860	1,440
101.527.7113 Medicare	4,077	4,546	4,293	3,898
101.527.7114 Auto Allowance	74	-	-	-
101.527.7115 Cell Phone Allowance	-	-	-	-
101.527.7118 Other Benefit Pay	1,420	-	-	-
101.527.7119 Social Security	-	-	-	-
101.527.7121 Leave Balance Payout	2,450	1,026	-	-
101.527.7122 Deferred Compensation Contribution	2,665	3,380	3,250	3,120
101.527.7126 PARS 457 Retirement	1,452	1,510	1,525	1,241
101.527.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 329,195	\$ 373,206	\$ 372,956	\$ 343,604

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

EXHIBIT B-1
 101.527

Permanent Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Community Center Manager *	0.60	-	-	-	\$ -
Community Center Supervisor **	0.90	0.90	0.90	0.80	71,849
Senior Office Assistant	1.00	1.00	1.00	1.00	63,538
Utility Worker ***	-	0.60	0.60	0.60	36,948
* Position Eliminated FY 11					
** Balance of Position in Program 531					
*** Transferred from Program 530 in FY 11 Balance in Programs 525, 526, 531 & 532					
TOTAL	2.50	2.50	2.50	2.40	\$ 172,335

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Support Staff	0.25	0.25	0.25	0.29	\$ 11,880
Building Attendants	3.00	2.88	2.88	3.00	83,608
Skate Park Attendants *	0.92	0.91	0.91	-	-
Park/Field Attendant	0.50	-	-	-	-
Class Instructor (Skate Park) *	0.25	0.27	0.27	-	-
Building Attendant (Special Event Support)	0.05	-	-	-	-
* Moved to Program 531					
TOTAL	4.97	4.31	4.31	3.29	\$ 95,488

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

EXHIBIT C
 101.527

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.527.7420 Utilities - Electricity/Gas	\$ 295,606	\$ 333,513	\$ 309,000	\$ 315,000
101.527.7421 Communications - Phones	725	274	300	300
101.527.7422 Advertising	-	-	-	-
101.527.7423 Clothing and Personal Expense	526	426	500	500
101.527.7424 Office Expense	-	-	-	-
101.527.7425 Minor Tools & Equipment	3,013	5,594	10,000	7,700
101.527.7427 Special Departmental Expense	2,569	1,457	3,050	3,050
101.527.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.527.7429 Maintenance & Operation of Equipment	127	615	1,450	1,450
101.527.7430 Professional & Specialized Services	-	-	-	-
101.527.7431 Promotional Expense	-	4,965	4,000	2,000
101.527.7432 Other Contractual Services	-	-	-	-
101.527.7433 Insurance and Surety Bonds	-	-	-	-
101.527.7434 Memberships, Dues, Books	160	160	175	175
101.527.7435 Professional Development & Training	-	-	-	-
101.527.7437 Staff Development	-	-	-	-
101.527.7438 Other Charges	5,218	4,979	4,300	4,300
101.527.7441 Special Community Services	-	-	-	-
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	16,321	17,430	17,430	18,378
101.527.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 324,265	\$ 369,413	\$ 350,205	\$ 352,853

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

EXHIBIT C-1
 101.527

Description	12/13 Adopted
<u>7420 UTILITIES</u>	
PG&E (Community Center) *	\$ 240,000
Sewer (Community Center)	12,000
Water (Community Center)	63,000
	315,000
<u>7421 COMMUNICATIONS</u>	
Cell Phones for Field Attendants & Building Attendants	300
<u>7423 CLOTHING & PERSONAL EXPENSE</u>	
Shirts & Sweatshirts for Part-Time Staff	500
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
A E Defibrillator for Room Q80 **	1,500
Meeting Room Equipment (Portable Whiteboard, Mic Cords, Surge Protectors, Ext. Cords, etc.)	1,200
Replacement Signs (New Tenants, Vandalism Replacement)	5,000
	7,700
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Meeting Supplies	150
Miscellaneous Batteries, Flashlights, Emergency Preparedness, Etc.	500
Miscellaneous OCBH equipment	600
Safety, First Aid, Personal Protective Equipment (PPE)	1,800
	3,050
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Repairs to Microphones, TV's, PA's, AV Equipment, Piano Tuning, etc.	250
Skate Park Equipment Parts for Repairs, Replacement & Services, Etc.	1,200
	1,450
<u>7431 PROMOTIONAL EXPENSE</u>	
Campbell Community Center "Day of Play"	2,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
California Park & Recreation Society (CPRS)	175
<u>7438 OTHER CHARGES</u>	
Credit Card Transaction Fees	4,300
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	18,378
* Portion attributable to Heritage Theatre - Transferred to Program #529	
** Funded by ABAG Grant	
TOTAL	\$ 352,853

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 2012 - 2013

- Identify opportunities to diversify programming and increase utilization of Museum-related facilities
- Improve the use of technology to expand community awareness of Museum resources
- Implement strategies to increase the level of outside resources that support Museum operations

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

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	Ainsley Gardens are rented 70% of the available time.	67%	50%	64%
2	80% of available school program dates are booked. *	87%	87%	87%
3	Total number of Museum attendance.	7,406	7,216	7,116
4	Education programs recover 80% or better of direct costs.	140%	124%	149%
5	11% of overall division budget if funded through donations & other external sources.	15%	44%	20%
6	The ratio of gross revenues to division expenses is 35% or better.	39%	28%	23%

* Measure was reduced in FY 11 as part of the Budget Correction Strategy.

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

EXHIBIT A
 101.528

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 201,343	\$ 195,628	\$ 211,024	\$ 215,848
Supplies, Services & Capital Outlay (Exhibit C)	75,204	69,044	69,520	70,375
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	276,547	264,672	280,544	286,223
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 276,547	\$ 264,672	\$ 280,544	\$ 286,223

FUNDING SOURCE(S)

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
General Fund Revenues	101	Misc.	\$ 164,827	\$ 144,596	\$ 152,924	\$ 148,259
Museum Program Revenues	101	Misc.	67,220	73,076	80,620	81,964
Museum Trust	794	9899	44,500	47,000	47,000	56,000
TOTAL			\$ 276,547	\$ 264,672	\$ 280,544	\$ 286,223

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Program Fees	101	4609	\$ 25,515	\$ 26,638	\$ 29,210	\$ 30,000
Rental Fees	101	4610	34,302	38,586	44,150	44,004
Admission Fees	101	4611	7,403	7,852	7,260	7,960
Museum Trust - Transfers In	101	6899	34,500	32,000	32,000	41,000
Museum Trust - Donated Funding for Collections Specialist by Museum Foundation (Reimbursable basis)	101	6899	10,000	15,000	15,000	15,000
TOTAL			\$ 111,720	\$ 120,076	\$ 127,620	\$ 137,964

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

EXHIBIT B
 101.528

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.528.7001 Personnel - Regular	\$ 131,201	\$ 127,391	\$ 137,298	\$ 140,160
101.528.7002 Personnel - Temporary	24,361	22,225	19,661	20,161
101.528.7003 Personnel - Overtime	-	56	-	-
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	14,072	13,900	19,870	20,060
101.528.7107 Dental Insurance	3,284	3,396	3,452	3,746
101.528.7108 Group Health Insurance	21,164	21,619	22,536	23,746
101.528.7109 Group Life Insurance	391	391	408	408
101.528.7110 Workers' Compensation Insurance	846	742	1,378	1,343
101.528.7111 Unemployment Insurance	-	-	-	-
101.528.7112 Group Disability Insurance	1,173	1,198	1,414	1,162
101.528.7113 Medicare	2,129	2,016	2,276	2,325
101.528.7114 Auto Allowance	-	-	96	96
101.528.7115 Cell Phone Allowance	-	-	-	-
101.528.7118 Other Benefit Pay	-	-	-	-
101.528.7119 Social Security	-	-	-	-
101.528.7121 Leave Balance Payout	-	-	-	-
101.528.7122 Deferred Compensation Contribution	2,405	2,405	2,379	2,379
101.528.7126 PARS 457 Retirement	317	289	256	262
101.528.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 201,343	\$ 195,628	\$ 211,024	\$ 215,848

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

EXHIBIT B-1
 101.528

Permanent Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Senior Museum Specialist	1.00	1.00	1.00	1.00	\$ 77,967
Community Center Manager *	0.10	-	-	-	-
Education Coordinator **	1.00	0.75	0.75	0.75	51,525
Recreation Services Manager ***	-	0.10	0.10	0.10	10,668
* Position Eliminated & Replaced by Community Center Manager in FY 11					
** Voluntary Reduction of Hours in FY 11					
*** Balance in Program 529 & 532 Beginning in FY 11 Formerly Community Center Manager					
TOTAL	2.10	1.85	1.85	1.85	\$ 140,160

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Facility Attendant Staff	0.31	0.26	0.26	0.12	\$ 4,537
Building Attendant (Museum Support)	0.02	0.02	0.02	0.02	576
Maternity Leave	0.21	-	-	-	-
Class Instructor	0.15	0.10	-	-	-
Collections Specialist **	-	0.23	0.23	0.27	8,500
Program Assistant	-	0.13	0.17	0.21	6,548
** Funded by Museum Foundation					
TOTAL	0.69	0.74	0.68	0.62	\$ 20,161

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

**EXHIBIT C
 101.528**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.528.7420 Utilities - Electricity/Gas	\$ 13,393	\$ 16,903	\$ 14,925	\$ 12,825
101.528.7421 Communications - Phones	1,177	765	1,030	800
101.528.7422 Advertising	4,115	3,777	4,000	4,200
101.528.7423 Clothing and Personal Expense	-	-	-	-
101.528.7424 Office Expense	589	395	400	400
101.528.7425 Minor Tools & Equipment	-	-	-	-
101.528.7427 Special Departmental Expense	13,519	12,198	13,185	13,022
101.528.7428 Maintenance of Bldgs. Struct. & Grounds	-	80	-	-
101.528.7429 Maintenance & Operation of Equipment	873	822	1,000	1,000
101.528.7430 Professional & Specialized Services	-	-	-	-
101.528.7431 Promotional Expense	3,322	550	2,950	2,800
101.528.7432 Other Contractual Services	16,004	16,124	14,000	16,350
101.528.7433 Insurance and Surety Bonds	-	-	-	-
101.528.7434 Memberships, Dues, Books	450	-	500	500
101.528.7435 Professional Development & Meetings	-	-	-	-
101.528.7437 Staff Development	-	-	-	-
101.528.7438 Other Charges	-	-	100	100
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	-	-	-	-
101.528.7551 User Charges - IT Pool	21,762	17,430	17,430	18,378
101.528.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 75,204	\$ 69,044	\$ 69,520	\$ 70,375

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

EXHIBIT C-1
 101.528
 Page 1

Description	12/13 Adopted
<u>7420 UTILITIES</u>	
Electricity & Gas - PG&E (Museum & Ainsley House)	\$ 10,800
Sewer (Museum & Ainsley House)	425
Water (Museum & Ainsley House)	1,600
	12,825
<u>7421 COMMUNICATIONS - PHONES</u>	
Telephone Line for Alarm System, Computer Network, FAX Machine (Visa/ MC)	800
<u>7422 ADVERTISING</u>	
Yellow Pages, Wedding Guide & Individual Exhibit Brochures	4,200
<u>7424 OFFICE EXPENSE</u>	
Museum Operations	400
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Ainsley House School Program, Supplies	1,090
Collections Supplies	500
Conservation of Artifacts	1,000
Educational Programs	5,150
Exhibit Expenses	2,500
Garden Supplies	500
Other Program Supplies (Family Fun Spooky Night, Open House)	690
Tea Program Supplies	1,192
Volunteer Training Supplies	400
	13,022
<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	2,800
SUB - TOTAL	\$ 35,047

Description	12/13 Adopted
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Awning Cleaning	\$ 750
Museum Custodial Services	15,600
	16,350
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books / Dues	500
<u>7438 OTHER CHARGES</u>	
Credit Card Transaction Fees	100
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	18,378
TOTAL	\$ 70,375

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 2012 - 2013

- Continue to work with the Friends of the Heritage Theatre to implement strategies that will increase visibility of programs, member participation rates and program sponsorships
- Identify strategies to increase the number of facility rentals per month, with an emphasis on non-peak hours (Monday through Wednesday)
- Work with the Theatre Management Group to develop program performance metrics and reporting procedures

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

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	70% of all prime dates are booked.	61%	55%	49%
2	Sponsorship revenue is 7% of overall Theatre expenses.	6%	8.2%	6.8%
3	Ratio of gross revenues (net of P&E) to expenses is 70% or greater.	81%	79.6%	84.%
4	80% of available tickets for City sponsored events will be sold..	69%	67%	84%
5	General Fund subsidy of Theatre Program to be \$100,000/year or less.	\$204,564	\$138,940	\$75,990

* From FY 04 to FY 09 this subsidy came from the Theatre Reserve for Operations; in FY 10 from General Fund.

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

EXHIBIT A
 101.529

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 18,278	\$ 19,587	\$ 20,717	\$ 21,368
Supplies, Services & Capital Outlay (Exhibit C)	831,647	687,051	724,256	718,197
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	849,925	706,638	744,973	739,565
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 849,925	\$ 706,638	\$ 744,973	\$ 739,565

FUNDING SOURCE(S)						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Theatre Revenues	101	Misc.	\$ 645,358	\$ 567,695	\$ 617,325	\$ 609,765
Transfer from Facility Fee	101	4633	-	-	15,000	29,800
General Fund Beginning Fund Bal. *	101	6090	204,567	138,943	-	-
General Fund Miscellaneous	101	Misc.	-	-	112,648	100,000
* Theatre Operations Reserve						
TOTAL			\$ 849,925	\$ 706,638	\$ 744,973	\$ 739,565

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Theatre Revenue Donations	101	4631	\$ 25,075	\$ 4,322	\$ 4,000	\$ 4,000
FOHT Operation Support	101	4631	-	26,000	26,000	26,000
Theatre Preservation & Facility Surcharge *	101	4632	58,813	46,956	-	-
Facility Fee (Operating Revenue)	101	4633	-	-	15,000	29,800
Facility Fee (Capital Reserve)	101	4633	-	7,467	43,600	24,840
Concession & Merchandise	101	4643	5,302	3,727	3,375	3,375
Ticket Sales	101	4644	287,856	177,181	187,975	190,600
Sponsorships	101	4645	50,989	57,250	55,000	55,000
Program Advertising	101	4646	6,200	7,850	7,000	8,000
Theatre Rental Income	101	4819	268,939	281,168	333,975	322,790
Other Revenue	101	4965	997	2,730	-	-
* Restricted for Capital Improvements or Enhancements.						
TOTAL			\$ 704,171	\$ 614,651	\$ 675,925	\$ 664,405

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

**EXHIBIT B
101.529**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.529.7001 Personnel - Regular	\$ 14,124	\$ 15,214	\$ 15,518	\$ 16,003
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	1,513	1,660	2,246	2,290
101.529.7107 Dental Insurance	235	243	247	266
101.529.7108 Group Health Insurance	1,708	1,742	1,832	1,930
101.529.7109 Group Life Insurance	28	28	36	36
101.529.7110 Workers' Compensation Insurance	173	173	146	144
101.529.7111 Unemployment Insurance	-	-	-	-
101.529.7112 Group Disability Insurance	74	89	167	167
101.529.7113 Medicare	228	243	225	232
101.529.7114 Auto Allowance	-	-	144	144
101.529.7115 Cell Phone Allowance	-	-	-	-
101.529.7118 Other Benefit Pay	-	-	-	-
101.529.7119 Social Security	-	-	-	-
101.529.7121 Leave Balance Payout	-	-	-	-
101.529.7122 Deferred Compensation Contribution	195	195	156	156
101.529.7126 PARS 457 Retirement	-	-	-	-
101.529.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 18,278	\$ 19,587	\$ 20,717	\$ 21,368

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

EXHIBIT B-1
101.529

Permanent Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Community Center Manager *	0.30	-	-	-	\$ -
Acting Community Center Manager	-	0.15	0.15	-	-
Recreation Services Manager **	-	-	-	0.15	16,003
TOTAL	0.30	0.15	0.15	0.15	\$ 16,003

* Position Eliminated & Replaced by Acting
Community Center Manager in FY 11

** Balance in Programs 528 & 532

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
TOTAL	-	-	-	-	\$ -

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

EXHIBIT C
 101.529

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.529.7420 Utilities - Electricity/Gas	\$ 32,642	\$ 30,144	\$ 40,200	\$ 38,200
101.529.7421 Communications - Phones	941	1,129	1,200	1,200
101.529.7422 Advertising	47,184	50,963	52,600	52,600
101.529.7423 Clothing and Personal Expense	-	-	-	-
101.529.7424 Office Expense	7,609	9,107	9,000	10,000
101.529.7425 Minor Tools & Equipment	213	92	100	100
101.529.7427 Special Departmental Expense	45,888	36,672	36,020	36,020
101.529.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	1,500	1,500
101.529.7429 Maintenance & Operation of Equipment	5,277	10,370	6,600	6,600
101.529.7430 Professional & Specialized Services	562,399	454,930	478,371	474,090
101.529.7431 Promotional Expense	-	-	-	-
101.529.7432 Other Contractual Services	26,476	22,011	29,720	29,720
101.529.7433 Insurance and Surety Bonds	7,447	10,302	10,500	10,500
101.529.7434 Memberships, Dues, Books	-	-	-	-
101.529.7435 Professional Development & Meetings	-	-	-	-
101.529.7437 Staff Development	-	-	-	-
101.529.7438 Other Charges	39,160	35,186	32,300	30,100
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	32,642	26,145	26,145	27,567
101.529.7884 Machinery & Equipment	23,769	-	-	-
TOTAL	\$ 831,647	\$ 687,051	\$ 724,256	\$ 718,197

Description	12/13 Adopted
<u>7420 UTILITIES</u>	
Gas & Electricity	\$ 34,000
Sewer	1,200
Water	3,000
	38,200
<u>7421 COMMUNICATIONS</u>	
Cell Phone for Theatre Staff	1,200
<u>7422 ADVERTISING</u>	
Marketing for Co-produced & Season Shows	52,000
Theatre Marketing & Advertising	600
	52,600
<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	15,000
	36,020
<u>7428 MAINTENANCE OF BUILDINGS, STRUCTURES & GROUNDS</u>	
General Repairs for Customer Use-Related Damages (Reimbursable)	1,500
SUB - TOTAL	\$ 139,620

Description	12/13 Adopted
7429 MAINTENANCE & OPERATION OF EQUIPMENT	
Preventative Maintenance Agreements:	
HVAC System	\$ 1,500
Repairs to Walkie Talkies, Elevators, etc.	500
Routine Service & Repairs:	
Lighting Equipment	250
Microphone & Public Address System Repairs	250
Service Agreements:	
D&V Sound Annual Maintenance Contract	1,500
Elevator Maintenance	2,000
Fire / Intrusion / Burglar Alarm Monitoring	600
	6,600
7430 PROFESSIONAL & SPECIALIZED SERVICES	
Contract for Theatre Management & Theatre Manager	159,000
Fund Development & Volunteer Expenses	1,000
In-House Production Talent (Based on One Season)	90,000
Other Reimbursable Expenses	700
Part-Time Labor (Technicians, Box Office Staff, Production Manager)	213,790
<u>On-going Operations:</u>	
Box Office & House Manager \$ 50,907	
Marketing/Media Relations 37,500	
Production Manager 9,175	
Technical Staff 14,290	
	111,872
<u>Reimbursable Labor:</u>	
Box Office @ Events 12,375	
House Manager @ Events 10,688	
Technical Staff 78,855	
	101,918
	\$ 213,790
Co-promote Producer Split	9,600
	474,090
SUB - TOTAL	\$ 620,310

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

EXHIBIT C-1
 101.529
 Page 3

Description	12/13 Adopted
7432 OTHER CONTRACTUAL SERVICES	
Box Office Ticketing Software Support	\$ 2,400
Carpet Cleaning	4,320
Custodial Services & Upholstery Cleaning	19,200
Security Services for In-House Productions	3,800
	29,720
7433 INSURANCE & SURETY BONDS	
Show Insurance (Annual Policy Based on Attendance or Square Feet & Number of Shows)	10,500
7438 OTHER CHARGES	
American Society of Composers, Authors & Producers (ASCAP) / Broadcast Music, Inc. License Fee (Based on 5 Shows & Rentals)	2,500
Credit Card Transaction & Bank Fees	16,600
Internet Ticketing Fees	8,400
Net Adjusted Gross Box Office Receipts Fees (NAGBOR)	2,600
	30,100
7551 USER CHARGES - IT POOL	
Use of Computer Hardware/Software; Phones & Photocopier/FAX	27,567
TOTAL	\$ 718,197

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 2012 - 2013

- Develop written operational manuals for aquatics program
- Conduct fee study and develop recommendations for adjustments as appropriate
- Increase sponsorship of on-going special events and identify at least one new resource development opportunity for each of the three programs (Sports, Aquatics and Fitness)

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

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	Attain 90% of capacity or better in all programs.	66%	68%	56%
2	Percent of resident enrollees in programs is 55% or greater.	45%	49%	43%
3	Ratio of gross revenues to division expenses is 107% or greater.	107%	107%	109%
4	Sponsorship funds are 120% of overall Summer Concert direct expenses.	10%	131%	102.5%
5	Revenue for Drop-In Programs to exceed direct expenses by 50%.	TBD*	1%	48%

* New FY 11

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

**EXHIBIT B
 101.531**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.531.7001 Personnel - Regular	\$ 114,057	\$ 138,493	\$ 150,743	\$ 163,288
101.531.7002 Personnel - Temporary	489,360	492,530	493,428	500,813
101.531.7003 Personnel - Overtime	6,897	1,706	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
101.531.7106 Retirement	12,334	15,264	21,816	23,370
101.531.7107 Dental Insurance	2,142	2,992	3,206	3,657
101.531.7108 Group Health Insurance	15,603	21,442	23,751	26,310
101.531.7109 Group Life Insurance	255	344	374	394
101.531.7110 Workers' Compensation Insurance	13,518	12,994	8,492	8,166
101.531.7111 Unemployment Insurance	-	-	-	-
101.531.7112 Group Disability Insurance	814	1,099	1,451	1,230
101.531.7113 Medicare	7,708	8,079	9,369	9,658
101.531.7114 Auto Allowance	-	-	-	-
101.531.7115 Cell Phone Allowance	-	-	-	-
101.531.7118 Other Benefit Pay	1,115	1,402	-	-
101.531.7119 Social Security	-	-	-	-
101.531.7121 Leave Balance Payout	5,378	6,446	-	-
101.531.7122 Deferred Compensation Contribution	1,781	2,410	2,535	2,665
101.531.7126 PARS 457 Retirement	6,447	6,426	6,415	6,511
101.531.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 677,409	\$ 711,627	\$ 723,605	\$ 748,092

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

**EXHIBIT C
 101.531**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 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	13,937	16,605	14,905	21,535
101.531.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.531.7429 Maintenance & Operation of Equipment	3,800	4,947	5,300	5,300
101.531.7430 Professional & Specialized Services	-	-	-	-
101.531.7431 Promotional Expense	-	-	-	-
101.531.7432 Other Contractual Services	85,205	66,037	61,076	76,828
101.531.7433 Insurance and Surety Bonds	-	-	-	-
101.531.7434 Memberships, Dues, Books	138	-	400	400
101.531.7435 Professional Development & Meetings	-	-	-	-
101.531.7437 Staff Development	-	34	-	-
101.531.7438 Other Charges	11,480	12,158	11,025	11,025
101.531.7441 Special Community Services	44,982	34,102	45,811	50,477
101.531.7548 User Charges - Photocopy/Fax	-	-	-	-
101.531.7549 User Charges - Communications Pool	-	-	-	-
101.531.7550 User Charges - Motor Pool	-	-	-	-
101.531.7551 User Charges - IT Pool	16,321	13,073	13,073	13,783
101.531.7882 Buildings	-	-	-	-
101.531.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 175,863	\$ 146,956	\$ 151,590	\$ 179,348

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

EXHIBIT C-1
 101.531

Description	12/13 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	4,300
Fitness Room Equipment Replacement (3 Spin Bikes)	4,000
Skate Park Membership	100
Sports Program Supplies	3,935
	21,535
<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	76,828
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books, Dues, Subscriptions	400
<u>7438 OTHER CHARGES</u>	
Credit Card Transaction Fees	11,025
<u>7441 SPECIAL COMMUNITY SERVICES</u>	
Aquatics Supplies	1,000
Fitness Supplies (Includes Fun Run Supplies)	21,130
Sports Supplies	12,847
Summer Concert Band Fees	9,500
Westmont Pool Rental (Swim Team Summer 2012)	6,000
	50,477
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	13,783
TOTAL	\$ 179,348

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 2012 - 2013

- Lead efforts to expand health and wellness programs to fight childhood obesity
- Implement new programs to increase the participation rate of middle school and high school students
- Identify opportunities to improve the affordability and accessibility of programs for low-income families

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

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	Attain 90% of capacity or better in all programs.	75.5%	71%	70%
2	50% or better of special interest class enrollees shall be residents.	52%	52%	54%
3	Ratio of gross revenues to division expenses is 115% or greater.	113%	120%	116%

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

EXHIBIT A
 101.532

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 704,630	\$ 745,664	\$ 790,805	\$ 838,407
Supplies, Services & Capital Outlay (Exhibit C)	374,406	276,343	319,499	321,829
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,079,036	1,022,007	1,110,304	1,160,236
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 1,079,036	\$ 1,022,007	\$ 1,110,304	\$ 1,160,236

FUNDING SOURCE(s)						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
General Fund Revenues	101	Misc.	\$ 1,079,036	\$ 1,022,007	\$ 1,110,304	\$ 1,158,236
Recreation Trust (Van Sickle)	795	9899	-	-	-	2,000
TOTAL			\$ 1,079,036	\$ 1,022,007	\$ 1,110,304	\$ 1,160,236

REVENUES MONITORED BY THIS PROGRAM						
Program Fees:	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Day Camp	101	4617	\$ 362,382	\$ 391,123	\$ 377,267	\$ 387,535
Trips & Tours	101	4618	1,339	-	-	-
Classes	101	4619	530,004	465,893	469,881	446,932
Pre-School	101	4620	309,991	343,987	341,788	354,908
Special Events	101	4621	693	-	-	-
Recreation Grants (Private)	101	6899	-	-	-	2,000
TOTAL			\$ 1,204,409	\$ 1,201,003	\$ 1,188,936	\$ 1,191,375

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

**EXHIBIT B
 101.532**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.532.7001 Personnel - Regular	\$ 183,981	\$ 214,787	\$ 219,531	\$ 225,342
101.532.7002 Personnel - Temporary	442,852	441,660	471,546	510,651
101.532.7003 Personnel - Overtime	360	245	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
101.532.7106 Retirement	19,792	23,509	31,770	32,251
101.532.7107 Dental Insurance	3,331	4,205	4,274	4,632
101.532.7108 Group Health Insurance	24,057	29,610	31,691	33,391
101.532.7109 Group Life Insurance	396	484	535	535
101.532.7110 Workers' Compensation Insurance	6,781	6,910	7,135	6,384
101.532.7111 Unemployment Insurance	-	-	-	-
101.532.7112 Group Disability Insurance	1,240	1,544	2,213	1,947
101.532.7113 Medicare	9,462	9,900	10,050	10,701
101.532.7114 Auto Allowance	-	-	720	720
101.532.7115 Cell Phone Allowance	-	-	-	-
101.532.7118 Other Benefit Pay	532	676	-	-
101.532.7119 Social Security	-	-	-	-
101.532.7121 Leave Balance Payout	3,340	3,009	-	-
101.532.7122 Deferred Compensation Contribution	2,744	3,380	3,185	3,185
101.532.7126 PARS 457 Retirement	5,762	5,745	6,130	6,638
101.532.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 704,630	\$ 745,664	\$ 790,805	\$ 838,407

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)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Recreation Program Supervisor *	2.00	1.00	1.00	1.00	\$ 89,811
Executive Assistant **	0.37	0.40	0.40	0.40	29,440
Recreation Services Manager ***	-	0.75	0.75	0.75	80,016
Utility Worker ****	-	0.05	0.05	0.05	3,079
Office Assistant **	-	0.40	0.40	0.40	22,996
* Reduced FTE by 1.0 in FY 11					
** Balance in Programs 524 & 531					
*** Balance in Programs 528 & 529					
**** Balance in Programs 525, 526, & 531 in FY 11					
TOTAL	2.37	2.60	2.60	2.60	\$ 225,342

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Day Camp Senior Recreation Specialist	0.56	0.25	0.25	0.56	\$ 35,200
Day Camp Recreation Specialist	0.17	0.19	0.19	0.17	5,760
Day Camp Recreation Leader I, II, III	5.38	5.99	6.74	7.24	151,632
Special Events Recreation Specialist	0.10	-	-	-	-
Special Events Recreation Leader II	0.09	-	-	-	-
Class Instructors	1.88	1.85	1.83	1.75	91,100
Preschool Teacher	1.94	2.30	2.30	2.35	122,665
Preschool Aides	1.54	2.03	2.03	2.05	65,286
Drama Camp Instructor	-	-	-	-	-
Recreation Specialist	-	0.60	0.60	0.60	39,008
TOTAL	11.66	13.21	13.94	14.72	\$ 510,651

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

**EXHIBIT C
101.532**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.532.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.532.7421 Communications - Phones	-	-	50	-
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	4,603	3,293	5,850	8,525
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	219,471	134,425	176,446	179,227
101.532.7433 Insurance and Surety Bonds	-	-	-	-
101.532.7434 Memberships, Dues, Books	500	370	540	540
101.532.7435 Professional Development & Meetings	-	-	-	-
101.532.7437 Staff Development	100	34	-	-
101.532.7438 Other Charges	18,786	20,263	17,500	17,500
101.532.7441 Special Community Services	109,184	104,885	106,040	106,848
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	-	-	-	-
101.532.7551 User Charges - IT Pool	21,762	13,073	13,073	9,189
101.532.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 374,406	\$ 276,343	\$ 319,499	\$ 321,829

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

EXHIBIT C-1
 101.532

Description	12/13 Adopted
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Expendable Supplies - Classes	\$ 2,825
Expendable Supplies - Day Camp	1,200
Expendable Supplies - Pre-School	2,400
Laminating Machine Supplies	100
Leadership Academy *	2,000
	<u>8,525</u>
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Payment for Contract Class Instructors (Art Classes; Boating; Gardening; Pruneridge Golf, EZ Computers, Music Together, Gymnastics, Planet Granite, Economic Driving School)	<u>179,227</u>
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Dues	480
Subscriptions	60
	<u>540</u>
<u>7438 OTHER CHARGES</u>	
Credit Card Transaction Fees	<u>17,500</u>
<u>7441 SPECIAL COMMUNITY SERVICES</u>	
Classes	7,963
Day Camps (Trip Buses; Day camp T-Shirts, Etc.)	86,600
Pre-School	12,285
	<u>106,848</u>
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<u>9,189</u>
TOTAL	\$ 321,829

* Funded by Recreation Trust

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

EXHIBIT A
 Funds 794,
 795 & 797

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	49,980	52,650	52,480	76,790
APPROPRIATION TOTAL	\$ 49,980	\$ 52,650	\$ 52,480	\$ 76,790

FUNDING SOURCE(S)						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Museum Trust Revenue	794	misc	\$ 51,137	\$ 60,827	\$ 47,000	\$ 56,000
Museum Trust - Beg Fund Balance	794	6090	-	-	-	-
Recreation Grant Revenue	795	misc	-	-	-	-
Recreation Grant - Beg Fund Balance	795	6090	-	-	-	16,100
Adult Services Trust Revenue	797	misc	471	(40)	5,480	4,690
Adult Services Trust - Beg Fund Bal	797	6090	5,009	5,520	-	-
TOTAL			\$ 56,617	\$ 66,307	\$ 52,480	\$ 76,790

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Museum Trust - Interest Revenue	794	4410	\$ 1,447	\$ 1,099	\$ -	\$ -
Museum Trust - Museum Donations	794	4812	49,690	59,558	47,000	56,000
Museum Trust - Private Grants	794	4824	-	-	-	-
Parks Donations	794	4818	-	170	-	-
Recreation Grant - Interest Revenue	795	4410	-	-	-	-
Recreation Grant - Private Grants	795	4824	-	-	-	-
Adult Services Trust - Interest Rev	797	4410	301	160	-	-
Adult Services Trust - Donations	797	4813	170	(200)	5,480	4,690
TOTAL			\$ 51,608	\$ 60,787	\$ 52,480	\$ 60,690

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

EXHIBIT E
 Funds 794,
 795 & 797

Account Description	12/13 Adopted
<u>9899 OPERATING TRANSFERS OUT</u>	
Museum Trust - (794) Museum Services - # 101.528	\$ 56,000
Recreation Grant (Van Sickle) - (795) Recreation - Sports, Aquatics, Fitness - # 101.531	7,000
Recreation Grant (Van Sickle) - (795) Recreation - Special Interest Classes - # 101.532 (Leadership Academy)	2,000
Recreation Grant (Van Sickle) - (795) Recreation - Adult Services - # 101.526	2,000
Recreation Grant (Van Sickle) - (795) City Manager - Senior Adult Legal Assistance - # 101.510	5,100
Senior Citizens Trust - (797) Senior Citizens Services - # 101.526	4,690
TOTAL TRANSFERS OUT	\$ 76,790

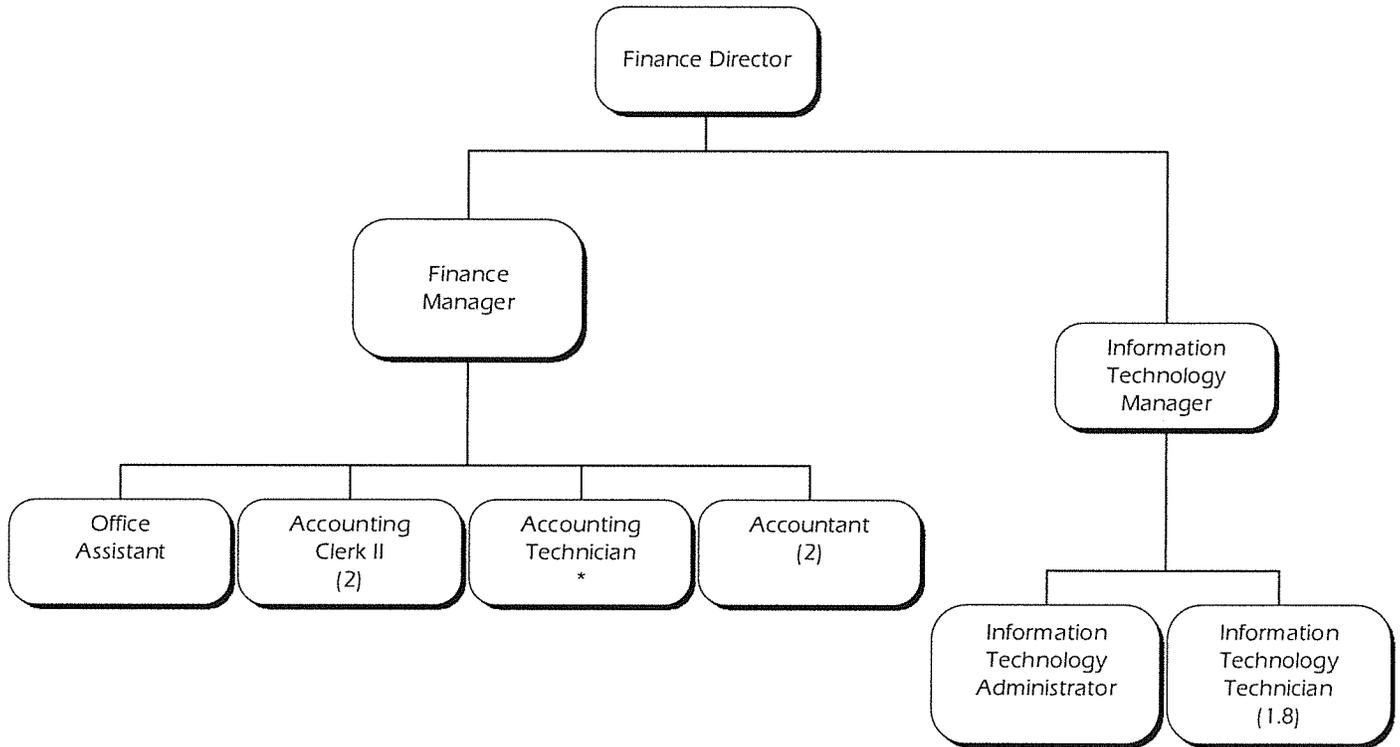


Finance
&
Non-Departmental

Finance Department



Finance Department 2012 - 2013



* Confidential

FINANCE DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Adopted 2011-2012</u>	<u>Adopted 2012-2013</u>
Accountant	1.87	1.87	1.87	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	1.00	1.00
Executive Assistant	1.00	-	-	-
Finance Director	1.00	1.00	1.00	1.00
Office Assistant	-	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	1.00
Information Technology Technician	2.00	1.80	1.80	1.80
Total Budgeted Positions	12.87	12.67	12.67	12.80
Temporary Positions				
Finance Intern / IT Support	-	-	-	0.45
Total Temporary Positions	-	-	-	0.45
Total Staffing	12.87	12.67	12.67	13.25

Expenditure Summary

<u>Description</u>	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Adopted 2011-2012</u>	<u>Adopted 2012-2013</u>
Employee Services	\$ 1,513,453	\$ 1,503,179	\$ 1,702,527	\$ 1,803,770
Supplies & Other Services & Capital Outlay	1,412,088	1,495,700	1,444,910	1,862,586
Debt Service	1,660,013	1,652,519	1,657,172	1,607,399
Total Before Transfers	4,585,554	4,651,398	4,804,609	5,273,755
Transfers-Out	23,676	26,000	26,000	24,900
Appropriation Total	4,609,230	4,677,398	4,830,609	5,298,655
Less Transfers-In	760,114	774,670	771,845	1,036,244
Net Cost	\$ 3,849,116	\$ 3,902,728	\$ 4,058,764	\$ 4,262,411

Revenue Summary

Total Revenue Monitored by Department	\$ 22,914,785	\$ 24,405,059	\$ 24,614,104	\$ 26,301,955
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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 an annual update of the City's User Fee and Cost Allocation models
- Assist with development of the City's annual budget
- Serve as member of Capital Improvement Plan (CIP) Committee and assist with development of the seven-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 Redevelopment Agency in maintaining an active economic development business retention program
- Monitor service levels and performance reporting standards for this program
- Update and reconcile capital assets quarterly
- Provide assistance and training to users of the Pentamotion Financial System
- Assist departments in the monitoring and reporting of performances measures

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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2012 - 2013

- Implement payroll system modifications required by the 2010 Patient Protection and Affordable Care Act and the Health Care and Education Reconciliation Act of 2010
- Assist the City Manager's Department in completion of the Cambrian 36 area annexation and related transition issues
- Serve on Oversight Board for Successor Agency and address remaining transition issues related to Redevelopment Agency dissolution

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	90% of invoices are processed within 45 days.	100%	100%	100%
2	Number of A/P checks generated annually.	5,424	4,860	4497
3	Number of invoices processed annually.	10,850	9,772	9599
4	90% of the time, distribute accurate month-end reports to departments within ten working days after the end of each accounting period.	70%	83%	83%
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%	98%	98%
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.	8,257	8,092	8,031
13	90% of business license billings will be generated within 30 days of scheduled expiration date.	100%	100%	100%

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

EXHIBIT A
 101.535

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 998,574	\$ 911,607	\$ 955,789	\$ 1,020,722
Supplies, Services & Capital Outlay (Exhibit C)	232,273	238,583	239,705	249,389
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,230,847	1,150,190	1,195,494	1,270,111
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 1,230,847	\$ 1,150,190	\$ 1,195,494	\$ 1,270,111

FUNDING SOURCE(s)

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
General Fund Revenues	101	Misc.	\$ 1,075,471	\$ 992,490	\$ 1,037,794	\$ 1,204,211
RDA - 20 % Housing Program	223	9899	11,959	11,959	11,959	-
LID #30 Fund	367	9899	1,100	1,100	1,100	-
RDA - Administration	434	9899	51,169	51,169	51,169	-
Motor Vehicle Pool	641	9899	10,000	10,000	10,000	10,000
Information Technologies Pool	647	9899	22,576	24,900	24,900	24,900
Environmental Services	209	9899	31,000	31,000	31,000	31,000
RDA Deb Service (2% Property Tax)	364	9899	27,572	27,572	27,572	-
TOTAL			\$ 1,230,847	\$ 1,150,190	\$ 1,195,494	\$ 1,270,111

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Property Tax	101	4001-06	\$ 8,761,391	\$ 8,506,573	\$ 8,664,000	\$ 8,868,000
Sales and Use Tax	101	4110	6,308,977	6,446,282	6,318,000	7,076,000
Sales Tax Backfill	101	4115	1,658,215	2,145,537	2,000,000	2,448,000
Transactions & Use Tax	101	4112	1,527,210	1,932,525	1,780,000	2,090,000
Franchise - Electric	101	4120	356,928	370,862	365,000	365,000
Franchise - Gas	101	4121	84,623	87,077	100,000	90,000
Transient Occupancy Tax	101	4150	1,297,573	2,031,585	1,839,000	2,550,000
Real Property Transfer Tax	101	4153	172,449	190,616	180,000	180,000
Investment Earnings	101	4410	375,086	324,423	423,000	325,000
GASB 31 Market Value Adjustment	101	4431	30,667	(66,298)	-	-
Other Interest	101	4450	15,231	7,060	15,000	15,000
State M.V.I.L. Tax	101	4580	155,074	185,864	140,000	23,000
H.O.P.T.R. Tax	101	4581	43,875	43,736	45,000	45,000
Reimbursement - Mandated Cost	101	4584	18,052	29,203	25,000	25,000
Sale of Real/Personal Property	101	4960	2,194	1,127	3,000	3,000
Insurance Claims Refund	101	4962	2,053	920	10,000	5,000
Other Revenue	101	4965	26,414	15,401	25,000	15,000
Business License Tax	101	4152	-	218,253	605,000	617,000
Business License Processing Fee	101	4652	-	133,455	-	-
Misc. Fund Transfers-In	101	6899	155,376	157,700	157,700	65,900
Redevelopment Prop Tax Trust Fund	101	4008	-	-	-	33,471
Economic Fluctuations Reserve	101	6090	1,783,000	-	-	-
Construction Tax Reserve	101	6090	125,000	-	-	-
TOTAL			\$ 22,899,388	\$ 22,761,901	\$ 22,694,700	\$ 24,839,371

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

**EXHIBIT B
101.535**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.535.7001 Personnel - Regular	\$ 711,035	\$ 680,425	\$ 704,951	\$ 738,599
101.535.7002 Personnel - Temporary	-	-	-	18,720
101.535.7003 Personnel - Overtime	2,058	48	6,000	6,000
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	77,092	75,278	102,021	105,708
101.535.7107 Dental Insurance	12,326	12,754	12,938	14,260
101.535.7108 Group Health Insurance	91,007	94,070	97,687	104,502
101.535.7109 Group Life Insurance	1,466	1,451	1,655	1,680
101.535.7110 Workers' Compensation Insurance	2,897	2,651	2,194	2,362
101.535.7111 Unemployment Insurance	-	-	-	-
101.535.7112 Group Disability Insurance	5,078	5,073	6,599	5,976
101.535.7113 Medicare	10,267	10,877	10,309	11,068
101.535.7114 Auto Allowance	4,560	2,280	2,280	2,280
101.535.7115 Cell Phone Allowance	-	-	-	-
101.535.7118 Other Benefit Pay	38,236	8,629	-	-
101.535.7120 Sick Leave Payout	11,701	-	-	243
101.535.7121 Leave Balance Payout	20,996	8,240	-	-
101.535.7122 Deferred Compensation Contribution	9,855	9,831	9,155	9,324
101.535.7126 PARS 457 Retirement	-	-	-	-
101.535.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 998,574	\$ 911,607	\$ 955,789	\$ 1,020,722

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

EXHIBIT B-1
 101.535

Permanent Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Finance Director	1.00	1.00	1.00	1.00	\$ 157,074
Finance Manager	1.00	1.00	1.00	1.00	128,254
Accountant *	1.87	1.87	1.87	2.00	181,328
Accounting Technician (Confidential)	1.00	1.00	1.00	1.00	77,189
Executive Assistant **	1.00	-	-	-	-
Accounting Clerk II	2.00	2.00	2.00	2.00	137,264
Office Assistant ***	-	1.00	1.00	1.00	57,490
* 0.1 FTE in 208.553 0.03 FTE in 208.555					
** Position Eliminated in FY 11					
*** Moved from Program 511 & 510 in FY 11					
TOTAL	7.87	7.87	7.87	8.00	\$ 738,599

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Clerical Relief	-	-	-	0.30	18,720
TOTAL	-	-	-	0.30	\$ 18,720

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

**EXHIBIT C
101.535**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.535.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.535.7421 Communications - Phones	-	-	-	-
101.535.7423 Clothing and Personal Expense	-	-	-	-
101.535.7424 Office Expense	6,425	5,086	6,000	6,000
101.535.7425 Minor Tools & Equipment	-	2,185	-	-
101.535.7427 Special Departmental Expense	77	143	800	800
101.535.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.535.7429 Maintenance & Operation of Equipment	340	158	800	800
101.535.7430 Professional & Specialized Services	63,124	51,590	52,500	44,550
101.535.7431 Promotional Expense	-	-	-	-
101.535.7432 Other Contractual Services	-	-	-	-
101.535.7433 Insurance and Surety Bonds	-	-	-	-
101.535.7434 Memberships, Dues, Books	2,247	1,955	1,650	1,650
101.535.7435 Professional Development & Meetings	1,447	1,349	3,000	3,000
101.535.7437 Staff Development	-	-	-	-
101.535.7438 Other Charges	109,646	121,212	120,000	142,000
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	-	-	50	50
101.535.7551 User Charges - IT Pool	48,967	54,905	54,905	50,539
101.535.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 232,273	\$ 238,583	\$ 239,705	\$ 249,389

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

**EXHIBIT C-1
101.535**

Description	12/13 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	37,500
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	1,600
	44,550
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Dues: Government Finance Officer's Association (GFOA); California Society of Municipal Finance Officers (CSMFO); Notary; & American Payroll Association (APA)	950
Subscriptions / Publications; Payroll Newsletters; American Payroll Association (APA) Guide; Gov't. Report Newsletter; Gov't. Accounting/Audit Update Financial Reporting; Miscellaneous Governmental Publications	700
	1,650
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	3,000
<u>7438 OTHER CHARGES</u>	
Property Tax Administration Fees - County (Includes TCAS Amortization Software)	142,000
<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	50,539
TOTAL	\$ 249,389

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
- Provide proof of insurance relating to debt issues in October of each year

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	Number of liability claims filed.	19	26	22
2	Total annual liability and property claims expense.	\$38,245	\$157,490	\$16,489
3	Liability and property claims premium no more than 3% of total annual payroll.	1.35%	1.52%	1.58%

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

EXHIBIT A
 101.540

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ -	\$ 76,831	\$ 200,000	\$ 220,000
Supplies, Services & Capital Outlay (Exhibit C)	689,498	872,714	844,700	1,168,400
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	689,498	949,545	1,044,700	1,388,400
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 689,498	\$ 949,545	\$ 1,044,700	\$ 1,388,400

FUNDING SOURCE(s)

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
General Fund Revenues	101	Misc.	\$ 617,689	\$ 611,736	\$ 506,891	\$ 898,400
Lighting & Landscaping District	207	9899	10,000	10,000	10,000	10,000
RDA - 20% Housing	223	9899	12,361	12,361	12,361	-
RDA - Administration	434	9899	49,448	49,448	49,448	-
General Fund - RDA Advance Reserve	101	6090	-	-	-	200,000
General Fund - Gen Liability Reserve	101	6090	-	40,000	50,000	30,000
General Fund - PERS/OPEB Reserve	101	6090	-	126,000	316,000	250,000
General Fund - CIPR	101	6090	-	100,000	100,000	-
TOTAL			\$ 689,498	\$ 949,545	\$ 1,044,700	\$ 1,388,400

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Rental / Leases	101	4810	\$ 1,159	\$ 64	\$ -	\$ -
Other Revenue	101	4965	19,015	(1,280)	-	-
Lighting & Landscaping District - Trfs.	101	6899	10,000	10,000	10,000	10,000
RDA - 20% Housing - Transfers In	101	6899	12,361	12,361	12,361	-
RDA - Administration - Transfers In	101	6899	49,448	49,448	49,448	-
TOTAL			\$ 91,983	\$ 70,593	\$ 71,809	\$ 10,000

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

EXHIBIT B
 101.540

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 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	-	241	-	-
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			200,000	220,000
101.540.7126 PARS 457 Retirement	-	-	-	-
101.540.7123 Voluntary Separation Incentive Payout		76,590	-	-
101.540.7130 Project Overhead Cost				
TOTAL	\$ -	\$ 76,831	\$ 200,000	\$ 220,000

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

**EXHIBIT C
101.540**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.540.7420 Utilities - Electricity/Gas	\$ 163,006	\$ 182,669	\$ 195,000	\$ 200,000
101.540.7421 Communications - Phones	51,711	52,336	55,000	50,000
101.540.7422 Advertising	-	12,755	-	-
101.540.7424 Office Expense	4,555	1,843	4,900	4,900
101.540.7425 Minor Tools & Equipment	-	-	-	-
101.540.7427 Special Departmental Expense	510	516	400	400
101.540.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.540.7429 Maintenance & Operation of Equipment	-	-	-	-
101.540.7430 Professional & Specialized Services	42,536	14,604	10,000	14,500
101.540.7431 Promotional Expense	-	-	-	-
101.540.7432 Other Contractual Services	-	-	-	-
101.540.7433 Insurance and Surety Bonds	242,375	266,788	281,800	332,800
101.540.7434 Memberships, Dues, Books	-	-	-	-
101.540.7435 Professional Development & Meetings	-	-	-	-
101.540.7437 Staff Development	-	-	-	-
101.540.7438 Other Charges	28,752	30,443	25,800	230,000
101.540.7439 Bad Debt Expense	-	-	-	-
101.540.7440 Fees Paid to State	753	737	800	800
101.540.7442 Insurance Claims Expense	38,246	157,491	50,000	50,000
101.540.7445 Cobra Insurance	-	-	-	-
101.540.7448 Other Interest Expense	4,054	532	5,000	5,000
101.540.7452 Expense for Future Claims	-	-	-	-
101.540.7549 User Charges - Communications Pool	-	-	-	-
101.540.7626 Retiree Health Prefunding	113,000	152,000	216,000	280,000
101.540.7884 Machinery & Equipment	-	-	-	-
101.540.7900 Supplies Inventory	-	-	-	-
TOTAL	\$ 689,498	\$ 872,714	\$ 844,700	\$ 1,168,400

Description	12/13 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)	\$ 200,000
<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.	4,900
<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)	8,500
STARS - Quarterly Sales Tax Report	6,000
	14,500
<u>7433 INSURANCE AND SURETY BONDS</u>	
Comprehensive Insurance Premiums:	
Fidelity Bonds (Estimated)	800
Liability Insurance Pool (Estimated)	304,000
Property (Estimated)	28,000
	332,800
<u>7438 OTHER CHARGES</u>	
Credit Card Transaction Fees (Cashiering City Hall)	24,400
Disposition and Redevelopment Agreement Payment to Home Depot (Formerly RDA 364) *	200,000
Loomis Armored Car Service	5,600
	230,000
<u>7440 FEES PAID TO STATE</u>	
Fuel Tax, Underground Storage Tank Fees, Annexations, Etc.	800
* Funded from Reserve for RDA Advances	
SUB - TOTAL	\$ 833,400

Description	12/13 Adopted
7442 INSURANCE CLAIMS EXPENSE	
General Liability Self- Insured Retention (SIR) *	\$ 50,000
7448 OTHER INTEREST EXPENSE	
Estimated Interest on Refundable Faithful Performance Deposits (Estimate)	5,000
7626 RETIREE HEALTH PREFUNDING	
GASB 45 Phase in Funding of Future Retiree Health Benefits (OPEB) **	280,000
TOTAL	\$ 1,168,400

* Partially Funded from Liability Reserve
 ** Partially Funded from PERS/OPEB Reserve

GENERAL FUND - (101)
Finance Department - City Treasurer Program (545)
Program Manager - Finance Manager

MISSION STATEMENT

Prudently invest surplus funds in conformity with State and City requirements to safeguard principal and achieve a reasonable rate of return.

ONGOING RESPONSIBILITIES

- Annually evaluate and update the City's Investment Strategy and Policy
- Prepare a monthly investment report for review by City Council
- Review disbursement of City funds for propriety
- 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
- Update signature cards and wire transfer authority as necessary

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	99% of idle funds placed in interest bearing investments.	99%	95%	99%
2	80% of time, bank statements will be reconciled to general ledger cash balances within ten working days of month-end close.	75%	78%	75%

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

EXHIBIT A
 101.545

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 11,674	\$ 20,271	\$ 15,362	\$ 15,581
Supplies, Services & Capital Outlay (Exhibit C)	1,118	1,720	1,885	3,885
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	12,792	21,991	17,247	19,466
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 12,792	\$ 21,991	\$ 17,247	\$ 19,466

FUNDING SOURCE(s)						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
General Fund Revenues	101	Misc.	\$ 12,792	\$ 21,991	\$ 17,247	\$ 19,466
TOTAL			\$ 12,792	\$ 21,991	\$ 17,247	\$ 19,466

REVENUES MONITORED BY THIS PROGRAM						
TOTAL			\$ -	\$ -	\$ -	\$ -

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

EXHIBIT B
 101.545

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.545.7001 Personnel - Regular	\$ 1,200	\$ 1,200	\$ 1,200	\$ 600
101.545.7002 Personnel - Temporary	-	-	-	-
101.545.7003 Personnel - Overtime	-	-	-	-
101.545.7005 Personnel - POST	-	-	-	-
101.545.7103 Personnel - Holiday Pay	-	-	-	-
101.545.7104 Meal Allowance	-	-	-	-
101.545.7105 Uniform Allowance	-	-	-	-
101.545.7106 Retirement	-	-	174	86
101.545.7107 Dental Insurance	1,564	1,617	1,644	1,644
101.545.7108 Group Health Insurance	8,686	16,336	12,083	13,000
101.545.7109 Group Life Insurance	186	186	240	240
101.545.7110 Workers' Compensation Insurance	4	4	4	2
101.545.7111 Unemployment Insurance	-	-	-	-
101.545.7112 Group Disability Insurance	-	-	-	-
101.545.7113 Medicare	18	912	17	9
101.545.7114 Auto Allowance	-	-	-	-
101.545.7115 Cell Phone Allowance	-	-	-	-
101.545.7118 Other Benefit Pay	-	-	-	-
101.545.7119 Social Security	-	-	-	-
101.545.7121 Leave Balance Payout	-	-	-	-
101.545.7122 Deferred Compensation Contribution	-	-	-	-
101.545.7126 PARS 457 Retirement	16	16	-	-
TOTAL	\$ 11,674	\$ 20,271	\$ 15,362	\$ 15,581

CITY OF CAMPBELL
 OPERATING BUDGET - Personnel Allocation
 PROGRAM: FINANCE - CITY TREASURER

EXHIBIT B-1
 101.545

Permanent Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
City Treasurer *	1.00	1.00	1.00	1.00	\$ 600
* Elected Position; not a full time position, will expire November 2012.					
TOTAL	1.00	1.00	1.00	1.00	\$ 600

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
TOTAL	-	-	-	-	\$ -

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

EXHIBIT C
 101.545

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.545.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.545.7421 Communications - Phones	-	-	-	-
101.545.7422 Advertising	-	-	-	-
101.545.7423 Clothing and Personal Expense	-	-	-	-
101.545.7424 Office Expense	-	-	-	-
101.545.7425 Minor Tools & Equipment	-	-	-	-
101.545.7427 Special Departmental Expense	-	-	-	-
101.545.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.545.7429 Maintenance & Operation of Equipment	-	-	-	-
101.545.7430 Professional & Specialized Services	-	-	-	-
101.545.7431 Promotional Expense	-	-	-	-
101.545.7432 Other Contractual Services	963	1,434	1,500	3,500
101.545.7433 Insurance and Surety Bonds	-	-	-	-
101.545.7434 Memberships, Dues, Books	155	286	385	385
101.545.7435 Professional Development & Meetings	-	-	-	-
101.545.7437 Staff Development	-	-	-	-
101.545.7438 Other Charges	-	-	-	-
101.545.7441 Special Community Services	-	-	-	-
101.545.7442 Insurance Claims Expense	-	-	-	-
101.545.7548 User Charges - Photocopy/Fax	-	-	-	-
101.545.7549 User Charges - Communications Pool	-	-	-	-
101.545.7550 User Charges - Motor Pool	-	-	-	-
101.545.7883 Improvements other than Buildings	-	-	-	-
101.545.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 1,118	\$ 1,720	\$ 1,885	\$ 3,885

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

EXHIBIT C-1
 101.545

Description	12/13 Adopted
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Third Party Safekeeping	\$ 3,500
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Dues - California Municipal Treasurers Association (CMTA) (Finance Director & Accounting Manager)	185
Subscriptions - Wall Street Journal	200
	385
TOTAL	\$ 3,885

**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
 - Recware Safari - 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)

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2012 - 2013

- Upgrade City internet connection from 3Mb to 20Mb
- Replace Public Works Department radios with narrow-band equipment
- Replace and implement new recreation registration software
- Implement high speed data to Police Department patrol vehicles
- Assist City Clerk with feasibility of workflow for Council/Commission packet creation process
- Replace City Print Center copier
- Partially replace desktop computers and determine feasibility of implementing a virtual desktop infrastructure
- Establish a secondary data site
- Implement a web content management system including redesign of existing website

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
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.	≤.08¢	≤.09¢	≤.09¢
7	Photocopying equipment will be available 95% of normal business hours.	96%	90%	90%
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%	99%
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%

CITY OF CAMPBELL
 OPERATING BUDGET - Summary of Exhibits
 PROGRAM: INFORMATION TECHNOLOGIES SERVICES

EXHIBIT A
 647.547

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 503,205	\$ 494,470	\$ 531,376	\$ 547,467
Supplies, Services & Capital Outlay (Exhibit C)	489,199	382,683	358,620	440,912
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	992,404	877,153	889,996	988,379
Transfers Out (Exhibit E)	22,576	24,900	24,900	24,900
APPROPRIATION TOTAL	\$ 1,014,980	\$ 902,053	\$ 914,896	\$ 1,013,279

FUNDING SOURCE(s)						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Information Technologies (IT) Pool	647	Misc.	\$ 932,094	\$ 802,000	\$ 802,000	\$ 827,000
Beginning Fund Balance	647	6090	80,662	95,903	107,896	164,279
General Fund - CIPR (New Equipment)	101	9899	-	2,080	-	17,000
Contract Revenue	647	4705	2,224	2,070	5,000	5,000
TOTAL			\$ 1,014,980	\$ 902,053	\$ 914,896	\$ 1,013,279

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
IT Pool User Charges	647	5104	\$ 1,050,000	\$ 802,000	\$ 802,000	\$ 827,000
General Fund - Transfers In	647	6899	-	2,080	-	17,000
Contract Revenue	647	4705	2,224	2,070	5,000	5,000
TOTAL			\$ 1,052,224	\$ 806,150	\$ 807,000	\$ 849,000

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

**EXHIBIT B
647.547**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
647.547.7001 Personnel - Regular	\$ 384,238	\$ 380,083	\$ 397,626	405,587
647.547.7002 Personnel - Temporary	-	-	-	4,800
647.547.7003 Personnel - Overtime	958	-	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	41,208	41,967	57,544	58,048
647.547.7107 Dental Insurance	6,255	6,469	6,576	7,128
647.547.7108 Group Health Insurance	45,411	44,586	46,314	48,799
647.547.7109 Group Life Insurance	744	744	816	816
647.547.7110 Workers' Compensation Insurance	4,605	4,169	3,772	3,717
647.547.7111 Unemployment Insurance	-	-	-	-
647.547.7112 Group Disability Insurance	2,574	2,574	3,199	2,796
647.547.7113 Medicare	6,111	5,594	5,809	5,994
647.547.7114 Auto Allowance	1,920	960	960	960
647.547.7115 Cell Phone Allowance	1,122	1,080	1,080	1,080
647.547.7118 Other Benefit Pay	3,119	1,564	-	-
647.547.7121 Leave Balance Payout	-	-	-	-
647.547.7122 Deferred Compensation	4,940	4,680	4,680	4,680
647.547.7126 PARS 457 Retirement	-	-	-	62
647.547.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 503,205	\$ 494,470	\$ 531,376	\$ 547,467

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

**EXHIBIT C
647.547**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
647.547.7420 Utilities - Electricity/Gas	\$ -		\$ -	\$ -
647.547.7421 Communications - Phones	8,807	5,021	7,800	14,880
647.547.7423 Clothing and Personal Expense	-	-	-	-
647.547.7424 Office Expense	19,295	19,161	18,500	18,500
647.547.7425 Minor Tools & Equipment	4,204	1,945	10,800	5,150
647.547.7427 Special Departmental Expense	1,039	2,215	-	-
647.547.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
647.547.7429 Maintenance & Operation of Equipment	257,070	219,852	253,520	279,030
647.547.7430 Professional & Specialized Services	150	-	-	-
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	1,171	1,933	4,000	6,000
647.547.7437 Staff Development	249	-	3,000	3,000
647.547.7438 Other Charges	16,129	15,661	23,000	23,000
647.547.7441 Special Community Services	-	-	-	-
647.547.7442 Insurance Claims Expense	-	-	-	-
647.547.7444 Depreciation	165,883	116,895	-	-
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	15,202	-	38,000	91,352
TOTAL	\$ 489,199	\$ 382,683	\$ 358,620	\$ 440,912

Description	12/13 Adopted
7421 COMMUNICATIONS - PHONES	
Internet Connection	\$ 14,880
7424 OFFICE EXPENSE	
Laser Printer Toner Cartridges (Includes Plotter & Color Laser Printers)	17,000
Magnetic Media, IT Consumables	1,500
	18,500
7425 MINOR TOOLS & EQUIPMENT	
Adobe Illustrator	650
Crystal Report (Police Department) *	3,000
Uninterruptable Power Supplies (5 - New)	1,500
	5,150
7429 MAINTENANCE & OPERATION OF EQUIPMENT	
Hardware:	
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)	17,750
Past Perfect Museum Management System	500
Small Parts & Supplies	5,000
Spectracom Annual Maintenance	250
	52,750
* Funded by CIPR	
SUB - TOTAL	\$ 91,280

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

EXHIBIT C-1
 647.547
 Page 2

Description	12/13 Adopted
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT (Continued)</u>	
<u>Software:</u>	
Arclms & ArcView Support (ESRI)	\$ 1,500
CAD/RMS & FRS Map Source Code Escrow	1,750
CMS Design & Hosting	14,000
COPLINK Allocation	1,500
CopLogic On-Line Crime Reporting Maintenance	600
Critical Reach Support	400
Emergency Notification System	5,000
E-Safe Spam/Web Filtering	5,700
FTK Software Maintenance	900
Gasboy Communications & Reporting Maintenance	550
GIS Application	8,000
Go Daddy SSL Certificates	500
Graffiti Tracking Software Maintenance	600
Granicus Webcasting	3,480
IWorQ (Work Orders, Citizen Request Management, Code Enforcement)	4,000
LaserFiche - Document Management Maintenance	10,500
Miscellaneous Software Upgrades	3,000
Motorola Mobile Data Message Switch Interface (MSI) Software Maintenance	20,500
Munimetrix	700
Online Municipal Code - Book Publishing Corp.	825
Palladium CAD/RMS Support	72,000
Recware Safari - Active.Com (Recreation)	5,500
Safari (Replacement)	-
Servlet Exec Annual Maintenance	1,000
Square Rigger - Vehicle Maintenance System	2,750
StreetSaver / Asset Management Maintenance	1,250
Sungard Public Sector (Pentamation) Software Maintenance	31,500
Symantec Anti-Virus Subscription	7,500
T model - Traffic Counts	750
Tidemark - Permit*Plan (Permitting)	14,000
Veritas Back-up Executive	3,500
Visual Statement FX3 Software Maintenance	1,325
VMware ESX Maintenance & Support	1,200
	226,280
	279,030
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	6,000
<u>7437 STAFF DEVELOPMENT</u>	
City-Wide Specialized Technical Trainings	3,000
SUB - TOTAL	\$ 326,560

Description	12/13 Adopted
7438 OTHER CHARGES	
Maintenance - Photocopiers / Fax Machines	\$ 10,000
Paper, Toner, Miscellaneous Supplies - Photocopier / Fax Machines	13,000
	23,000
7884 MACHINERY & EQUIPMENT	
Copiers (Lease - Year Two of Five Year Lease)	13,000
Desktop Computers (Lease - Year Two of Five Year Lease)	20,000
Fiber Termination & Equipment for Secondary Data Site	5,000
High Speed Wireless Data (Police) *	12,000
Narrow Band Radio (Public Works - Replacement)	17,500
Scanner & Workstation (City Clerk - Replacement)	6,000
Storage Area Hardware (Lease - Year Two of Five Year Lease)	17,852
	91,352
* Funded by CIPR	
TOTAL	\$ 440,912

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

EXHIBIT E
647.547

Account Description	12/13 Adopted
9899 TRANSFERS OUT	
Finance - #101.535	
Accounting Clerk II - 15%	\$ 13,500
Accountant - 10%	11,400
TOTAL TRANSFERS OUT	\$ 24,900

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

EXHIBIT A
 Misc. 980

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	111,946	155,744	79,592	42,717
APPROPRIATION TOTAL	\$ 111,946	\$ 155,744	\$ 79,592	\$ 42,717

FUNDING SOURCE(s)

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Beg. Fund Bal. - Asset Seizure	205	6090	\$ 3,733	\$ -	\$ -	\$ -
Asset Seizure	205	4892	1,267	7,010	3,500	3,500
Federal Aid Urban (Beg. Fund Bal.)	211	6090	50,000	50,000	30,000	-
Local Grant - ABAG	212	4550	42,197	78,710	16,200	9,325
Local Grant - County	212	Misc				
Local Grant - Other	212	Misc	7,247	5,292	-	-
State Grants	212	Misc	-	-	-	-
Federal Grants	218	Misc	7,502	14,732	29,892	29,892
Parkland Dedication (Beg. Fund Bal.)	295	6090	-	-	-	-
TOTAL			\$ 111,946	\$ 155,744	\$ 79,592	\$ 42,717

REVENUES MONITORED BY THIS PROGRAM

Asset Seizure (205.604)	205	4892	\$ 1,267	\$ 7,010	\$ 3,500	\$ 3,500
Association of Bay Area Governments	212	4550	42,197	78,710	16,200	9,325
VTA - Project Readiness	212	4523	7,247	5,292	-	-
State Grant - Other	212	4523	-	-	-	-
Federal Grants (LLEBG)	218	4532	-	-	-	-
Federal Grants (Justice Assistance)	218	4523	2,233	6,228	18,000	-
Federal Grants						
Federal Grants (BVP)	218	4531	5,269	4,516	5,000	5,000
Federal Grants (Anti Drug Abuse)	218	4555	-	-	-	18,000
Federal Grants (Tobacco Prevention)	218	4549	-	3,988	6,892	6,892
TOTAL			\$ 58,213	\$ 105,744	\$ 49,592	\$ 42,717

CITY OF CAMPBELL
 OPERATING BUDGET - Transfers Detail
 PROGRAM: TRANSFERS OUT - MISCELLANEOUS FUNDS

EXHIBIT E
 Misc. 980

Account Description	12/13 Adopted
9899 OPERATING TRANSFERS OUT	
Asset Forfeiture Fund - (205)	
Police - Field Services - # 101.605 (In-Car Cameras - WMD Supplies)	\$ 3,500
Association of Bay Area Governments Grant) - (212)	
Police - Field Services - # 101.605 (Risk Mitigation Grant)	5,050
Federal Grant (Bulletproof Vest Grant) - (218)	
Police - Field Services - # 101.605	5,000
Association of Bay Area Governments Grant) - (212)	
Police - Administration - # 101.601 (General Order Manual)	2,775
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 - Defibrillators)	1,500
Federal Grant (Tobacco Prevention Grant) - (218)	
Police - Special Enforcement Services - # 101.604	6,892
Federal Grant (Anti-Drug Abuse Grant) - (218)	
Police - Special Enforcement Services - # 101.604	18,000
TOTAL TRANSFERS OUT	\$ 42,717

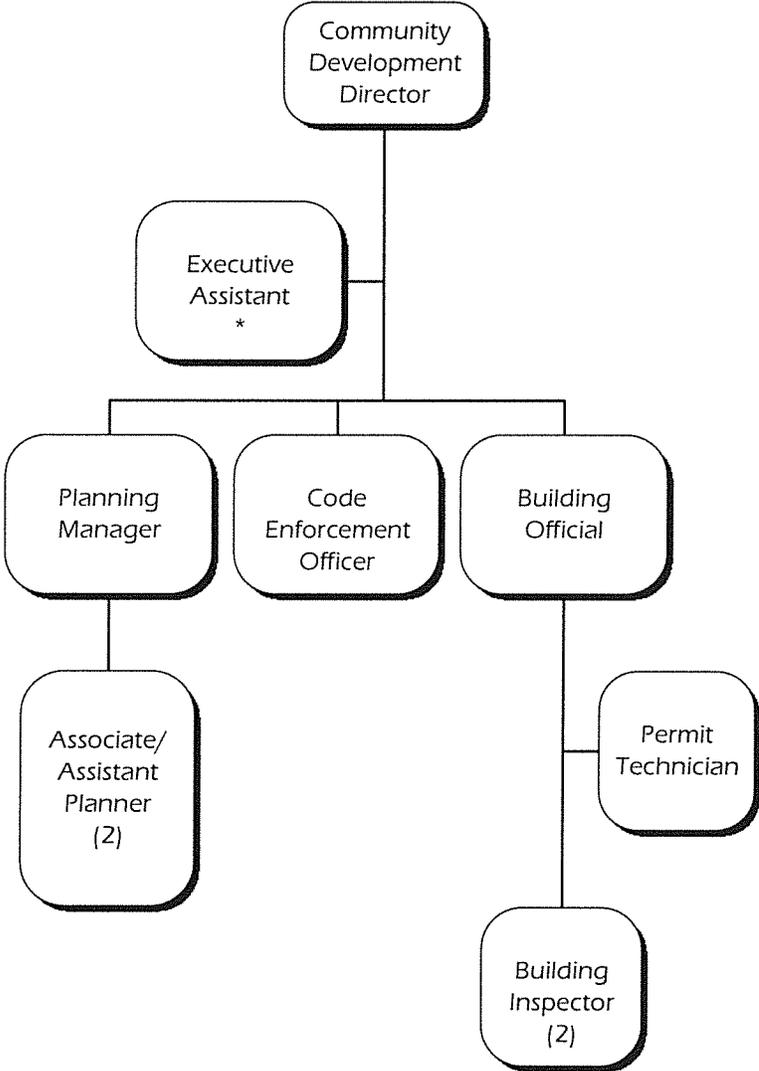


Community Development

Community Development



Community Development Department 2012 - 2013



* Permanent Part-Time

COMMUNITY DEVELOPMENT DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

Budgeted Positions	Actual 2009-2010	Actual 2010-2011	Adopted 2011-2012	Adopted 2012-2013
Accountant	0.13	0.13	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	0.50	0.50	1.00
HCD Coordinator	0.10	0.10	0.10	-
Assistant/Associate Planner	1.80	1.80	1.80	2.00
Planning Manager	0.90	0.90	0.90	1.00
Permit Technician	1.00	1.00	1.00	1.00
Executive Assistant	0.85	0.65	0.75	0.90
Senior Building Inspector	1.00	-	-	-
Senior Planner	0.90	-	-	-
Total Budgeted Positions	11.18	9.08	9.18	9.90
<u>Temporary Positions</u>				
Temporary Planner	-	-	-	-
Temporary Building Inspector	-	-	-	0.88
Planning Intern	0.28	0.28	0.13	0.13
Total Temporary Positions	0.28	0.28	0.13	1.01
Total Staffing	11.46	9.36	9.31	10.91

Expenditure Summary

Description	Actual 2009-2010	Actual 2010-2011	Adopted 2011-2012	Adopted 2012-2013
Employee Services	\$ 1,496,709	\$ 1,188,786	\$ 1,231,280	\$ 1,469,175
Supplies & Other Services & Capital Outlay	342,612	295,577	454,549	183,860
Debt Service	-	-	-	-
Total Before Transfers	1,839,321	1,484,363	1,685,829	1,653,035
Transfers-Out	-	-	-	-
Appropriation Total	1,839,321	1,484,363	1,685,829	1,653,035
Less Transfers-In	58,355	61,851	86,119	-
Net Cost	\$ 1,780,966	\$ 1,422,512	\$ 1,599,710	\$ 1,653,035

Revenue Summary

Total Revenue Monitored by Department	\$ 1,242,021	\$ 2,059,506	\$ 1,563,301	\$ 2,027,305
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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

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	90% of call backs made within one business day.	90%	90%	97%
2	100% of public notices are filed accurately.	100%	100%	100%

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

EXHIBIT B
 101.550

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.550.7001 Personnel - Regular	\$ 197,742	\$ 212,813	\$ 143,682	\$ 252,229
101.550.7002 Personnel - Temporary	8,890	-	-	-
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	20,935	23,481	20,794	36,099
101.550.7107 Dental Insurance	3,762	4,183	2,055	3,291
101.550.7108 Group Health Insurance	27,559	29,299	16,461	26,987
101.550.7109 Group Life Insurance	447	481	269	413
101.550.7110 Workers' Compensation Insurance	811	792	526	905
101.550.7111 Unemployment Insurance	-	-	-	-
101.550.7112 Group Disability Insurance	1,509	1,654	1,228	1,879
101.550.7113 Medicare	3,229	3,401	2,083	3,657
101.550.7114 Auto Allowance	1,021	756	756	1,512
101.550.7115 Cell Phone Allowance	-	-	-	-
101.550.7118 Other Benefit Pay	1,663	2,389	-	-
101.550.7119 Social Security	-	-	-	-
101.550.7121 Leave Balance Payout	-	4,255	-	-
101.550.7122 Deferred Compensation Contribution	3,022	3,082	1,599	2,418
101.550.7126 PARS 457 Retirement	-	-	-	-
101.550.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 270,590	\$ 286,586	\$ 189,453	\$ 329,390

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

EXHIBIT C
 101.550

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.550.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.550.7421 Communications - Phones	-	-	-	-
101.550.7422 Advertising	4,318	3,679	3,500	3,500
101.550.7423 Clothing and Personal Expense	-	-	-	-
101.550.7424 Office Expense	2,949	3,128	3,500	3,500
101.550.7425 Minor Tools & Equipment	-	-	-	-
101.550.7427 Special Departmental Expense	-	-	325	325
101.550.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.550.7429 Maintenance & Operation of Equipment	515	-	515	515
101.550.7430 Professional & Specialized Services	-	-	-	-
101.550.7431 Promotional Expense	-	-	-	-
101.550.7432 Other Contractual Services	-	-	-	-
101.550.7433 Insurance and Surety Bonds	-	-	-	-
101.550.7434 Memberships, Dues, Books	40	86	400	400
101.550.7435 Professional Development & Meetings	5,295	7,975	8,400	8,400
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	-	-	-	-
101.550.7551 User Charges - IT Pool	27,202	17,430	17,430	18,378
101.550.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 40,319	\$ 32,298	\$ 34,070	\$ 35,018

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

EXHIBIT C-1
 101.550
 Page 1

Description	12/13 Adopted
<u>7422 ADVERTISING</u>	
Publication of Legal Notices, EIR's, Etc.	\$ 3,500
<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>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Temporary Staffing	-
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books; CDD & SCCAPO Dues & Subscriptions	400
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	
All Staff (13 Employees)	8,400
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	18,378
TOTAL	\$ 35,018

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 land use, design and environmental review support for the Redevelopment Agency
- Provide accurate and timely public information to customers
- Provide environmental review support for the CIP and Public Works projects

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2012 - 2013

- Consider developing the Dell Avenue Master Plan to establish development standards and densities for creating a high tech corridor

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

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	80% of inquiry phone calls and emails are returned within one business day. *	90%	98%	97%
2	90% of minor building permits receive a response within five business days.	90%	98%	96%
3	85% of major building permits receive a response within ten business days.	85%	98%	99%
4	100% of completeness letters are sent out within 30 days.	100%	99%	100%
5	100% permit-streamlining to applicable projects are completed within six months.	100%	99%	100%
6	90% of hearings are held within 60 days of application completeness.	90%	100%	99%

* This standard was reduced in FY 11 due to the Budget Correction Strategy.

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

EXHIBIT A
 101.551

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 278,643	\$ 179,288	\$ 191,024	\$ 321,351
Supplies, Services & Capital Outlay (Exhibit C)	18,375	15,047	14,498	15,208
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	297,018	194,335	205,522	336,559
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 297,018	\$ 194,335	\$ 205,522	\$ 336,559

FUNDING SOURCE(s)						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
General Fund Revenues	101	Misc.	\$ 297,018	\$ 194,335	\$ 205,522	\$ 336,559
TOTAL			\$ 297,018	\$ 194,335	\$ 205,522	\$ 336,559

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Zoning Fees	101	4660	\$ 206,708	\$ 245,549	\$ 190,000	\$ 200,000
TOTAL			\$ 206,708	\$ 245,549	\$ 190,000	\$ 200,000

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

EXHIBIT B
 101.551

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.551.7001 Personnel - Regular	\$ 212,008	\$ 136,184	\$ 139,740	\$ 229,634
101.551.7002 Personnel - Temporary	3,930	-	4,000	4,000
101.551.7003 Personnel - Overtime	-	228	500	10,000
101.551.7005 Personnel - POST	-	-	-	-
101.551.7103 Personnel - Holiday Pay	-	-	-	-
101.551.7104 Meal Allowance	-	-	-	-
101.551.7105 Uniform Allowance	-	-	-	-
101.551.7106 Retirement	21,608	15,443	20,223	32,865
101.551.7107 Dental Insurance	3,412	2,390	2,302	4,099
101.551.7108 Group Health Insurance	23,932	16,880	17,067	29,533
101.551.7109 Group Life Insurance	391	275	293	466
101.551.7110 Workers' Compensation Insurance	2,000	1,158	1,358	2,191
101.551.7111 Unemployment Insurance	-	-	-	-
101.551.7112 Group Disability Insurance	1,366	977	1,228	1,638
101.551.7113 Medicare	2,234	2,307	2,091	3,533
101.551.7114 Auto Allowance	1,460	480	480	480
101.551.7115 Cell Phone Allowance	-	-	-	-
101.551.7118 Other Benefit Pay	3,711	1,169	-	-
101.551.7119 Social Security	-	-	-	-
101.551.7121 Leave Balance Payout	-	-	-	-
101.551.7122 Deferred Compensation Contribution	2,540	1,797	1,690	2,860
101.551.7126 PARS 457 Retirement	51	-	52	52
101.551.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 278,643	\$ 179,288	\$ 191,024	\$ 321,351

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

EXHIBIT B-1
 101.551

Permanent Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Planning Manager *	0.50	0.50	0.50	0.50	\$ 66,750
Senior Planner **	0.90	-	-	-	-
Assistant/Associate Planner ***	0.90	0.90	0.90	1.80	162,884
* Balance Funded in 550 & 552 ** Position Eliminated in FY 11 *** Balance Funded in Program 552					
TOTAL	2.30	1.40	1.40	2.30	\$ 229,634

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Planning Intern	0.28	0.28	0.13	0.13	\$ 4,000
TOTAL	0.28	0.28	0.13	0.13	\$ 4,000

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

EXHIBIT C
 101.551

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 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	380	310	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	454	1,664	925	925
101.551.7435 Professional Development & Meetings	1,220	-	-	-
101.551.7437 Staff Development	-	-	-	-
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	16,321	13,073	13,073	13,783
101.551.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 18,375	\$ 15,047	\$ 14,498	\$ 15,208

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

EXHIBIT C-1
 101.551

Description	12/13 Adopted
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Historic Preservation Board Projects	\$ 500
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books; Dues & Subscriptions	
Associate Planner & Planner II APA	925
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	13,783
TOTAL	\$ 15,208

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

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	85% of policy development milestones and projects are completed according to the approved Work Plan.	90%	90%	40%

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

**EXHIBIT B
101.552**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.552.7001 Personnel - Regular	\$ 133,769	\$ 128,604	\$ 126,069	\$ 59,723
101.552.7002 Personnel - Temporary	-	-	-	-
101.552.7003 Personnel - Overtime	397	-	500	500
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	14,495	14,325	18,245	8,548
101.552.7107 Dental Insurance	2,085	2,087	1,973	890
101.552.7108 Group Health Insurance	15,291	14,980	14,625	6,426
101.552.7109 Group Life Insurance	248	240	245	110
101.552.7110 Workers' Compensation Insurance	1,199	1,119	1,192	542
101.552.7111 Unemployment Insurance	-	-	-	-
101.552.7112 Group Disability Insurance	858	826	1,004	455
101.552.7113 Medicare	1,976	1,892	1,835	873
101.552.7114 Auto Allowance	705	288	288	288
101.552.7115 Cell Phone Allowance	-	-	-	-
101.552.7118 Other Benefit Pay	1,444	825	-	-
101.552.7119 Social Security	-	-	-	-
101.552.7121 Leave Balance Payout	-	-	-	-
101.552.7122 Deferred Compensation Contribution	1,648	1,606	1,482	572
101.552.7126 PARS 457 Retirement	-	-	-	-
101.552.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 174,115	\$ 166,792	\$ 167,458	\$ 78,927

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

EXHIBIT C
 101.552

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 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	2,966	3,172	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	-	-	-	-
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	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	5,440	4,358	4,358	4,594
101.552.7882 Buildings	-	-	-	-
101.552.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 8,406	\$ 7,530	\$ 8,258	\$ 8,494

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

EXHIBIT C-1
 101.552

Description	12/13 Adopted
7427 SPECIAL DEPARTMENTAL EXPENSE	
Local Area Formation Commission (LAFCO) Fee - Mandate	\$ 3,500
7434 MEMBERSHIPS, DUES & BOOKS	
Planning Manager Membership - AICP / APA	400
7551 USER CHARGES - IT POOL	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	4,594
TOTAL	\$ 8,494

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

MISSION STATEMENT

Administer the City's Housing Programs.

ONGOING RESPONSIBILITIES

- Process, on a timely basis, applications for rehabilitation loans/grants
- Process progress payments for rehabilitation loan recipients
- Review loan program guidelines annually and make recommendations as appropriate
- Review loan disbursement and collection procedures and make recommendations as appropriate
- Identify and monitor targeted low-income neighborhoods needing code enforcement activities
- Rehabilitate five to seven housing units for very low and low-income single family or mobile home owners
- Bring five to seven rehabilitated units to code addressing all health and safety repairs
- Leverage rehabilitation loan funds with handy worker/home access repair funds

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	Rehabilitate 8 – 10 houses per year.	7	7	11
2	Number of minor home repairs / home access grants to very low income households.	5	5	12
3	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	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 76,095	\$ 72,147	\$ 83,250	\$ 39,549
Supplies, Services & Capital Outlay (Exhibit C)	20,409	8,697	164,358	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	96,504	80,844	247,608	39,549
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 96,504	\$ 80,844	\$ 247,608	\$ 39,549

FUNDING SOURCE(S)

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Housing & Comm. Development	208	Misc.	\$ 96,173	\$ 77,017	\$ 62,000	\$ 39,549
Beginning Fund Balance *	208	6090	-	-	175,608	-
RDA Housing Rehab Grant	223	9899	331	3,827	10,000	-
* HCD program expenses paid from existing HCD cash balance.						
TOTAL			\$ 96,504	\$ 80,844	\$ 247,608	\$ 39,549

REVENUES MONITORED BY THIS PROGRAM

Loan & Grants (Rehab. Program):						
Program Interest	208	4410	\$ 10,499	\$ -	\$ -	\$ -
Principal Repayment *	208	4966	-	-	-	-
Principal (Early) Repayment *	208	4966	-	-	-	-
Support Services:						
CDBG County Rehab.	208	4520	119,411	135,462	24,000	-
CDBG County Code Enforcement	208	4520	-	-	38,000	40,000
Other Revenue	208	4965	86	254	-	-
Principal Repayment	208	4966	-	-	-	-
RDA Housing Rehab Grant	208	6899	331	3,827	10,000	-
* Low Interest Housing Loans Total Portfolio \$1.3 - \$1.7M						
TOTAL			\$ 130,327	\$ 139,543	\$ 72,000	\$ 40,000

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

**EXHIBIT B
208.553**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
208.553.7001 Personnel - Regular	\$ 58,128	\$ 55,386	\$ 61,243	\$ 28,913
208.553.7002 Personnel - Temporary	-	-	-	-
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	53	-	24	8
208.553.7106 Retirement	6,997	5,534	8,863	4,138
208.553.7107 Dental Insurance	1,075	963	1,249	553
208.553.7108 Group Health Insurance	8,549	6,112	7,917	3,979
208.553.7109 Group Life Insurance	128	111	146	60
208.553.7110 Workers' Compensation Insurance	621	443	1,552	872
208.553.7111 Unemployment Insurance	-	-	-	-
208.553.7112 Group Disability Insurance	415	355	484	186
208.553.7113 Medicare	932	696	869	419
208.553.7114 Auto Allowance	78	-	-	-
208.553.7115 Cell Phone Allowance	-	-	58	18
208.553.7118 Other Benefit Pay	(1,777)	1,379	-	-
208.553.7119 Social Security	-	-	-	-
208.553.7121 Leave Balance Payout	-	450	-	-
208.553.7122 Deferred Compensation Contribution	896	718	845	403
208.553.7126 PARS 457 Retirement	-	-	-	-
208.553.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 76,095	\$ 72,147	\$ 83,250	\$ 39,549

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

EXHIBIT B-1
 208.553

Permanent Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Community Development Director *	0.05	-	-	-	\$ -
HCD Coordinator **	0.04	0.04	0.04	-	-
Building Inspector ***	0.08	0.08	0.08	-	-
Accountant ****	0.10	0.10	0.10	-	-
Code Enforcement:					
Building Inspector ***	0.08	0.08	0.08	0.05	4,930
Code Enforcement Officer ***	0.35	0.35	0.35	0.26	23,983
TOTAL	0.69	0.64	0.64	0.31	\$ 28,913

* Moved to Programs 815, 817 & 550 in FY 10
 ** 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

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
TOTAL	-	-	-	-	\$ -

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

EXHIBIT C
 208.553

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 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	-	-	-	-
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	227	512	-	-
208.553.7439 Bad Debts	14,239	-	-	-
208.553.7447 Rehab Grants	331	3,819	10,000	-
208.553.7449 Rehab Loans	172	8	150,000	-
208.553.7548 User Charges - Photocopy/Fax	-	-	-	-
208.553.7549 User Charges - Communications Pool	-	-	-	-
208.553.7551 User Charges - IT Pool	5,440	4,358	4,358	-
208.553.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 20,409	\$ 8,697	\$ 164,358	\$ -

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 2012 - 2013

- Evaluate the merits of codifying the definitions "Remodel" vs. "New Building" as it applies to when certain development standards would be imposed

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

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
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.	75%	75%	95%
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.	100%	100%	77%
7	90% of all minor nuisance complaints resolved within 30 days.	95%	95%	88%
8	90% of code enforcement inquiries are responded to within three business days.	90%	95%	89%

* This standard was reduced in FY 11 due to the Budget Correction Strategy.

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

EXHIBIT A
 101.554

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 682,716	\$ 469,275	\$ 582,400	\$ 699,958
Supplies, Services & Capital Outlay (Exhibit C)	120,744	96,785	101,557	125,140
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	803,460	566,060	683,957	825,098
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 803,460	\$ 566,060	\$ 683,957	\$ 825,098

FUNDING SOURCE(S)

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
General Fund Revenues	101	Misc.	\$ 803,460	\$ 566,060	\$ 683,957	\$ 825,098
TOTAL			\$ 803,460	\$ 566,060	\$ 683,957	\$ 825,098

REVENUES MONITORED BY THIS PROGRAM

Construction Tax *	101	4151	\$ 1,469	\$ 134,443	\$ -	\$ -
Construction Permits	101	4210	455,803	1,100,932	750,000	1,167,000
Advance Plan Check Fees	101	4211	245,007	157,740	300,000	431,000
Building Division General Revenue	101	4212	90	4,020	5,000	5,000
Plan Check Fee - Title 24 Energy	101	4213	10,000	40,237	36,000	58,000
Document Imaging Fees	101	4661	6,592	10,506	10,000	10,000
Code Enforcement Fees	101	4671	1,042	2,747	2,000	2,000
Code Enforcement Fines	101	4371	-	2,600	-	-
Other Revenue	101	4965	143	300	-	-
* Non-operating revenue						
TOTAL			\$ 720,146	\$ 1,453,525	\$ 1,103,000	\$ 1,673,000

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

**EXHIBIT B
101.554**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.554.7001 Personnel - Regular	\$ 513,433	\$ 357,594	\$ 431,792	\$ 462,324
101.554.7002 Personnel - Temporary	-	-	-	72,800
101.554.7003 Personnel - Overtime	-	-	-	-
101.554.7005 Personnel - POST	-	-	-	-
101.554.7103 Personnel - Holiday Pay	-	-	-	-
101.554.7104 Meal Allowance	-	-	-	-
101.554.7105 Uniform Allowance	(1,253)	450	276	293
101.554.7106 Retirement	50,927	39,538	62,489	66,168
101.554.7107 Dental Insurance	7,071	5,811	7,316	8,359
101.554.7108 Group Health Insurance	51,860	42,716	54,231	60,221
101.554.7109 Group Life Insurance	841	652	902	948
101.554.7110 Workers' Compensation Insurance	5,509	4,261	8,902	9,911
101.554.7111 Unemployment Insurance	-	-	-	-
101.554.7112 Group Disability Insurance	2,889	2,232	3,683	3,330
101.554.7113 Medicare	7,297	6,008	6,261	7,759
101.554.7114 Auto Allowance	1,998	960	-	-
101.554.7115 Cell Phone Allowance	1,122	1,080	1,023	1,062
101.554.7118 Other Benefit Pay	35,438	3,550	-	-
101.554.7119 Social Security	-	-	-	946
101.554.7121 Leave Balance Payout	-	-	-	-
101.554.7122 Deferred Compensation Contribution	5,584	4,423	5,525	5,837
101.554.7126 PARS 457 Retirement	-	-	-	-
101.554.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 682,716	\$ 469,275	\$ 582,400	\$ 699,958

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

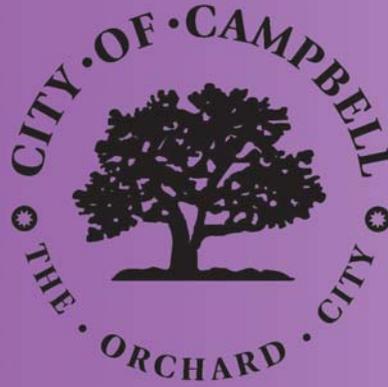
EXHIBIT C
 101.554

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.554.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.554.7421 Communications - Phones	305	436	500	500
101.554.7422 Advertising	-	-	-	-
101.554.7423 Clothing and Personal Expense	-	-	150	150
101.554.7424 Office Expense	6,134	4,034	3,500	3,500
101.554.7425 Minor Tools & Equipment	97	-	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	34,706	28,609	35,000	60,000
101.554.7431 Promotional Expense	-	-	-	-
101.554.7432 Other Contractual Services	-	-	-	-
101.554.7433 Insurance and Surety Bonds	-	-	-	-
101.554.7434 Memberships, Dues, Books	1,513	4,649	3,200	3,200
101.554.7435 Professional Development & Meetings	300	-	-	-
101.554.7437 Staff Development	-	-	-	-
101.554.7438 Other Charges	1,800	-	-	-
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	26,925	24,196	24,196	20,884
101.554.7551 User Charges - IT Pool	48,964	34,861	34,861	36,756
101.554.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 120,744	\$ 96,785	\$ 101,557	\$ 125,140

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

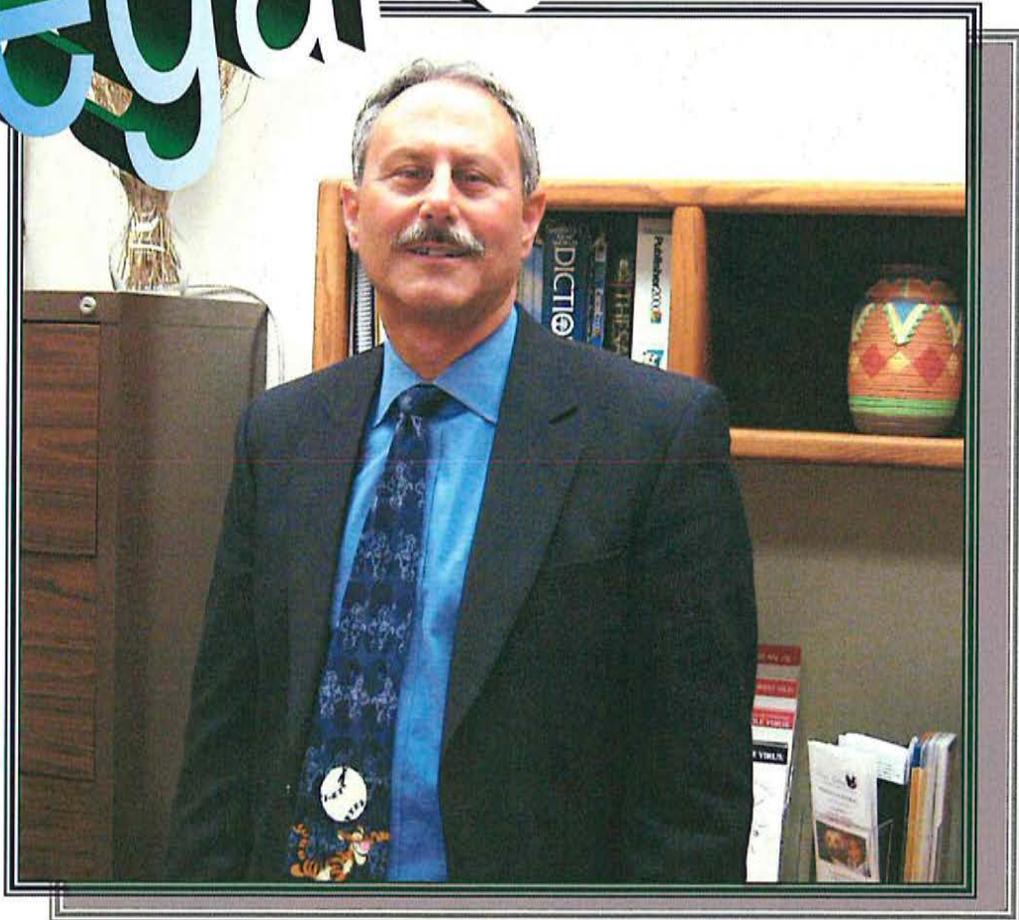
EXHIBIT C-1
 101.554

Description	12/13 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.	3,500
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Miscellaneous Equipment & Supplies	150
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Contract Plan Checking - Structural Engineer Fees	50,000
Graffiti Abatement	10,000
	60,000
<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	20,884
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	36,756
TOTAL	\$ 125,140

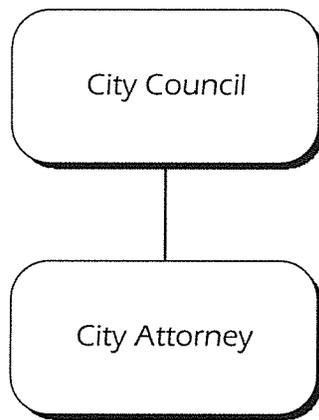


Legal Services

Legal Services



Legal Services
2012 - 2013



LEGAL SERVICES PROGRAM SUMMARY

Staffing (Full-Time Equivalents)

<u>Budgeted Positions</u>	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Adopted 2011-2012</u>	<u>Adopted 2012-2013</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 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Adopted 2011-2012</u>	<u>Adopted 2012-2013</u>
Employee Services	\$ 200,645	\$ 223,674	\$ 231,586	\$ 233,466
Supplies & Other Services & Capital Outlay	18,728	3,132	4,273	4,119
Debt Service	-	-	-	-
Total Before Transfers	219,373	226,806	235,859	237,585
Transfers-Out	-	-	-	-
Appropriation Total	219,373	226,806	235,859	237,585
Less Transfers-In	-	-	-	-
Net Cost	\$ 219,373	\$ 226,806	\$ 235,859	\$ 237,585

Revenue Summary

Total Revenue Monitored by Department	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
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**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 2012 - 2013

- Prepare updates to at least four chapters of the Municipal Code, including permit processing and purchasing (Partial carry-forward from 2011/12)

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

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	Complete review of 85% of all contract and other documents submitted for review within two (2) weeks of submission.	96%	96%	93%
2	Provide a response to 70% of all requests for a written opinion within four (4) weeks of submission.	94%	98%	94%
3	Provide a response to 85% of all requests for oral advice within two (2) working days of submission.	100%	100%	95%
4	Obtain a favorable outcome in at least 60% of all cases adjudicated to a final conclusion.	100%	80%	80%
5	Personally attend at least 85% of all regular City Council Meetings.	100%	100%	100%
6	Personally attend at least 85% of all regular Planning Commission Meetings.	100%	100%	100%
7	Provide approximately 1,128 hours of non-litigation legal assistance annually.	1,009 hrs	1,130 hrs	1,126 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.	338 hrs	337 hrs	372 hrs

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

EXHIBIT A
 101.560

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 200,645	\$ 223,674	\$ 231,586	\$ 233,466
Supplies, Services & Capital Outlay (Exhibit C)	18,728	3,132	4,273	4,119
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	219,373	226,806	235,859	237,585
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 219,373	\$ 226,806	\$ 235,859	\$ 237,585

FUNDING SOURCE(S)

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
General Fund Revenues	101	Misc.	\$ 219,373	\$ 226,806	\$ 235,859	\$ 237,585
TOTAL			\$ 219,373	\$ 226,806	\$ 235,859	\$ 237,585

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
TOTAL			\$ -	\$ -	\$ -	\$ -

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

**EXHIBIT B
101.560**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.560.7001 Personnel - Regular	\$ 165,835	\$ 179,702	\$ 178,000	\$ 178,000
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	11,855	18,772	25,760	25,475
101.560.7107 Dental Insurance	1,564	1,617	1,644	1,776
101.560.7108 Group Health Insurance	18,154	20,173	21,696	23,754
101.560.7109 Group Life Insurance	186	186	240	240
101.560.7110 Workers' Compensation Insurance	620	618	549	524
101.560.7111 Unemployment Insurance	-	-	-	-
101.560.7112 Group Disability Insurance	-	-	1,116	1,116
101.560.7113 Medicare	2,431	2,606	2,581	2,581
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	\$ 200,645	\$ 223,674	\$ 231,586	\$ 233,466

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

EXHIBIT B-1
 101.560

Permanent Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
City Attorney *	1.00	1.00	1.00	1.00	\$ 178,000
* Retainer and additional hourly charges per contract. Not a full-time position.					
TOTAL	1.00	1.00	1.00	1.00	\$ 178,000

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
TOTAL	-	-	-	-	\$ -

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

EXHIBIT C
 101.560

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 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	(362)	55	-	-
101.560.7425 Minor Tools & Equipment	-	-	-	-
101.560.7427 Special Departmental Expense	38	18	100	100
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	17,408	1,986	2,100	2,100
101.560.7435 Professional Development & Meetings	1,644	-	1,000	1,000
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	1,073	919
101.560.7883 Improvements other than Buildings	-	-	-	-
101.560.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 18,728	\$ 3,132	\$ 4,273	\$ 4,119

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

EXHIBIT C-1
 101.560

Description	12/13 Adopted
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Federal Express / Printing / Photocopying	\$ 100
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Matthew-Bender On-line Publications:	
California Litigation	2,100
California Real Estate Law	
Case Reporters	
Statutes	
	2,100
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	1,000
<u>7551 USER CHARGES - IT POOL</u>	919
TOTAL	\$ 4,119

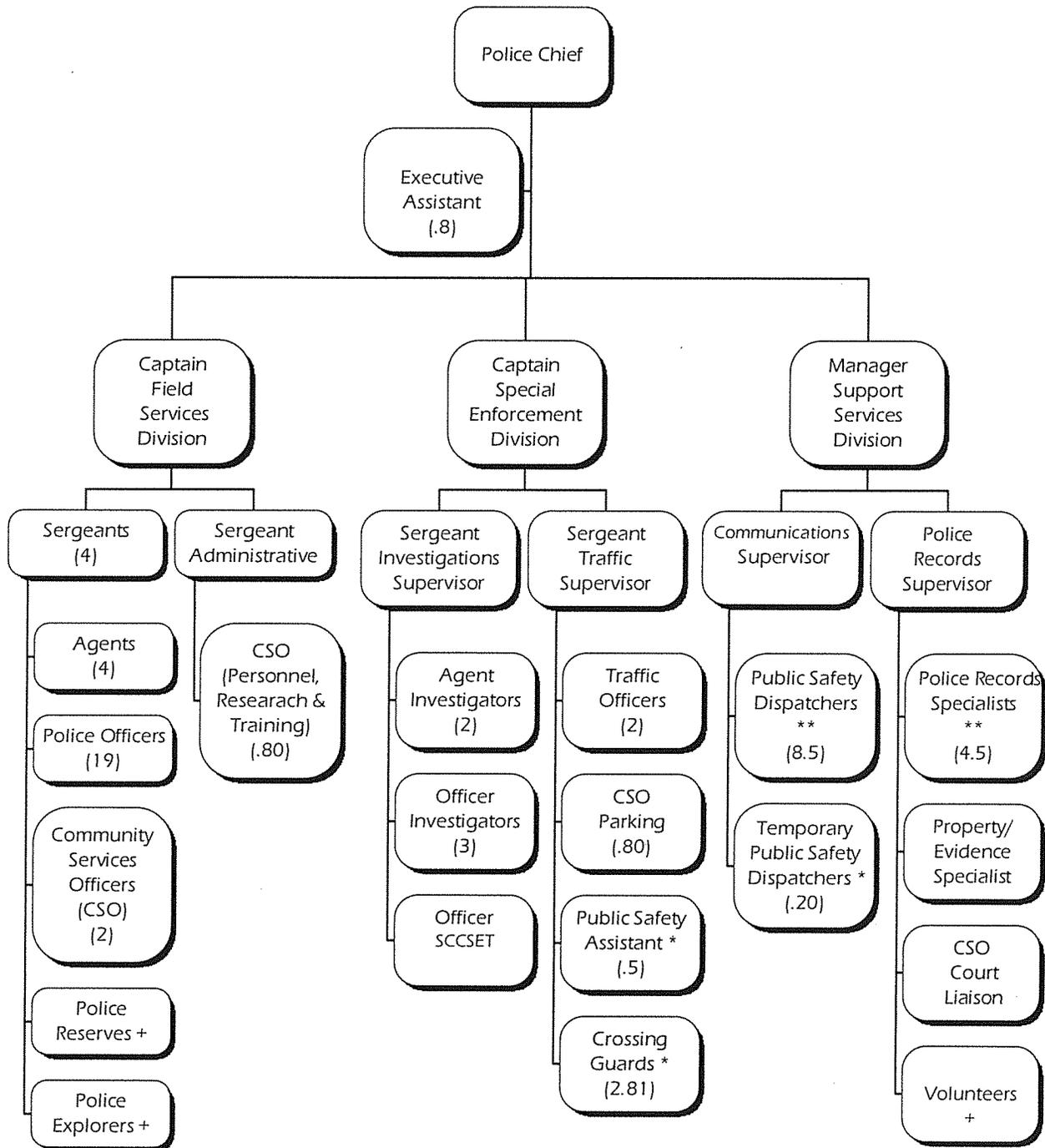


Public Safety

Public Safety



Police Department 2012 - 2013



- * Temporary Full or Part-Time
- ** Permanent Part-Time (1@ 20 Hours)
- + Volunteers

PUBLIC SAFETY PROGRAM SUMMARY

Staffing (Full-Time Equivalents)

Budgeted Positions	Actual 2009-2010	Actual 2010-2011	Adopted 2011-2012	Adopted 2012-2013
Communications Supervisor	1.00	1.00	1.00	1.00
Community Services Officer	5.00	4.55	4.55	4.55
Executive Assistant	1.00	0.80	0.80	0.80
Police Agent	6.00	6.00	6.00	6.00
Police Captain	3.00	2.00	2.00	2.00
Police Chief	1.00	1.00	1.00	1.00
Police Officer	27.00	25.50	25.00	25.00
Police Records Specialist	5.00	4.50	4.50	4.00
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	8.50	8.50	9.00
Support Services Manager	-	1.00	1.00	1.00
Systems Specialist	1.00	-	-	-
Total Budgeted Positions	67.50	63.85	63.35	63.35

Temporary Positions				
Public Safety Assistant	1.00	0.50	0.50	0.50
Crossing Guard	3.48	2.81	2.81	2.81
Part-Time Dispatcher	0.08	0.20	0.15	0.15
Part-Time Police Clerk	0.25	-	-	1.20
Total Temporary Positions	4.81	3.51	3.46	4.66
Total Staffing	72.31	67.36	66.81	68.01

Expenditure Summary

Description	Actual 2009-2010	Actual 2010-2011	Adopted 2011-2012	Adopted 2012-2013
Employee Services	\$ 10,382,376	\$ 10,503,896	\$ 10,906,404	\$ 11,266,483
Supplies & Other Services & Capital Outlay	7,699,113	7,699,972	7,970,863	8,180,209
Debt Service	-	-	-	-
Total Before Transfers	18,081,489	18,203,868	18,877,267	19,446,692
Transfers-Out	-	-	-	-
Appropriation Total	18,081,489	18,203,868	18,877,267	19,446,692
Less Transfers-In	61,480	46,791	48,392	41,217
Net Cost	\$ 18,020,009	\$ 18,157,077	\$ 18,828,875	\$ 19,405,475

Revenue Summary

Total Revenue Monitored by Department	\$ 899,856	\$ 951,604	\$ 880,000	\$ 879,000
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**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 10	FY 11	FY 12
1	Percent of regular and reserve officers who are in compliance with P.O.S.T. approved in-service training requirements.	100%	100%	100%

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

EXHIBIT A
 101.601

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 410,426	\$ 442,478	\$ 410,682	\$ 434,420
Supplies, Services & Capital Outlay (Exhibit C)	336,183	291,260	294,869	275,667
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	746,609	733,738	705,551	710,087
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 746,609	\$ 733,738	\$ 705,551	\$ 710,087

FUNDING SOURCE(S)						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
General Fund Revenues	101	Misc.	\$ 746,609	\$ 733,738	\$ 705,551	\$ 707,312
ABAG Grant	212	9899	-	-	-	2,775
TOTAL			\$ 746,609	\$ 733,738	\$ 705,551	\$ 710,087

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
POST Reimbursement	101	4588	\$ 32,196	\$ 7,369	\$ 20,000	\$ 20,000
DUI Cost Recovery	101	4698	22,314	28,544	18,000	18,000
Other Revenue	101	4965	100	15	-	-
Association of Bay Area Government Grants	101	6899	-	-	-	2,775
TOTAL			\$ 54,610	\$ 35,928	\$ 38,000	\$ 40,775

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

**EXHIBIT B
101.601**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.601.7001 Personnel - Regular	\$ 194,375	\$ 192,432	\$ 216,451	230,914
101.601.7002 Personnel - Temporary	37,781	11,535	-	-
101.601.7003 Personnel - Overtime	65,070	100,189	75,000	75,000
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	1,100	1,100
101.601.7106 Retirement	63,391	63,791	76,791	84,525
101.601.7107 Dental Insurance	2,782	4,375	3,288	3,560
101.601.7108 Group Health Insurance	19,515	30,192	21,954	23,131
101.601.7109 Group Life Insurance	338	515	432	432
101.601.7110 Workers' Compensation Insurance	12,706	12,878	7,649	7,646
101.601.7111 Unemployment Insurance	-	-	-	-
101.601.7112 Group Disability Insurance	891	1,215	1,711	1,596
101.601.7113 Medicare	4,255	4,813	4,226	4,436
101.601.7114 Auto Allowance	-	-	-	-
101.601.7115 Cell Phone Allowance	60	-	-	-
101.601.7118 Other Benefit Pay	6,139	5,492	-	-
101.601.7119 Social Security	-	-	-	-
101.601.7121 Leave Balance Payout	-	11,628	-	-
101.601.7122 Deferred Compensation Contribution	1,530	2,173	2,080	2,080
101.601.7126 PARS 457 Retirement	493	150	-	-
101.601.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 410,426	\$ 442,478	\$ 410,682	\$ 434,420

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

**EXHIBIT C
101.601**

Description	09/10 Actual	10/11 Adopted	11/12 Adopted	12/13 Adopted
101.601.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.601.7421 Communications - Phones	-	-	-	-
101.601.7422 Advertising	-	-	-	-
101.601.7423 Clothing and Personal Expense	-	-	-	-
101.601.7424 Office Expense	454	761	1,000	1,000
101.601.7425 Minor Tools & Equipment	-	-	-	-
101.601.7427 Special Departmental Expense	2,034	2,415	2,000	2,800
101.601.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.601.7429 Maintenance & Operation of Equipment	-	-	-	-
101.601.7430 Professional & Specialized Services	130,896	147,140	144,247	154,977
101.601.7431 Promotional Expense	10,611	-	-	-
101.601.7432 Other Contractual Services	-	-	-	-
101.601.7433 Insurance and Surety Bonds	-	-	-	-
101.601.7434 Memberships, Dues, Books	5,158	4,618	4,755	4,755
101.601.7435 Professional Development & Meetings	10,807	3,605	8,000	8,000
101.601.7437 Staff Development	57,681	48,804	50,950	50,950
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	20,615	18,553	18,553	34,807
101.601.7551 User Charges - IT Pool	97,927	65,364	65,364	18,378
101.601.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 336,183	\$ 291,260	\$ 294,869	\$ 275,667

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

EXHIBIT C-1
 101.601

Description	12/13 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)	43,619
Contracted Background Checks	10,000
Contracted Legal Service	3,000
Crime Lab Fees	92,808
	154,977
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books & Subscriptions	1,200
Dues	3,555
	4,755
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	
Professional Development	8,000
<u>7437 STAFF DEVELOPMENT</u>	
Training Costs (Includes POST Training)	50,950
<u>7450 BOOKING FEES</u>	
Contractual Fee with Santa Clara County	-
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles	34,807
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	18,378
* Partially funded with ABAG Grant	
TOTAL	\$ 275,667

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	90% of incoming 9-1-1 calls are answered within ten seconds.	97%	97%	97%
2	90% of emergency calls for service are dispatched in less than two minutes.	93%	97%	100%

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

EXHIBIT A
 101.602

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 1,252,939	\$ 1,259,422	\$ 1,325,073	\$ 1,388,626
Supplies, Services & Capital Outlay (Exhibit C)	190,057	183,794	204,745	204,024
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,442,996	1,443,216	1,529,818	1,592,650
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 1,442,996	\$ 1,443,216	\$ 1,529,818	\$ 1,592,650

FUNDING SOURCE(S)						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
General Fund Revenue	101	Misc.	\$ 1,442,996	\$ 1,443,216	\$ 1,529,818	\$ 1,592,650
TOTAL			\$ 1,442,996	\$ 1,443,216	\$ 1,529,818	\$ 1,592,650

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
CAL NENA Reimbursement	101	4707	\$ -	\$ -	\$ 3,000	\$ 3,000
False Alarm Fees	101	4693	31,109	35,973	38,000	25,000
TOTAL			\$ 31,109	\$ 35,973	\$ 41,000	\$ 28,000

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

**EXHIBIT B
101.602**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.602.7001 Personnel - Regular	\$ 882,709	\$ 867,181	\$ 888,926	\$ 935,121
101.602.7002 Personnel - Temporary	2,264	5,280	10,000	10,000
101.602.7003 Personnel - Overtime	36,289	49,579	40,000	40,000
101.602.7005 Personnel - POST	-	-	-	-
101.602.7103 Personnel - Holiday Pay	37,233	40,122	39,975	42,139
101.602.7104 Meal Allowance	848	859	200	200
101.602.7105 Uniform Allowance	212	-	6,223	6,550
101.602.7106 Retirement	102,740	99,070	134,886	133,835
101.602.7107 Dental Insurance	16,615	16,919	16,440	18,768
101.602.7108 Group Health Insurance	130,539	135,615	143,760	155,172
101.602.7109 Group Life Insurance	2,899	2,872	2,970	3,120
101.602.7110 Workers' Compensation Insurance	5,930	3,288	8,841	8,858
101.602.7111 Unemployment Insurance	-	-	-	-
101.602.7112 Group Disability Insurance	6,124	6,167	5,859	6,558
101.602.7113 Medicare	12,881	13,742	14,194	14,895
101.602.7114 Auto Allowance	-	460	-	-
101.602.7115 Cell Phone Allowance	531	540	540	540
101.602.7118 Other Benefit Pay	2,750	684	-	-
101.602.7119 Social Security	-	-	-	-
101.602.7121 Leave Balance Payout	-	4,859	-	-
101.602.7122 Deferred Compensation Contribution	12,353	12,116	12,129	12,740
101.602.7126 PARS 457 Retirement	22	69	130	130
101.602.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 1,252,939	\$ 1,259,422	\$ 1,325,073	\$ 1,388,626

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

**EXHIBIT B-1
101.602**

Permanent Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Police Captain *	0.50	-	-	-	\$ -
Support Services Manager **	-	0.50	0.50	0.50	57,227
Communications Supervisor	1.00	1.00	1.00	1.00	101,680
Public Safety Dispatcher ***	8.50	8.50	8.50	9.00	776,214
<p>* Position Reclassified in FY 11 ** New Position in FY 11 - Balance in Program 603 *** .50 FTE Added in FY 13 Program 603</p>					
TOTAL	10.00	10.00	10.00	10.50	\$ 935,121

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Part-Time Dispatcher Per Diem Basis	0.08	0.20	0.15	0.15	\$ 10,000
TOTAL	0.08	0.20	0.15	0.15	\$ 10,000

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

**EXHIBIT C
101.602**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.602.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.602.7421 Communications - Phones	48,851	48,891	51,500	45,500
101.602.7422 Advertising	-	-	-	-
101.602.7423 Clothing and Personal Expense	53	-	-	-
101.602.7424 Office Expense	271	2,112	900	900
101.602.7425 Minor Tools & Equipment	-	-	-	-
101.602.7427 Special Departmental Expense	6,582	1,936	3,300	3,300
101.602.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.602.7429 Maintenance & Operation of Equipment	18,955	20,887	28,500	28,500
101.602.7430 Professional & Specialized Services	42,988	47,780	54,938	61,496
101.602.7431 Promotional Expense	-	-	-	-
101.602.7432 Other Contractual Services	-	-	-	-
101.602.7433 Insurance and Surety Bonds	-	-	-	-
101.602.7434 Memberships, Dues, Books	1,621	1,181	1,600	1,600
101.602.7435 Professional Development & Meetings	-	-	3,000	3,000
101.602.7437 Staff Development	11	-	-	-
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	-	-	-	-
101.602.7551 User Charges - IT Pool	70,725	61,007	61,007	59,728
101.602.7884 Machinery & Equipment	-	-	-	-
101.602.7886 Communications Equipment Reserve	-	-	-	-
TOTAL	\$ 190,057	\$ 183,794	\$ 204,745	\$ 204,024

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

EXHIBIT C-1
 101.602
 Page 1

Description	12/13 Adopted
<u>7421 COMMUNICATIONS - PHONES</u>	
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
	45,500
<u>7424 OFFICE EXPENSE</u>	
Dispatch Office Supplies	900
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Cell Phones (Replacement)	1,500
Communications Supplies	750
Headsets	1,050
	3,300
<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
Hearing Tests	300
Sheriff's Law Enforcement Telecommunication System (includes CJIC Not Direct)	9,255
SVRIA Assessment & E-Comm Maintenance	36,441
	61,496
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books & Subscriptions	900
Dues	700
	1,600
SUB - TOTAL	\$ 141,296

Description	12/13 Adopted
7435 PROFESSIONAL DEVELOPMENT & MEETINGS CAL NENA Conference & Quarterly Meetings *	\$ 3,000
7551 USER CHARGES - IT POOL	59,728
TOTAL	\$ 204,024

* Funded by State 9-1-1 Program

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

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

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	85% of report requests submitted to the Records Division will be processed within 7 business days of receipt. **	98%	96%	93%

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

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

EXHIBIT A
 101.603

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 902,752	\$ 794,037	\$ 857,597	\$ 894,802
Supplies, Services & Capital Outlay (Exhibit C)	102,965	93,450	111,732	119,381
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,005,717	887,487	969,329	1,014,183
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 1,005,717	\$ 887,487	\$ 969,329	\$ 1,014,183

FUNDING SOURCE(s)

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
General Fund Revenues	101	Misc.	\$ 1,005,717	\$ 887,487	\$ 969,329	\$ 1,014,183
TOTAL			\$ 1,005,717	\$ 887,487	\$ 969,329	\$ 1,014,183

REVENUES MONITORED BY THIS PROGRAM

Other Filing Fees	101	4690	\$ 14,489	\$ 11,997	\$ 10,000	\$ 10,000
Cost Recovery (Court Liaison)	101	4704	37,827	39,183	40,000	42,000
Special Police Services:	101	4691	19,153	24,723	23,000	23,000
Reports						
Photos						
Fingerprints						
Impounds, Etc.						
TOTAL			\$ 71,469	\$ 75,903	\$ 73,000	\$ 75,000

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

EXHIBIT B
 101.603

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.603.7001 Personnel - Regular	\$ 620,945	\$ 538,598	\$ 576,621	\$ 553,659
101.603.7002 Personnel - Temporary	10,920	9,818	-	69,888
101.603.7003 Personnel - Overtime	3,374	1,595	4,000	4,000
101.603.7005 Personnel - POST	-	-	-	-
101.603.7103 Personnel - Holiday Pay	25,240	24,183	24,985	23,829
101.603.7104 Meal Allowance	-	-	-	-
101.603.7105 Uniform Allowance	5,512	4,721	4,973	4,645
101.603.7106 Retirement	74,722	62,107	83,449	79,240
101.603.7107 Dental Insurance	13,487	12,396	13,974	13,404
101.603.7108 Group Health Insurance	110,875	102,920	114,780	110,550
101.603.7109 Group Life Insurance	2,341	2,069	2,520	2,220
101.603.7110 Workers' Compensation Insurance	7,616	4,593	8,546	8,641
101.603.7111 Unemployment Insurance	-	-	-	-
101.603.7112 Group Disability Insurance	5,132	4,587	4,743	4,758
101.603.7113 Medicare	7,937	7,164	8,781	9,445
101.603.7114 Auto Allowance	-	460	-	-
101.601.7115 Cell Phone Allowance	531	899	540	540
101.603.7118 Other Benefit Pay	3,454	1,713	-	-
101.603.7119 Social Security	-	-	-	-
101.601.7121 Leave Balance Payout	-	6,825	-	-
101.603.7122 Deferred Compensation Contribution	10,524	9,261	9,685	9,074
101.603.7126 PARS 457 Retirement	142	128	-	909
101.601.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 902,752	\$ 794,037	\$ 857,597	\$ 894,802

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

**EXHIBIT B-1
101.603**

Permanent Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Police Captain *	0.50	-	-	-	\$ -
Support Services Manager **	-	0.50	0.50	0.50	57,227
Police Records Supervisor	1.00	1.00	1.00	1.00	85,620
Police Records Specialist ***	5.00	4.50	4.50	4.00	269,106
Property/Evidence Specialist	1.00	1.00	1.00	1.00	70,991
Community Services Officer	1.00	1.00	1.00	1.00	70,715
<p>* Position Reclassified FY 11 ** New position FY 11 Balance in Program 602 *** .50 FTE Reduced in FY 11 .50 FTE Added in FY 13 and moved to Part-Time</p>					
TOTAL	8.50	8.00	8.00	7.50	\$ 553,659

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Part-Time Police Clerk * / **	0.25	-	-	1.20	\$ 69,888
<p>* Eliminated FY 11 ** Added back 0.2 FTE and moved 1 FTE Records Specialist from Permanent to Part-Time.</p>					
TOTAL	0.25	-	-	1.20	\$ 69,888

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

EXHIBIT C
 101.603

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.603.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.603.7421 Communications - Phones	-	-	-	-
101.603.7422 Advertising	-	-	-	-
101.603.7423 Clothing and Personal Expense	-	-	-	-
101.603.7424 Office Expense	13,583	15,502	14,900	14,900
101.603.7425 Minor Tools & Equipment	-	-	-	-
101.603.7427 Special Departmental Expense	15,662	7,256	15,400	15,400
101.603.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.603.7429 Maintenance & Operation of Equipment	1,030	1,030	1,000	1,050
101.603.7430 Professional & Specialized Services	766	913	12,700	3,200
101.603.7431 Promotional Expense	-	-	-	-
101.603.7432 Other Contractual Services	-	-	-	-
101.603.7433 Insurance and Surety Bonds	-	-	-	-
101.603.7434 Memberships, Dues, Books	95	245	300	300
101.603.7435 Professional Development & Meetings	-	-	-	-
101.603.7437 Staff Development	11	-	-	-
101.603.7438 Other Charges	6,533	7,497	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	-	-	-	-
101.603.7551 User Charges - IT Pool	65,285	61,007	61,007	78,106
101.603.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 102,965	\$ 93,450	\$ 111,732	\$ 119,381

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

EXHIBIT C-1
 101.603

Description	12/13 Adopted
<u>7424 OFFICE EXPENSE</u>	
Business Cards	\$ 2,100
CD's, Jewel Cases	500
Laminating Supplies	300
Other Office Supplies	2,500
Paper, Envelopes, Etc.	7,000
Printer Cartridges	2,000
Rubber Stamps	500
	14,900
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Auto Cite Paper & Ribbons (Parking Citation Hand Held Citation Writer)	1,000
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
Special Forms/Materials	3,000
	15,400
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Auto Cite Lease & Maintenance	1,050
	1,050
<u>7430 PROFESSIONAL & SPECIAL SERVICES</u>	
Crime Reports.Com	1,200
Fingerprint Checks (Department of Justice & County Fee)	900
Livescan Applicant Fingerprinting	500
Parking Ticket Hearing Official	600
	3,200
<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	78,106
TOTAL	\$ 119,381

**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

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2012 - 2013

- Work with County Fire Emergency Services coordinators and community stakeholders to promote participation in a regional approach to CERT in the West Valley Cities area

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
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. *	48.81	26.37	33.05
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 - Employee Services Summary
 PROGRAM: POLICE - SPECIAL ENFORCEMENT SERVICES

EXHIBIT B
 101.604

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.604.7001 Personnel - Regular	\$ 1,171,075	\$ 1,099,365	\$ 1,370,776	\$ 1,389,000
101.604.7002 Personnel - Temporary	129,390	81,539	114,715	114,715
101.604.7003 Personnel - Overtime	71,858	103,262	88,000	93,000
101.604.7005 Personnel - POST	63,052	68,557	81,492	82,159
101.604.7103 Personnel - Holiday Pay	55,596	53,714	64,568	65,165
101.604.7104 Meal Allowance	-	-	-	-
101.604.7105 Uniform Allowance	10,606	12,108	13,351	13,351
101.604.7106 Retirement	427,442	443,907	510,259	541,457
101.604.7107 Dental Insurance	17,870	16,890	21,372	21,792
101.604.7108 Group Health Insurance	150,061	138,423	172,778	174,734
101.604.7109 Group Life Insurance	2,399	2,137	3,240	2,760
101.604.7110 Workers' Compensation Insurance	69,267	61,807	61,622	59,720
101.604.7111 Unemployment Insurance	-	-	-	-
101.604.7112 Group Disability Insurance	1,937	1,345	9,533	9,606
101.604.7113 Medicare	21,183	21,277	24,784	25,136
101.604.7114 Auto Allowance	-	-	-	-
101.604.7115 Cell Phone Allowance	374	-	-	-
101.604.7118 Other Benefit Pay	15,139	31,161	-	-
101.604.7119 Social Security	-	-	-	-
101.604.7121 Leave Balance Payout	56,468	25,985	-	-
101.604.7122 Deferred Compensation Contribution	7,807	6,657	8,379	8,379
101.604.7126 PARS 457 Retirement	1,429	813	1,491	1,491
101.604.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 2,272,953	\$ 2,168,947	\$ 2,546,360	\$ 2,602,465

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

EXHIBIT C
 101.604

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.604.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.604.7421 Communications - Phones	-	-	-	-
101.604.7422 Advertising	-	-	-	-
101.604.7423 Clothing and Personal Expense	4,147	2,885	4,900	4,900
101.604.7424 Office Expense	2,391	1,889	2,950	2,950
101.604.7425 Minor Tools & Equipment	-	-	-	-
101.604.7427 Special Departmental Expense	14,274	9,975	10,000	10,000
101.604.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.604.7429 Maintenance & Operation of Equipment	4,674	1,920	2,750	2,750
101.604.7430 Professional & Specialized Services	25,306	21,527	29,540	31,725
101.604.7431 Promotional Expense	-	7,992	-	-
101.604.7432 Other Contractual Services	-	-	-	-
101.604.7433 Insurance and Surety Bonds	-	-	-	-
101.604.7434 Memberships, Dues, Books	933	1,164	1,750	1,750
101.604.7435 Professional Development & Training	-	-	-	-
101.604.7437 Staff Development	-	615	-	-
101.604.7438 Other Charges	3,626	4,392	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	43,035	38,731	38,731	33,749
101.604.7551 User Charges - IT Pool	65,285	39,218	39,218	59,728
101.604.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 163,671	\$ 130,308	\$ 133,839	\$ 151,552

Description	12/13 Adopted
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>	
Clothing & Badges - Explorer / PSA Uniforms	\$ 400
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
	4,900
<u>7424 OFFICE EXPENSE</u>	
Office & Desk Supplies	400
Other - Batteries, Charts, Presentation Media	1,500
Printing Expenses - Flyers, Handouts, Etc.	750
Priority Mailing Expenses	300
	2,950
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Crime Scene Response Team (CSRT) Supplies -- Evidence Collection, Chemicals / MAIT	750
Crisis Negotiation Team (CNT) Supplies & Equipment (Moved from 605)	450
Critical Reach Computer Transmission Charges (Formerly TRAK)	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
	10,000
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Maintenance of Special Weapons & Tactics (SWAT) Equipment	300
Passive Alcohol Sensor (PAS) Device Calibration & Repair	1,000
Radar Trailer Repair	500
Radar Unit Calibration	700
Recorders, Camera & Video Equipment	250
	2,750
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Advanced Cell Tracking Systems (New)	825
Audio/Video Tape Transcription (Contracted)	1,500
Cell Phone Download Reader - Annual Subscription Fee	1,000
Child Molestation Exams (Valley Medical Center)	1,000
Comcast Cable	1,150
Computer Crime Investigations Internet Service Provider	1,150
Private Database Searches (CLEAR)	10,900
San Tomas Expressway - California Highway Patrol Contract	8,000
Sexual Assault Exams (Valley Medical Center)	5,200
Sketch Artist Fees	1,000
	31,725
SUB - TOTAL	\$ 52,325

Description	12/13 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	33,749
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	59,728
TOTAL	\$ 151,552

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 2012 - 2013

- Re-establish Police Department Explorer Scout program to provide youth with real world, hands on law enforcement career experience

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	Respond to 90% of emergency calls for service within five minutes.	90%	92%	90%
2	Respond to 90% of non-emergency calls for service within twenty minutes.	97%	97%	97%

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

EXHIBIT A
 101.605

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 5,543,306	\$ 5,839,012	\$ 5,766,692	\$ 5,946,170
Supplies, Services & Capital Outlay (Exhibit C)	890,201	744,475	765,951	769,606
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	6,433,507	6,583,487	6,532,643	6,715,776
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 6,433,507	\$ 6,583,487	\$ 6,532,643	\$ 6,715,776

FUNDING SOURCE(s)						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
General Fund Revenues	101	Misc.	\$ 6,272,027	\$ 6,436,696	\$ 6,409,143	\$ 6,602,226
Supplemental Law Enforce. Grant *	101	4526	100,000	100,000	100,000	100,000
Asset Forfeiture	205	9899	5,000	3,500	3,500	3,500
Federal Grant - Vests/EMPG/LLEBG	218	9899	40,255	16,038	5,000	5,000
State/Local Grant	212	9899	16,225	27,253	15,000	5,050
TOTAL			\$ 6,433,507	\$ 6,583,487	\$ 6,532,643	\$ 6,715,776

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Supplemental Law Enforce. Grant	101	4526	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Asset Forfeiture - Transfers In	101	6899	5,000	3,500	3,500	3,500
Federal Grant - Vest Reimbursement	101	6899	5,269	4,518	5,000	5,000
Emergency Management Performance Grant (EMPG)	101	6899	2,233	11,520	-	-
Association of Bay Area Governments	101	6899	8,978	27,253	15,000	5,050
License Plate Reader - SCCSET	101	6899	7,247	-	-	-
License Plate Reader - Federal JAG	101	6899	32,753	-	-	-
Other Revenue	101	4965	9,462	-	-	-
Code Enforcement Fines	101	4371	100	-	-	-
Cost Recovery - PD *	101	4704	-	4,931	7,000	-
* Moved to 604 in FY 13						
TOTAL			\$ 171,042	\$ 151,722	\$ 130,500	\$ 113,550

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

**EXHIBIT B
101.605**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.605.7001 Personnel - Regular	\$ 2,995,394	\$ 3,017,034	\$ 3,237,196	\$ 3,317,497
101.605.7002 Personnel - Temporary	19,830	45,905	-	-
101.605.7003 Personnel - Overtime	191,303	226,950	175,000	180,000
101.605.7005 Personnel - POST	170,112	179,507	172,194	174,443
101.605.7103 Personnel - Holiday Pay	156,151	161,557	165,694	169,849
101.605.7104 Meal Allowance	-	-	-	-
101.605.7105 Uniform Allowance	34,893	32,837	33,187	33,187
101.605.7106 Retirement	1,169,896	1,217,192	1,275,496	1,362,585
101.605.7107 Dental Insurance	44,104	46,343	50,964	51,384
101.605.7108 Group Health Insurance	388,941	389,062	416,880	419,989
101.605.7109 Group Life Insurance	5,625	5,774	7,560	6,216
101.605.7110 Workers' Compensation Insurance	174,934	171,188	137,105	134,198
101.605.7111 Unemployment Insurance	-	-	-	-
101.605.7112 Group Disability Insurance	1,400	2,019	22,952	23,028
101.605.7113 Medicare	45,237	47,663	54,376	55,706
101.605.7114 Auto Allowance	-	-	-	-
101.605.7115 Cell Phone Allowance	-	360	288	288
101.605.7118 Other Benefit Pay	84,203	111,558	-	-
101.605.7119 Social Security	-	-	-	-
101.605.7121 Leave Balance Payout	44,171	166,533	-	-
101.605.7122 Deferred Compensation Contribution	16,875	17,530	17,800	17,800
101.605.7126 PARS 457 Retirement	237	-	-	-
101.605.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 5,543,306	\$ 5,839,012	\$ 5,766,692	\$ 5,946,170

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

**EXHIBIT B-1
101.605**

Permanent Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Police Captain	1.00	1.00	1.00	1.00	\$ 157,836
Police Sergeant	5.00	5.00	5.00	5.00	626,195
Police Agent *	5.00	4.00	4.00	4.00	450,476
Police Officer	19.00	19.00	19.00	19.00	1,954,138
Community Services Officer **/ ***	2.00	2.80	1.80	1.80	128,852
Police Officer Trainee	0.50	0.50	-	-	-
TOTAL	32.50	32.30	30.80	30.80	\$ 3,317,497

* 1.0 FTE Moved to Program 604 in FY 11
 ** .80 FTE Moved from Program 604 in FY 11
 (Civilian PRT)
 *** 1.0 FTE Moved to Program 604 in FY 12

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
101.605**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.605.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.605.7421 Communications - Phones	-	-	-	-
101.605.7422 Advertising	-	-	-	-
101.605.7423 Clothing and Personal Expense	4,760	5,838	10,450	9,450
101.605.7424 Office Expense	859	1,114	1,200	1,200
101.605.7425 Minor Tools & Equipment	-	-	-	-
101.605.7427 Special Departmental Expense	116,505	73,638	84,600	85,600
101.605.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.605.7429 Maintenance & Operation of Equipment	1,880	2,960	3,000	3,000
101.605.7430 Professional & Specialized Services	381,262	335,523	19,400	19,400
101.605.7431 Promotional Expense	-	-	-	-
101.605.7432 Other Contractual Services	-	-	320,889	300,000
101.605.7433 Insurance and Surety Bonds	-	-	-	-
101.605.7434 Memberships, Dues, Books	634	606	800	800
101.605.7435 Professional Development & Meetings	-	-	-	-
101.605.7437 Staff Development	-	-	-	-
101.605.7438 Other Charges	120	184	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	302,575	272,320	272,320	271,050
101.605.7551 User Charges - IT Pool	81,606	52,292	52,292	78,106
101.605.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 890,201	\$ 744,475	\$ 765,951	\$ 769,606

Description	12/13 Adopted
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>	
Badge Replacement	\$ 400
Baseball Caps	400
Cleaning (Reserves, PSA's, and Explorer Uniforms)	2,250
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	1,000
Uniform Repair/Replacement	800
	9,450
<u>7424 OFFICE EXPENSE</u>	
Forms / Notebooks	500
Maps	200
Miscellaneous Office Supplies	300
Printing	200
	1,200
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Patrol Supplies:	
Batteries	1,800
Bio-Hazard Supplies	1,000
Cones / Flares	1,000
First Aid Supplies	1,500
Flashlights	1,000
Replacement Sirens	1,000
Safety & Leather Gear	900
Vehicle Beat Pack Supplies	1,350
Evidence Supplies:	
Barrier Tape	450
Digital Cameras	600
Digital Voice Recorders	1,000
Photo Storage Medium	1,000
Fingerprint Supplies	450
Narcotic Kits	1,000
Video & Audio Tapes	500
Firearms Supplies:	
Ammunition	38,000
Range Supplies (Cleaning Solution/Targets/Ear & Eye Protection)	3,000
	55,550
SUB - TOTAL	\$ 66,200

Description	12/13 Adopted
<u>7427 SPECIAL DEPARTMENTAL EXPENSE (Cont.)</u>	
Other Supplies:	
AR-15 Rifles Replacement / Repairs	\$ 4,000
Bulletproof Vests (50% Reimbursed by Federal Government)	10,000
Chemical Agents	900
Division Meetings	750
Emergency Preparedness Equipment & Supplies	500
Memory Flash Cards for In-Car Video Recorders (State Law AB-820, Chapter 264) *	800
Mobile EOC Costs (Satellite Phone / TV / Internet)	3,300
Mobile Video Remote Microphone Replacements *	800
Taser Cartridges *	1,000
Taser Weapons *	4,000
Vehicle Stripes	1,000
Vie Vu Replacement / Repair *	3,000
	85,600
<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	1,000
Pistol Range Use	5,400
Range Storage - Alarm & Electricity Fees	1,000
	19,400
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Silicon Valley Animal Control Authority Services (Shelter & Field Services)	300,000
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books, Dues & Subscriptions	800
<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	271,050
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	78,106
* Partially Funded with ABAG Funds	
TOTAL	\$ 769,606

**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 10	FY 11	FY 12
1	Respond to 90% of all fire related calls for service within seven minutes or less.	100%	100%	100%
2	Respond to 90% of all medical related calls for service within eight minutes or less.	100%	100%	100%

CITY OF CAMPBELL
 OPERATING BUDGET - Summary of Exhibits
 PROGRAM: FIRE PROTECTION SERVICES

EXHIBIT A
 101.610

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	6,016,036	6,256,685	6,459,727	6,659,979
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	6,016,036	6,256,685	6,459,727	6,659,979
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 6,016,036	\$ 6,256,685	\$ 6,459,727	\$ 6,659,979

FUNDING SOURCE(S)						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
General Fund Revenues	101	Misc.	\$ 6,016,036	\$ 6,256,685	\$ 6,459,727	\$ 6,659,979
TOTAL			\$ 6,016,036	\$ 6,256,685	\$ 6,459,727	\$ 6,659,979

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Fire Permits	101	4241	\$ 86,164	\$ 77,343	\$ 75,000	\$ 75,000
Hazardous Waste Cleanup	101	4692	121,547	187,217	130,000	130,000
TOTAL			\$ 207,711	\$ 264,560	\$ 205,000	\$ 205,000

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

**EXHIBIT C
101.610**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 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	6,016,036	6,256,685	6,459,727	6,659,979
101.610.7433 Insurance and Surety Bonds	-	-	-	-
101.610.7434 Memberships, Dues, Books	-	-	-	-
101.610.7435 Professional Development & Meetings	-	-	-	-
101.610.7437 Staff Development	-	-	-	-
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	\$ 6,016,036	\$ 6,256,685	\$ 6,459,727	\$ 6,659,979

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

EXHIBIT C-1
 101.610

Description	12/13 Adopted
7432 OTHER CONTRACTUAL SERVICES	
Santa Clara County Fire Department (SCCFD) Service Contract *	
FY 11/12 Base Contract	\$ 6,459,727
FY 12/13 Increase	200,252
	6,659,979
* Includes Paramedic Services	
TOTAL	\$ 6,659,979



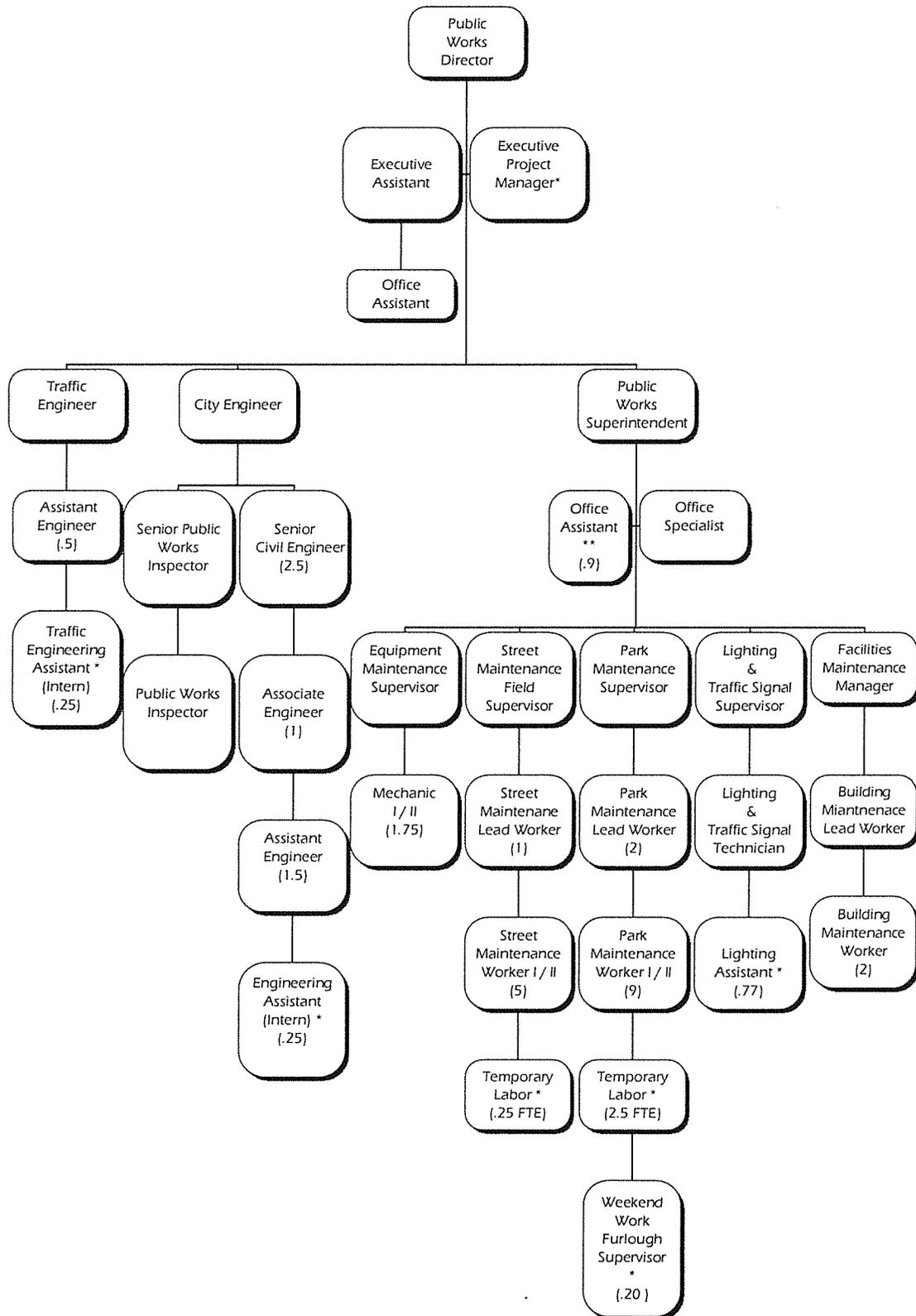
Public Works



Public Works



Public Works Department 2012 - 2013



* Temporary
** Permanent Part-Time

PUBLIC WORKS DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

Budgeted Positions	Actual 2009-2010	Actual 2010-2011	Adopted 2011-2012	Adopted 2012-2013
Assistant Engineer	2.00	1.90	1.90	1.90
Associate Civil Engineer	1.00	1.00	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
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	1.00	1.00
Facility Maintenance Manager	1.00	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	5.00
Mechanic I/II	2.00	1.50	1.50	1.50
Office Assistant	1.00	0.80	0.90	1.90
Office Specialist	2.00	1.90	2.00	1.00
Park Maintenance Lead Worker	2.00	2.00	2.00	2.00
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	3.00	2.50	2.00	2.00
Senior Public Works Inspector	1.00	0.90	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	1.00
Traffic Engineer	1.00	1.00	1.00	1.00
Utility Worker	1.00	-	-	-
Total Budgeted Positions	45.00	42.50	41.30	41.30

PUBLIC WORKS DEPARTMENT SUMMARY

<u>Temporary Positions</u>	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Adopted 2011-2012</u>	<u>Adopted 2012-2013</u>
Engineering Intern	0.45	0.25	0.25	0.50
Engineering Assistant	-	-	0.25	0.25
Project Engineer	-	-	0.50	1.00
Project Manager	0.36	0.25	0.40	0.40
Temporary Labor	3.60	2.75	2.75	2.75
Temporary Lighting Assistant	0.96	0.77	0.77	0.77
Traffic Engineering Assistant	0.58	0.25	0.25	0.25
Weekend Work Furlough Supervisor	0.19	0.20	0.20	-
Weekend Park Maintenance	-	-	-	0.20
Vacation Relief for Maint. Staff	0.11	-	-	-
Total Temporary Positions	6.25	4.47	5.37	6.12
Total Staffing	51.25	46.97	46.67	47.42

Expenditure Summary

<u>Description</u>	<u>Actual 2009-2010</u>	<u>Actual 2010-2011</u>	<u>Adopted 2011-2012</u>	<u>Adopted 2012-2013</u>
Employee Services	\$ 4,791,774	\$ 4,499,538	\$ 4,608,926	\$ 5,223,236
Supplies & Other Services & Capital Outlay	2,634,619	2,258,051	2,291,640	3,458,530
Debt Service	-	-	-	-
Total Before Transfers	7,426,393	6,757,589	6,900,566	8,681,766
Transfers-Out	1,153,662	1,244,118	1,265,813	1,499,373
Appropriation Total	8,580,055	8,001,707	8,166,379	10,181,139
Less Transfers-In	2,543,621	2,312,932	2,420,316	2,623,330
Net Cost	\$ 6,036,434	\$ 5,688,775	\$ 5,746,063	\$ 7,557,809

Revenue Summary

Total Revenue Monitored by Department	\$ 6,359,627	\$ 6,835,277	\$ 6,805,478	\$ 7,271,007
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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

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

EXHIBIT A
 101.701

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 447,146	\$ 394,618	\$ 245,323	\$ 230,528
Supplies, Services & Capital Outlay (Exhibit C)	53,066	65,736	60,326	53,506
	-	-	-	-
Total Before Transfers	500,212	460,354	305,649	284,034
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 500,212	\$ 460,354	\$ 305,649	\$ 284,034

FUNDING SOURCE(s)						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
General Fund Revenues	101	Misc.	\$ 339,054	\$ 299,196	\$ 149,491	\$ 171,234
Lighting & Landscaping District	207	9899	10,000	10,000	10,000	10,000
Environmental Programs	209	9899	102,800	102,800	102,800	102,800
RDA - 20% Housing Fund	223	9899	8,672	8,672	8,672	-
RDA - Administration	434	9899	34,686	34,686	34,686	-
Motor Vehicle Pool	641	9899	5,000	5,000	-	-
TOTAL			\$ 500,212	\$ 460,354	\$ 305,649	\$ 284,034

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Franchise - San Jose Water	101	4124	\$ 131,377	\$ 131,121	\$ 135,000	\$ 135,000
Lighting & Landscaping District - Trsfs.	101	6899	10,000	10,000	10,000	10,000
Environmental Programs - Transfers In	101	6899	102,800	102,800	102,800	102,800
RDA - 20% Housing Fund - Transfers In	101	6899	8,672	8,672	8,672	-
RDA - Administration - Transfers In	101	6899	34,686	34,686	34,686	-
Motor Vehicle Pool - Transfers In	101	6899	5,000	5,000	-	-
Tree in Lieu Fee	101	4971	7,850	-	-	-
TOTAL			\$ 300,385	\$ 292,279	\$ 291,158	\$ 247,800

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

**EXHIBIT B
101.701**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.701.7001 Personnel - Regular	\$ 302,642	\$ 239,554	\$ 139,387	\$ 125,746
101.701.7002 Personnel - Temporary	51,389	74,462	48,880	48,880
101.701.7003 Personnel - Overtime	470	6	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	33,005	26,313	20,172	17,997
101.701.7107 Dental Insurance	4,704	4,707	3,288	3,568
101.701.7108 Group Health Insurance	33,924	31,803	24,360	25,668
101.701.7109 Group Life Insurance	560	465	384	384
101.701.7110 Workers' Compensation Insurance	1,396	1,129	892	811
101.701.7111 Unemployment Insurance	-	-	-	-
101.701.7112 Group Disability Insurance	1,980	1,848	1,488	1,200
101.701.7113 Medicare	5,346	4,724	2,737	2,539
101.701.7114 Auto Allowance	2,640	1,075	-	-
101.701.7115 Cell Phone Allowance	359	360	-	-
101.701.7118 Other Benefit Pay	5,057	1,608	-	-
101.701.7119 Social Security	-	-	-	-
101.701.7121 Leave Balance Payout		2,880	-	-
101.701.7122 Deferred Compensation Contribution	3,642	3,390	2,600	2,600
101.701.7126 PARS 457 Retirement	32	294	635	635
101.701.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 447,146	\$ 394,618	\$ 245,323	\$ 230,528

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

**EXHIBIT C
101.701**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.701.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.701.7421 Communications - Phones	1,834	1,919	1,100	1,100
101.701.7422 Advertising	-	-	-	-
101.701.7423 Clothing and Personal Expense	-	-	-	-
101.701.7424 Office Expense	3,443	3,808	4,000	4,000
101.701.7425 Minor Tools & Equipment	-	-	-	-
101.701.7427 Special Departmental Expense	1,299	2,372	3,600	3,600
101.701.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.701.7429 Maintenance & Operation of Equipment	-	-	1,300	1,300
101.701.7430 Professional & Specialized Services	-	3,750	-	-
101.701.7431 Promotional Expense	-	-	-	-
101.701.7432 Other Contractual Services	-	-	-	-
101.701.7433 Insurance and Surety Bonds	-	-	-	-
101.701.7434 Memberships, Dues, Books	485	489	750	750
101.701.7435 Professional Development & Meetings	2,573	2,661	6,000	6,000
101.701.7437 Staff Development	-	82	-	-
101.701.7438 Other Charges	(91)	-	-	-
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	43,523	43,576	43,576	36,756
101.701.7884 Machinery & Equipment	-	7,079	-	-
TOTAL	\$ 53,066	\$ 65,736	\$ 60,326	\$ 53,506

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

EXHIBIT C-1
 101.701

Description	12/13 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	1,100
Drafting Materials, Special Events, Special Equipment, Etc.	2,500
	3,600
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Engineering Copier	1,300
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books, Dues & Subscriptions	750
<u>7435 PROFESSIONAL DEVELOPMENT & MEETINGS</u>	6,000
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	36,756
TOTAL	\$ 53,506

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 10	FY 11	FY 12
1	City of Campbell Solid Waste Maximum Disposal (pounds/person/day)	4.4	3.8	3.8

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	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	868,300	815,300	815,300	1,128,202
APPROPRIATION TOTAL	\$ 868,300	\$ 815,300	\$ 815,300	\$ 1,128,202

FUNDING SOURCE(s)

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Solid Waste Revenues	209	Misc.	\$ 52,289	\$ 55,111	\$ 62,000	\$ 212,560
Storm Water Revenues	209	4720	198,800	258,800	258,800	379,869
Storm Drain Fees	209	4721	18,609	20,407	10,000	10,000
Solid Waste - Beginning Fund Bal.	209	6090	45,602	42,982	46,500	-
General Fund - Transfers-In	101	9899	555,000	438,000	438,000	511,940
Storm Water - Fund Balance	209	6090	-	-	-	13,833
* Includes Surplus from WVS thru FY12						
TOTAL			\$ 870,300	\$ 815,300	\$ 815,300	\$ 1,128,202

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Storm Water Fees - WV Sanitation	209	4720	\$ 198,800	\$ 258,800	\$ 258,800	\$ 379,869
Storm Drain Fees	209	4721	10,013	17,308	10,000	10,000
AB939 Recycling - Santa Clara County	209	4922	47,597	44,146	57,000	44,000
Solid Waste - Beverage Container Grant	209	4533	10,427	10,965	5,000	10,000
Storm Drain Fee Interest	209	4410	6,954	2,618	-	-
General Fund - Transfers-In	209	6899	555,000	438,000	438,000	511,940
Other Revenue	209	4965	4,692	-	-	-
GASB 31 Market Value Adjust	209	4431	1,642	481	-	-
Solid Waste Fees *	209	4724	-	-	-	158,560
* Includes solid waste fees for street sweeping \$90,000, HHW \$23,915 and WWSWMA Admin \$44,645 totals \$158,560 in FY 13						
TOTAL			\$ 835,125	\$ 772,318	\$ 768,800	\$ 1,114,369

CITY OF CAMPBELL
 OPERATING BUDGET - Transfers Detail
 PROGRAM: PUBLIC WORKS - ENVIRONMENTAL PROGRAMS

EXHIBIT E
 209.715

Account Description	12/13 Adopted
9899 TRANSFERS OUT	
<u>Solid Waste:</u>	
City Manager Administration - #101.510	\$ 12,500
Public Works Department Administration - #101.701	72,000
Public Works - Engineering (Street Maintenance) - #101.730	60,000
Public Works Land Development / Environmental - #101.740	179,500
Public Works - Street Maintenance - #204.760	257,000
Public Works - Maintenance Administration - #101.745	57,500
Public Works - Parks Maintenance - #207.775	45,000
Public Works - Building Maintenance - #101.780	15,000
Finance Department - Accounting - #101.535	26,000
	724,500
<u>Storm Water:</u>	
Public Works Department Administration - #101.701	30,800
Public Works - Engineering - #101.730	25,000
Public Works Land Development / Environmental - #101.740	307,902
Public Works - Street Maintenance - #204.760	20,000
City Manager - Administration - #101.510	5,000
Finance Department - Accounting - #101.535	5,000
	393,702
<u>Storm Drain Fees:</u>	
Public Works Engineering - #101.730	10,000
TOTAL TRANSFERS OUT	\$ 1,128,202

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 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 2012 - 2013

- Radar Speed Feedback Signs (design and construction)
- Campbell Avenue Portals Project – assist in design
- Hacienda Avenue Rehabilitation Project – assist in design
- Investigate and prepare recommendations regarding Complete Streets Policy

* Project suggested by Boards & Commissions or Council

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
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.**	11/2.2%	17 / 3.4%	18/3.7%
3	Number of bicycle accidents and percent of total of all accidents.**	19/3.9%	28/5.6%	21/4.3%
4	Number of injury accidents and percent of total of all accidents.**	72 / 14.6%	99 / 20.0%	82 / 17.0%
5	80% of Traffic Service Requests responded to within 30 days. */***	95%	93%	99.1%

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

** Partial data (July 1 – September 30, 2011)

*** Partial data (July 1 – December 31 2011)

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

EXHIBIT A
 101.720

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 279,656	\$ 225,324	\$ 236,959	\$ 244,301
Supplies, Services & Capital Outlay (Exhibit C)	56,592	18,885	19,380	25,328
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	336,248	244,209	256,339	269,629
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 336,248	\$ 244,209	\$ 256,339	\$ 269,629

FUNDING SOURCE(s)						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
General Fund Revenues	101	Misc.	\$ 158,552	\$ 56,445	\$ 50,000	\$ 67,020
Construction Tax Reserve	101	6090	-	-	30,000	35,000
Federal Aid Urban	211	9899	40,000	29,135	-	-
Prop 42 - Gas Tax	204	9899	137,696	-	-	-
Gas Tax Fund	204	9899	-	158,629	176,339	167,609
TOTAL			\$ 336,248	\$ 244,209	\$ 256,339	\$ 269,629

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Truck Permits	101	4271	\$ 416	\$ 624	\$ 500	\$ 500
Signal Maint. Cost Sharing *	101	4542	-	-	-	-
Transit Shelter Advertising	101	4544	4,949	4,229	5,000	5,000
Traffic Engineering Services	101	4728	(2,432)	92	-	-
Federal Aid Urban	101	6899	40,000	29,135	-	-
Prop 42 - Gas Tax	101	6899	137,696	-	-	-
Gas Tax Fund	101	6899	-	158,629	176,339	167,609
Cost Recovery	101	4701	-	1,500	-	-
TOTAL			\$ 180,629	\$ 194,209	\$ 181,839	\$ 173,109

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

**EXHIBIT B
101.720**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.720.7001 Personnel - Regular	\$ 200,781	\$ 167,698	\$ 174,197	\$ 179,872
101.720.7002 Personnel - Temporary	12,705	6,340	7,540	7,540
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	-	-
101.720.7106 Retirement	21,898	18,533	25,210	25,743
101.720.7107 Dental Insurance	2,866	2,426	2,466	2,668
101.720.7108 Group Health Insurance	20,959	16,814	17,691	18,639
101.720.7109 Group Life Insurance	341	279	336	336
101.720.7110 Workers' Compensation Insurance	2,569	1,928	1,883	1,849
101.720.7111 Unemployment Insurance	-	-	-	-
101.720.7112 Group Disability Insurance	1,287	1,089	1,451	1,386
101.720.7113 Medicare	3,403	2,704	2,642	2,725
101.720.7114 Auto Allowance	1,920	960	960	960
101.720.7115 Cell Phone Allowance	374	360	360	360
101.720.7118 Other Benefit Pay	3,360	2,161	-	-
101.720.7119 Social Security	-	-	-	-
101.720.7121 Leave Balance Payout	4,888	2,257	-	-
101.720.7122 Deferred Compensation Contribution	2,140	1,625	1,625	1,625
101.720.7126 PARS 457 Retirement	165	82	98	98
101.720.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 279,656	\$ 225,324	\$ 236,959	\$ 244,301

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

EXHIBIT B-1
 101.720

Permanent Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Traffic Engineer	1.00	1.00	1.00	1.00	\$ 133,500
Assistant Engineer *	0.50	0.45	0.45	0.45	46,372
* Additional .45 FTE in Program 730 & Voluntary Reduction for FY 11 & FY 12					
TOTAL	1.50	1.45	1.45	1.45	\$ 179,872

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Traffic Engineering Assistant (Intern)	0.58	0.25	0.25	0.25	\$ 7,540
TOTAL	0.58	0.25	0.25	0.25	\$ 7,540

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

EXHIBIT C
 101.720

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 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	-	179	500	5,500
101.720.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.720.7429 Maintenance & Operation of Equipment	-	-	400	400
101.720.7430 Professional & Specialized Services	28,930	-	-	-
101.720.7431 Promotional Expense	-	-	-	-
101.720.7432 Other Contractual Services	-	-	-	-
101.720.7433 Insurance and Surety Bonds	-	-	-	-
101.720.7434 Memberships, Dues, Books	310	1,276	1,050	1,050
101.720.7435 Professional Development & Meetings	-	-	-	-
101.720.7437 Staff Development	150	-	-	-
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	27,202	17,430	17,430	18,378
101.720.7883 Improvements Other Than Buildings	-	-	-	-
101.720.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 56,592	\$ 18,885	\$ 19,380	\$ 25,328

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

EXHIBIT C-1
 101.720

Description	12/13 Adopted
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Marking Paint, Measuring Wheels, Hoses, Etc.	\$ 250
Technical Software and Updates (Non-Information Technology Supported)	5,250
	5,500
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Pool Bicycle Maintenance	150
Silicon Valley - Intelligent Transportation Systems Equipment	250
	400
<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	18,378
TOTAL	\$ 25,328

**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 2012 - 2013

- Hacienda Avenue - design
- Prepare, adopt, and implement a City-wide Labor Compliance Program as required for Proposition 84 grant funds
- Winchester Boulevard Underground Utility District - coordinate with PG&E for design and construction
- 2012 Street Maintenance and Accessibility Ramp Projects - design and construction
- Winchester Boulevard Improvement Project - Phase I construction
- Winchester Boulevard Improvement Project - Phase II construction
- East Campbell Avenue Portal Project - design
- 2013 Street Maintenance Project - design and construction
- Evaluate need for Bridge Scour Inventory / Report

GENERAL FUND - (101)
Public Works - Engineering (730)

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	Average cost of design and construction engineering is 18%. *	18%	22%	24%
2	75% of City's pavement network is at a PCI of 70 or greater.	74.5%	74.5%	74.5%
3	Mean PCI of City's pavement network.	75%	75%	73%

* As a percentage of total project cost.

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

EXHIBIT A
 101.730

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 929,962	\$ 954,697	\$ 1,010,578	\$ 1,084,178
Supplies, Services & Capital Outlay (Exhibit C)	85,989	54,715	57,227	54,805
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,015,951	1,009,412	1,067,805	1,138,983
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 1,015,951	\$ 1,009,412	\$ 1,067,805	\$ 1,138,983

FUNDING SOURCE(S)

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
General Fund Revenues	101	Misc.	\$ 890,951	\$ 814,752	\$ 836,301	\$ 1,013,983
Lighting & Landscaping District	207	9899	30,000	30,000	30,000	30,000
Environmental Programs	209	9899	95,000	95,000	95,000	95,000
Gas Tax Fund	204	9899	-	69,660	106,504	-
TOTAL			\$ 1,015,951	\$ 1,009,412	\$ 1,067,805	\$ 1,138,983

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Project Overhead Offset	101	4725	\$ 419,639	\$ 507,250	\$ 425,000	\$ 450,000
Sale of Maps / Publications	101	4760	2,762	1,431	1,000	1,000
Notice of Improvement Obligation	101	4924	-	10,000	5,000	2,000
Lighting & Landscaping District - Trsfs. In	101	6899	30,000	30,000	30,000	30,000
Environmental Programs - Transfers In	101	6899	95,000	95,000	95,000	95,000
Cost Recovery (Other Agency)	101	4701	12,294	16,071	-	-
Gas Tax Fund	101	6899	-	69,660	106,504	-
TOTAL			\$ 559,695	\$ 729,412	\$ 662,504	\$ 578,000

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

**EXHIBIT B
101.730**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.730.7001 Personnel - Regular	\$ 712,518	\$ 723,512	\$ 720,893	\$ 735,285
101.730.7002 Personnel - Temporary	10,868	6,940	59,540	111,540
101.730.7003 Personnel - Overtime	-	-	5,000	5,000
101.730.7005 Personnel - POST	-	-	-	-
101.730.7103 Personnel - Holiday Pay	-	-	-	-
101.730.7104 Meal Allowance	-	-	-	-
101.730.7105 Uniform Allowance	(1,043)	503	300	300
101.730.7106 Retirement	77,538	80,358	104,328	105,234
101.730.7107 Dental Insurance	9,645	10,511	10,686	11,572
101.730.7108 Group Health Insurance	69,375	74,815	73,170	77,094
101.730.7109 Group Life Insurance	1,147	1,209	1,392	1,392
101.730.7110 Workers' Compensation Insurance	8,764	8,434	6,906	7,192
101.730.7111 Unemployment Insurance	-	-	-	-
101.730.7112 Group Disability Insurance	4,257	4,455	5,580	5,148
101.730.7113 Medicare	11,277	11,704	11,389	12,351
101.730.7114 Auto Allowance	5,760	2,881	2,880	2,880
101.730.7115 Cell Phone Allowance	748	720	720	720
101.730.7118 Other Benefit Pay	11,439	12,977	-	-
101.730.7119 Social Security	-	-	-	-
101.730.7121 Leave Balance Payout	308	7,983	-	-
101.730.7122 Deferred Compensation Contribution	7,220	7,605	7,020	7,020
101.730.7126 PARS 457 Retirement	141	90	774	1,450
101.730.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 929,962	\$ 954,697	\$ 1,010,578	\$ 1,084,178

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

EXHIBIT B-1
 101.730

Permanent Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
City Engineer	1.00	1.00	1.00	1.00	\$ 161,210
Senior Civil Engineer	2.00	2.00	2.00	2.00	266,998
Assistant Engineer * / **	1.50	1.45	1.00	1.00	100,275
Senior Public Works Inspector ***	1.00	0.90	1.00	1.00	108,207
Public Works Inspector	1.00	1.00	1.00	1.00	98,595
* Additional .45 FTE in Program 720. Voluntary Reduction FY 11 ** Moved .45 FTE to Program 740 in FY 12 *** Voluntary Reduction in FY 11 Only.					
TOTAL	6.50	6.35	6.00	6.00	\$ 735,285

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Engineering Assistant (Intern)	0.45	0.25	0.25	0.25	\$ 7,540
Project Engineer	-	-	0.50	1.00	104,000
TOTAL	0.45	0.25	0.75	1.25	\$ 111,540

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

EXHIBIT C
 101.730

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 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	-	-	-	-
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	4,000	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	964	1,438	1,700	1,700
101.730.7435 Professional Development & Meetings	-	-	-	-
101.730.7437 Staff Development	1,500	-	-	-
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	18,240	16,416	16,416	14,099
101.730.7551 User Charges - IT Pool	65,285	34,861	34,861	36,756
101.730.7883 Improvements Other Than Buildings	-	-	-	-
101.730.7884 Machinery & Equipment	-	-	-	-
101.730.7885 Street Maintenance Reserve	-	-	-	-
TOTAL	\$ 85,989	\$ 54,715	\$ 57,227	\$ 54,805

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

EXHIBIT C-1
 101.730

Description	12/13 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	1,100
Subscriptions	100
	1,700
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles	14,099
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	36,756
TOTAL	\$ 54,805

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 2012 - 2013

- Develop in cooperation with the West Valley Solid Waste JPA a work plan for implementation of a ban on plastic bags
- Coordinate with West Valley Solid Waste JPA on consideration of expansion of commercial food waste collection and composting program
- Review opportunities for reduction or elimination of expanded polystyrene
- Review opportunities for extension, renewal, or solicitation of solid waste collection contractor due to expiration of current contract
- Review opportunities for alternative funding mechanisms for mandated Clean Water Program activities
- Monitor and document trash loading reduction to creeks as a result of trash capture device installation in response to NDPES requirements
- Incorporate newly annexed areas into City's Lighting and Landscaping District

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

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	80% of development application reviews completed within ten working days.*	92%	89%	75%

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

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

EXHIBIT A
 101.740

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 310,684	\$ 233,062	\$ 211,646	\$ 226,016
Supplies, Services & Capital Outlay (Exhibit C)	83,924	78,932	99,066	383,723
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	394,608	311,994	310,712	609,739
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 394,608	\$ 311,994	\$ 310,712	\$ 609,739

FUNDING SOURCE(s)

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
General Fund	101	Misc.	\$ 206,108	\$ 119,494	\$ 118,212	\$ 122,337
Environmental Services - Storm Water	209	9899	75,000	75,000	75,000	307,902
Environmental Programs - Solid Waste	209	9899	113,500	117,500	117,500	179,500
TOTAL			\$ 394,608	\$ 311,994	\$ 310,712	\$ 609,739

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Franchise - Garbage	101	4123	\$ 1,317,995	\$ 1,552,501	\$ 1,515,000	\$ 1,602,000
Engineering & Subdivision Filing Fees	101	4722	206,730	196,447	225,000	225,000
Environmental Programs - Transfers-In	101	6899	188,500	192,500	192,500	487,402
TOTAL			\$ 1,713,225	\$ 1,941,448	\$ 1,932,500	\$ 2,314,402

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

EXHIBIT B
 101.740

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.740.7001 Personnel - Regular	\$ 243,995	\$ 133,901	\$ 154,283	\$ 159,571
101.740.7002 Personnel - Temporary	-	-	7,540	15,080
101.740.7003 Personnel - Overtime	2,346	852	-	-
101.740.7005 Personnel - POST	-	-	-	-
101.740.7103 Personnel - Holiday Pay	-	-	-	-
101.740.7104 Meal Allowance	-	-	-	-
101.740.7105 Uniform Allowance	(300)	150	-	-
101.740.7106 Retirement	26,190	14,610	22,328	22,838
101.740.7107 Dental Insurance	3,128	1,885	2,384	2,587
101.740.7108 Group Health Insurance	22,725	13,097	17,661	18,609
101.740.7109 Group Life Insurance	375	201	518	278
101.740.7110 Workers' Compensation Insurance	2,048	1,013	1,524	1,570
101.740.7111 Unemployment Insurance	-	-	-	-
101.740.7112 Group Disability Insurance	1,386	660	1,079	870
101.740.7113 Medicare	3,681	2,774	2,346	2,532
101.740.7114 Auto Allowance	1,920	86	-	-
101.740.7115 Cell Phone Allowance	374	46	-	-
101.740.7118 Other Benefit Pay	476	28,731	-	-
101.740.7119 Social Security	-	-	-	-
101.740.7121 Leave Balance Payout	-	33,556	-	-
101.740.7122 Deferred Compensation Contribution	2,340	1,500	1,885	1,885
101.740.7126 PARS 457 Retirement	-	-	98	196
101.740.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 310,684	\$ 233,062	\$ 211,646	\$ 226,016

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)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Associate Civil Engineer	1.00	1.00	1.00	1.00	\$ 113,199
Senior Civil Engineer *	1.00	0.50	-	-	-
Assistant Engineer **	-	-	0.45	0.45	46,372
* Position to be full-time thru 12/31/10 then frozen. Voluntary Separation FY 11 ** Transferred .45 from Program 730 in FY 12 Additional .45 in Program 720.					
TOTAL	2.00	1.50	1.45	1.45	\$ 159,571

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Engineering Assistant (Intern)	-	-	0.25	0.50	\$ 15,080
TOTAL	-	-	0.25	0.50	\$ 15,080

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

**EXHIBIT C
 101.740**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 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	707	578	1,350	1,350
101.740.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
101.740.7429 Maintenance & Operation of Equipment	-	-	-	-
101.740.7430 Professional & Specialized Services	49,550	52,227	63,000	321,902
101.740.7431 Promotional Expense	-	-	-	-
101.740.7432 Other Contractual Services	15,988	11,748	20,000	46,000
101.740.7433 Insurance and Surety Bonds	-	-	-	-
101.740.7434 Memberships, Dues, Books	357	363	500	500
101.740.7435 Professional Development & Meetings	-	-	-	-
101.740.7437 Staff Development	551	-	-	-
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	5,890	5,301	5,301	4,582
101.740.7551 User Charges - IT Pool	10,881	8,715	8,715	9,189
101.740.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 83,924	\$ 78,932	\$ 99,066	\$ 383,723

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 2012 - 2013

- Implement City Council approved changes at the Community Garden
- Assist with landscaping and irrigation installation for Winchester Improvements Phase 2
- Implement proactive sidewalk inspection program
- Develop City wide reforestation plan

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

**EXHIBIT B
101.745**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.745.7001 Personnel - Regular	\$ 192,020	\$ 210,274	\$ 257,611	\$ 262,742
101.745.7002 Personnel - Temporary	21,950	-	-	-
101.745.7003 Personnel - Overtime	202	666	750	750
101.745.7005 Personnel - POST	-	-	-	-
101.745.7103 Personnel - Holiday Pay	-	-	-	-
101.745.7104 Meal Allowance	-	15	-	-
101.745.7105 Uniform Allowance	-	-	-	-
101.745.7106 Retirement	21,120	23,515	37,282	45,067
101.745.7107 Dental Insurance	3,128	4,009	4,768	5,166
101.745.7108 Group Health Insurance	22,734	28,771	35,352	37,249
101.745.7109 Group Life Insurance	372	461	528	528
101.745.7110 Workers' Compensation Insurance	1,810	1,687	1,705	1,660
101.745.7111 Unemployment Insurance	-	-	-	-
101.745.7112 Group Disability Insurance	1,386	1,626	2,530	2,256
101.745.7113 Medicare	3,186	3,184	3,746	3,821
101.745.7114 Auto Allowance	-	-	-	-
101.745.7115 Cell Phone Allowance	-	-	-	-
101.745.7118 Other Benefit Pay	4,882	5,243	-	-
101.745.7119 Social Security	-	-	-	-
101.745.7121 Leave Balance Payout	-	-	-	-
101.745.7122 Deferred Compensation Contribution	2,340	2,839	3,510	3,510
101.745.7126 PARS 457 Retirement	285	-	-	-
101.745.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 275,415	\$ 282,290	\$ 347,782	\$ 362,749

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

**EXHIBIT C
101.745**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.745.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.745.7421 Communications - Phones	6,587	6,639	7,000	7,000
101.745.7422 Advertising	-	-	-	-
101.745.7423 Clothing and Personal Expense	-	-	-	-
101.745.7424 Office Expense	3,595	3,526	3,500	3,500
101.745.7425 Minor Tools & Equipment	-	-	-	-
101.745.7427 Special Departmental Expense	7,933	5,824	7,000	12,000
101.745.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
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	705	930	650	650
101.745.7435 Professional Development & Meetings	5,242	3,930	5,700	5,700
101.745.7437 Staff Development	-	128	-	-
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	7,695	6,925	6,925	5,992
101.745.7551 User Charges - IT Pool	21,762	13,073	13,073	13,783
101.745.7883 Improvements Other Than Buildings	-	-	-	-
101.745.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 53,519	\$ 40,975	\$ 43,848	\$ 48,625

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 2012 - 2013

- Replace vehicles with clean air, energy efficient vehicles
- Oversee fire and safety inspections at the Public Works Yard

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	80% of preventative maintenance is completed on schedule. *	90%	90%	90%
2	Public Safety vehicle availability is 85%. *	95%	95%	95%

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

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

EXHIBIT A
 641.750

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 274,959	\$ 245,431	\$ 264,650	\$ 273,233
Supplies, Services & Capital Outlay (Exhibit C)	859,735	723,991	663,871	681,602
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,134,694	969,422	928,521	954,835
Transfers Out (Exhibit E)	50,000	50,000	45,000	45,000
APPROPRIATION TOTAL	\$ 1,184,694	\$ 1,019,422	\$ 973,521	\$ 999,835

FUNDING SOURCE(S)						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Motor Pool Rev.	641	Misc.	\$ 976,199	\$ 829,422	\$ 814,021	\$ 841,335
Motor Pool - Beg. Fund Balance *	641	6090	190,000	190,000	159,500	158,500
General Fund - CIPR	101	9899	18,495	-	-	-
* Replacement Equipment						
TOTAL			\$ 1,184,694	\$ 1,019,422	\$ 973,521	\$ 999,835

REVENUES MONITORED BY THIS PROGRAM						
Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Sale of Property	641	4960	\$ -	\$ 30,486	\$ 8,500	\$ 8,500
Insurance Claims Refunds	641	4962	2,192	-	10,000	10,000
Motor Pool	641	5101	950,000	856,183	856,178	881,178
General Fund-Beg Fund Balance-CIPR	101	6899	18,495	-	-	-
TOTAL			\$ 970,687	\$ 886,669	\$ 874,678	\$ 899,678

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

EXHIBIT B
 641.750

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
641.750.7001 Personnel - Regular	\$ 155,227	\$ 116,773	\$ 178,845	\$ 184,026
641.750.7002 Personnel - Temporary	51,813	68,678	-	-
641.750.7003 Personnel - Overtime	586	450	500	500
641.750.7005 Personnel - POST	-	-	-	-
641.750.7103 Personnel - Holiday Pay	-	-	-	-
641.750.7104 Meal Allowance	-	-	-	-
641.750.7105 Uniform Allowance	720	540	900	900
641.750.7106 Retirement	16,711	13,052	25,882	26,338
641.750.7107 Dental Insurance	3,039	2,351	4,110	4,320
641.750.7108 Group Health Insurance	31,891	24,412	41,910	44,670
641.750.7109 Group Life Insurance	372	264	720	720
641.750.7110 Workers' Compensation Insurance	8,411	7,253	5,663	5,563
641.750.7111 Unemployment Insurance	-	-	-	-
641.750.7112 Group Disability Insurance	1,188	842	1,860	1,860
641.750.7113 Medicare	3,312	2,912	2,600	2,676
641.750.7114 Auto Allowance	-	-	-	-
641.750.7115 Cell Phone Allowance	374	360	360	360
641.750.7118 Other Benefit Pay	(399)	437	-	-
641.750.7119 Social Security	-	-	-	-
641.750.7121 Leave Balance Payout	-	5,414	-	-
641.750.7122 Deferred Compensation Contribution	1,040	800	1,300	1,300
641.750.7126 PARS 457 Retirement	674	893	-	-
641.750.7123 Voluntary Separation Payout	-	-	-	-
TOTAL	\$ 274,959	\$ 245,431	\$ 264,650	\$ 273,233

CITY OF CAMPBELL
 OPERATING BUDGET - Personnel Allocation
 PROGRAM: PW - VEHICLE & EQUIPMENT MAINTENANCE SERVICES

EXHIBIT B-1
 641.750

Permanent Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00	\$ 92,019
Mechanic I / II	2.00	2.00	1.50	1.50	92,007
TOTAL	3.00	3.00	2.50	2.50	\$ 184,026

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
TOTAL	-	-	-	-	\$ -

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

**EXHIBIT C
641.750**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
641.750.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
641.750.7421 Communications - Phones	-	-	-	-
641.750.7422 Advertising	-	-	-	-
641.750.7423 Clothing and Personal Expense	3,111	2,931	2,500	2,500
641.750.7424 Office Expense	-	164	-	-
641.750.7425 Minor Tools & Equipment	1,427	1,512	1,500	2,480
641.750.7426 Gasoline & Diesel	-	155,086	170,000	190,000
641.750.7427 Special Departmental Expense	889	370	1,500	1,500
641.750.7428 Maintenance of Bldgs. Struct. & Grounds	98	222	500	500
641.750.7429 Maintenance & Operation of Equipment	288,480	145,491	146,000	130,560
641.750.7430 Professional & Specialized Services	8,758	2,907	8,500	8,500
641.750.7431 Promotional Expense	-	-	-	-
641.750.7432 Other Contractual Services	-	-	-	-
641.750.7434 Memberships, Dues, Books	110	605	400	400
641.750.7435 Professional Development & Meetings	115	-	-	-
641.750.7437 Staff Development	-	-	-	-
641.750.7442 Insurance Claims Expense	-	-	-	-
641.750.7444 Depreciation	276,271	231,238	-	-
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	178,220	160,398	160,398	140,284
641.750.7551 User Charges - IT Pool	16,321	13,073	13,073	18,378
641.750.7665 Donation Expenditure	-	-	-	-
641.750.7884 Machinery & Equipment	85,935	9,994	159,500	186,500
TOTAL	\$ 859,735	\$ 723,991	\$ 663,871	\$ 681,602

Description	12/13 Adopted
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>	
Damage to Clothing & Personal Property	
Uniform/Laundry Service	\$ 2,500
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Special Automotive Hand Tools and Go-Jacks (Four)	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, Etc.	1,500
<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 Damaged Property)	92,820
Parts	37,740
	130,560
<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	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	140,284
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	18,378
SUB - TOTAL	\$ 495,102

Description	12/13 Adopted
7884 MACHINERY AND EQUIPMENT	
<u>Replacement *</u>	
1300 Series (3 Units: 1 SUV & 2 Sedans) #1328, #1334, & #1340 Marked Police Vehicles	\$ 109,000
2000 Series (1 Unit) #2059 Medium Maintenance Vehicle	30,000
5000 Series (2 Units):	
#5062 Grinder	6,500
#5086 Mower	13,000
<u>Small Equipment</u>	
Unit #200 - Mobile Radar Trailer	16,000
Shop Compressor	12,000
	186,500
* Funded from Motor Pool Beginning Fund Balance	
TOTAL	\$ 681,602

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

EXHIBIT E
641.750

Account Description	12/13 Adopted
9899 TRANSFERS OUT	
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 2012 - 2013

- Coordinate and maintain mandated NPS storm water capture device installations
- Coordinate street maintenance activities with the annual street maintenance project
- Initiate the reflectivity study of signs throughout the City

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	95% of emergency call-outs responded to within two hours.	100%	100%	95%
2	90% of sidewalk repair requests are inspected and marked within five working days.	93%	94%	95%
3	80% of traffic work orders completed within 20 days.	89%	96%	90%

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

EXHIBIT A
 204.760

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 690,964	\$ 639,116	\$ 709,277	\$ 730,275
Supplies, Services & Capital Outlay (Exhibit C)	423,065	327,309	368,418	443,554
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,114,029	966,425	1,077,695	1,173,829
Transfers Out (Exhibit E)	135,362	278,818	305,513	219,871
APPROPRIATION TOTAL	\$ 1,249,391	\$ 1,245,243	\$ 1,383,208	\$ 1,393,700

FUNDING SOURCE(s)

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Gas Tax Revenues	204	Misc.	\$ 883,391	\$ 946,243	\$ 1,077,908	\$ 1,070,400
Lighting & Landscaping Dist.	207	9899	40,000	40,000	46,300	46,300
Environmental Programs	209	9899	316,000	259,000	259,000	277,000
TOTAL			\$ 1,249,391	\$ 1,245,243	\$ 1,383,208	\$ 1,393,700

REVENUES MONITORED BY THIS PROGRAM

Gas Tax - 2105	204	4510	\$ 226,033	\$ 220,767	\$ 215,000	\$ 198,000
Gas Tax - 2106	204	4511	150,839	147,102	144,000	137,000
Gas Tax - 2107	204	4512	300,946	294,866	287,000	283,400
Gas Tax - 2107.5	204	4513	12,000	6,000	6,000	6,000
Prop. 42 - Gas Tax	204	4536	362,362	4,262	-	-
Rev & Tax Code 7360-Gas Excise Tax	204	4516	-	386,856	453,000	443,500
Metal Recycling Revenue	204	4965	1,550	2,500	2,500	2,500
Other Revenue	204	4965	-	2,419	-	-
Lighting & Landscaping Dist. - Tsfrs.	204	6899	40,000	40,000	46,300	46,300
Environmental Services - Transfers In	204	6899	316,000	259,000	259,000	277,000
Federal Aid Urban - Transfers In	204	6899	10,000	-	-	-
Street Impact Fee-Solid Waste*	204	4732	73,562	152,825	225,000	225,000
Street Impact Fee-Construction Permits*	204	4731	49,194	140,141	105,000	105,000
* Funds Street Maint. Capital Projects						
TOTAL			\$ 1,542,486	\$ 1,656,738	\$ 1,742,800	\$ 1,723,700

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

**EXHIBIT B
204.760**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
204.760.7001				
Personnel - Regular	\$ 439,719	\$ 409,416	\$ 453,782	\$ 465,642
204.760.7002				
Personnel - Temporary	28,028	6,420	9,100	9,100
204.760.7003				
Personnel - Overtime	12,831	10,717	14,000	14,000
204.760.7005				
Personnel - POST	-	-	-	-
204.760.7103				
Personnel - Holiday Pay	-	-	-	-
204.760.7104				
Meal Allowance	-	18	-	-
204.760.7105				
Uniform Allowance	5,250	5,250	5,250	5,250
204.760.7106				
Retirement	47,731	45,679	65,671	66,643
204.760.7107				
Dental Insurance	10,635	10,996	11,508	12,096
204.760.7108				
Group Health Insurance	111,712	116,158	117,348	125,076
204.760.7109				
Group Life Insurance	1,302	1,302	1,680	1,680
204.760.7110				
Workers' Compensation Insurance	18,993	15,995	15,057	14,735
204.760.7111				
Unemployment Insurance	-	-	-	-
204.760.7112				
Group Disability Insurance	4,079	4,127	5,208	5,208
204.760.7113				
Medicare	6,151	5,327	6,915	7,087
204.760.7114				
Auto Allowance	-	-	-	-
204.760.7115				
Cell Phone Allowance	-	-	-	-
204.760.7118				
Other Benefit Pay	512	3,985	-	-
204.760.7119				
Social Security	-	-	-	-
204.760.7121				
Leave Balance Payout	-	-	-	-
204.760.7122				
Deferred Compensation Contribution	3,640	3,640	3,640	3,640
204.760.7126				
PARS 457 Retirement	381	86	118	118
204.760.7130				
Project Overhead Cost	-	-	-	-
TOTAL	\$ 690,964	\$ 639,116	\$ 709,277	\$ 730,275

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

**EXHIBIT C
204.760**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
204.760.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
204.760.7421 Communications - Phones	-	-	-	-
204.760.7422 Advertising	-	-	-	-
204.760.7423 Clothing and Personal Expense	636	-	810	810
204.760.7424 Office Expense	-	-	-	-
204.760.7425 Minor Tools & Equipment	1,002	800	1,000	1,000
204.760.7427 Special Departmental Expense	445	200	-	-
204.760.7428 Maintenance of Bldgs. Struct. & Grounds	73,816	69,316	87,800	87,800
204.760.7429 Maintenance & Operation of Equipment	-	-	500	500
204.760.7430 Professional & Specialized Services	2,000	2,000	2,000	2,000
204.760.7431 Promotional Expense	-	-	-	-
204.760.7432 Other Contractual Services	194,256	119,770	140,750	176,750
204.760.7433 Insurance and Surety Bonds	-	-	-	-
204.760.7434 Memberships, Dues, Books	120	50	385	385
204.760.7435 Professional Development & Meetings	-	-	-	-
204.760.7437 Staff Development	-	-	-	-
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	145,350	130,815	130,815	169,715
204.760.7551 User Charges - IT Pool	5,440	4,358	4,358	4,594
204.760.7883 Improvements Other Than Building	-	-	-	-
204.760.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 423,065	\$ 327,309	\$ 368,418	\$ 443,554

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

EXHIBIT C-1
 204.760

Description	12/13 Adopted
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>	
Damage to Clothing, Rain Gear Replacement, Temporary Labor Uniforms, Etc.	\$ 810
<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.	79,500
Non-Point Source DI (No Dumping to Bay) Signage (Mandated by 2012)	6,300
Rental of Equipment	2,000
	87,800
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Miscellaneous Equipment Repair: Sign Applicator, Drill Breaker, Paint Shaker, Compressors, Etc.	500
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Annual Street Report Preparation	2,000
<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 *	9,000
Storm Drain Filter & Interceptor Cleaning *	6,000
Street Sweeping *	90,000
Waste Oil / Paint Hauling	1,750
	176,750
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books & Training Videos & Dues	385
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles & Other Non-Highway Equipment	169,715
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	4,594
* Funding from Environmental Programs	
TOTAL	\$ 443,554

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

EXHIBIT E
 204.760

Account Description	12/13 Adopted
9899 TRANSFERS OUT - OPERATING	
City Council for Congestion Management Association (CMA) Dues - # 101.501	\$ 52,262
Transportation Engineering Program - #101.720	167,609
Engineering Program - #101.730	-
TOTAL TRANSFERS OUT	\$ 219,871

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 2012 - 2013

- Assist with coordination for installation of fiber optics at Highway 17 and Campbell Avenue site
- Assist with the re-location of traffic signals for Winchester Boulevard Improvements, Phase 2

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	95% of emergency call-outs responded to within two (2) hours.	99%	99%	100%
2	85% of streetlight outages repaired within ten (10) working days. *	100%	90%	85%
3	100% of Underground Service Alert utility location requests responded to within seven (7) working days.	100%	100%	100%

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

CITY OF CAMPBELL
 OPERATING BUDGET - Summary of Exhibits
 PROGRAM: PUBLIC WORKS - SIGNALS & LIGHTING MAINTENANCE

EXHIBIT A
 207.770

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 287,497	\$ 270,171	\$ 278,739	\$ 284,495
Supplies, Services & Capital Outlay (Exhibit C)	423,772	347,830	378,526	383,658
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	711,269	618,001	657,265	668,153
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 711,269	\$ 618,001	\$ 657,265	\$ 668,153

FUNDING SOURCE(S)

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Lighting & Landscape District (LLA-1)	207	Misc.	\$ (39,760)	\$ -	\$ -	\$ -
Campbell Municipal Lighting Dist.- Prop. Tax	207	4001-4582	670,083	506,707	526,765	537,653
USA Marking Fees	207	4701	15,975	7,800	18,000	18,000
Insurance Claims Refund	207	4962	22,285	1,604	15,000	15,000
RDA Property Tax Share to CMLD	434	9899	38,062	95,000	95,000	-
Signal Maintenance Cost Sharing	207	4542	4,624	6,890	2,500	2,500
Redevelopment Prop Tax Trust Fund	207	4008	-	-	-	95,000
TOTAL			\$ 711,269	\$ 618,001	\$ 657,265	\$ 668,153

REVENUES MONITORED BY THIS PROGRAM

Campbell Municipal Lighting Dist. - Prop. Tax	207	4001-4582	\$ 670,083	\$ 681,773	\$ 675,000	\$ 675,000
USA Marking Fees	207	4701	15,975	7,800	18,000	18,000
Insurance Claims Refund	207	4962	22,285	1,604	15,000	15,000
CMLD Tax Share (RDA)	207	6899	35,062	95,000	95,000	-
Other Revenue	207	4965	304	-	-	-
Signal Maintenance Cost Sharing	207	4542	4,624	6,890	2,500	2,500
(Moved from 101.720 Prog)						
Other Interest	207	4450	-	1,457	-	-
RDA - Downtown Streetlight Repair	207	6899	3,000	-	-	-
Redevelopment Prop Tax Trust Fund	207	4008	-	-	-	95,000
TOTAL			\$ 751,333	\$ 794,524	\$ 805,500	\$ 805,500

CITY OF CAMPBELL
 OPERATING BUDGET - Employee Services Summary
 PROGRAM: PUBLIC WORKS - SIGNALS & LIGHTING MAINTENANCE

EXHIBIT B
 207.770

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
207.770.7001 Personnel - Regular	\$ 164,833	\$ 164,024	\$ 165,644	\$ 168,957
207.770.7002 Personnel - Temporary	39,024	28,454	32,000	32,000
207.770.7003 Personnel - Overtime	5,741	6,917	6,000	6,000
207.770.7005 Personnel - POST	-	-	-	-
207.770.7103 Personnel - Holiday Pay	-	-	-	-
207.770.7104 Meal Allowance	-	-	-	-
207.770.7105 Uniform Allowance	1,500	1,500	1,500	1,500
207.770.7106 Retirement	18,343	18,231	23,972	24,181
207.770.7107 Dental Insurance	3,039	3,142	3,288	3,456
207.770.7108 Group Health Insurance	31,883	32,819	33,528	35,736
207.770.7109 Group Life Insurance	372	372	480	480
207.770.7110 Workers' Compensation Insurance	8,093	7,234	6,430	6,240
207.770.7111 Unemployment Insurance	-	-	-	-
207.770.7112 Group Disability Insurance	1,188	1,188	1,488	1,488
207.770.7113 Medicare	3,502	3,314	2,953	3,001
207.770.7114 Auto Allowance	-	-	-	-
207.770.7115 Cell Phone Allowance	-	-	-	-
207.770.7118 Other Benefit Pay	4,677	1,563	-	-
207.770.7119 Social Security	-	-	-	-
207.770.7121 Leave Balance Payout	3,760	-	-	-
207.770.7122 Deferred Compensation Contribution	1,040	1,040	1,040	1,040
207.770.7126 PARS 457 Retirement	502	373	416	416
207.770.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 287,497	\$ 270,171	\$ 278,739	\$ 284,495

CITY OF CAMPBELL
 OPERATING BUDGET - Personnel Allocation
 PROGRAM: PUBLIC WORKS - SIGNALS & LIGHTING MAINTENANCE

EXHIBIT B-1
 207.770

Permanent Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Lighting & Traffic Signal Supervisor	1.00	1.00	1.00	1.00	\$ 92,019
Lighting & Traffic Signal Technician	1.00	1.00	1.00	1.00	76,938
TOTAL	2.00	2.00	2.00	2.00	\$ 168,957

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Temporary Lighting Assistant	0.96	0.77	0.77	0.77	\$ 32,000
TOTAL	0.96	0.77	0.77	0.77	\$ 32,000

CITY OF CAMPBELL
 OPERATING BUDGET - Supplies & Services Summary
 PROGRAM: PUBLIC WORKS - SIGNALS & LIGHTING MAINTENANCE

EXHIBIT C
 207.770

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
207.770.7420 Utilities - Electricity/Gas	\$ 197,500	\$ 187,713	\$ 210,000	\$ 214,200
207.770.7421 Communications - Phones	4,730	4,129	5,000	5,000
207.770.7422 Advertising	-	-	-	-
207.770.7423 Clothing and Personal Expense	460	320	350	350
207.770.7424 Office Expense	153	-	-	-
207.770.7425 Minor Tools & Equipment	472	851	1,000	1,000
207.770.7427 Special Departmental Expense	703	360	800	800
207.770.7428 Maintenance of Bldgs. Struct. & Grounds	-	-	-	-
207.770.7429 Maintenance & Operation of Equipment	136,299	85,593	93,000	97,860
207.770.7430 Professional & Specialized Services	-	-	-	-
207.770.7431 Promotional Expense	-	-	-	-
207.770.7432 Other Contractual Services	-	-	-	-
207.770.7433 Insurance and Surety Bonds	-	-	-	-
207.770.7434 Memberships, Dues, Books	1,957	2,014	2,125	2,125
207.770.7435 Professional Development & Meetings	-	-	-	-
207.770.7437 Staff Development	-	-	-	-
207.770.7438 Other Charges	7,341	7,699	7,100	7,100
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	41,515	37,363	37,363	32,251
207.770.7551 User Charges - IT Pool	32,642	21,788	21,788	22,972
207.770.7883 Improvements Other Than Buildings	-	-	-	-
207.770.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 423,772	\$ 347,830	\$ 378,526	\$ 383,658

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

EXHIBIT C-1
 207.770
 Page 1

Description	12/13 Adopted
<u>7420 UTILITIES - ELECTRICITY/GAS</u>	
Parks & Other Lighting	\$ 4,080
Street Lighting	168,300
Traffic Signals	41,820
	214,200
<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	350
<u>7425 MINOR TOOLS & EQUIPMENT</u>	
Miscellaneous New Tools	1,000
<u>7427 SPECIAL DEPARTMENTAL EXPENSE</u>	
Trailer & Storage Unit Alarms	200
Underground Service Alert One Call System Fee (Required by Law)	600
	800
<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
Ethernet Router	3,000
Street Lighting Pole Replacement	4,590
Street Light & Traffic Signal Upgrades, Preventive Maintenance, Scheduled & Emergency Repairs; Video Detection Modifications, Knock-downs, Miscellaneous Repairs of Damaged Equipment (\$15,000 Offset with Insurance Reimbursements)	80,580
	97,860
<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	225
	2,125
SUB - TOTAL	\$ 321,335

Description	12/13 Adopted
<u>7438 OTHER CHARGES</u>	
Property Tax Administration Fees	\$ 7,100
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles & Other Non-Highway Equipment	32,251
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	22,972
TOTAL	\$ 383,658

**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 2012 - 2013

- Design and implement a design for John D. Morgan Park trash receptacles that will increase safety and reduce potential injury
- Assist with development of projects for the Parks Foundation
- Implement Urban Forest Strategic Plan

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
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). *	95%	100%	100%

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

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

EXHIBIT A
 207.775

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 1,295,491	\$ 1,254,829	\$ 1,303,972	\$ 1,334,796
Supplies, Services & Capital Outlay (Exhibit C)	594,957	599,678	600,978	616,030
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,890,448	1,854,507	1,904,950	1,950,826
Transfers Out (Exhibit E)	100,000	100,000	100,000	106,300
APPROPRIATION TOTAL	\$ 1,990,448	\$ 1,954,507	\$ 2,004,950	\$ 2,057,126

FUNDING SOURCE(S)

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Lighting & Landscaping Dist.	207	Misc.	\$ 1,179,238	\$ 1,135,466	\$ 1,140,000	\$ 1,142,000
General Fund	101	9899	732,991	564,795	670,515	725,279
Environmental Program	209	9899	45,000	45,000	45,000	45,000
General Fund (Tree In Lieu 101.701)	101	9899	-	-	7,500	7,500
Campbell Municipal Lighting District	207	4001-4582	-	176,691	148,235	137,347
ABAG Playground Equipment Grant	212	9899	33,219	32,555	-	-
TOTAL			\$ 1,990,448	\$ 1,954,507	\$ 2,011,250	\$ 2,057,126

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Lighting & Landscaping Assessment	207	5001	\$ 1,135,464	\$ 1,135,466	\$ 1,140,000	\$ 1,142,000
Donations - Parks	794	4818	-	170	-	-
Environmental Services - Transfers In	207	6899	45,000	45,000	45,000	45,000
General Fund - Transfers In	207	6899	732,991	564,795	670,515	725,279
Tree In-Lieu Fees	207	6899	-	-	7,500	7,500
ABAG Playground Equipment Grant	207	6899	33,219	32,555	-	-
TOTAL			\$ 1,946,674	\$ 1,777,986	\$ 1,863,015	\$ 1,919,779

CITY OF CAMPBELL
 OPERATING BUDGET - Employee Services Summary
 PROGRAM: PUBLIC WORKS - PARK MAINTENANCE

EXHIBIT B
 207.775

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
207.775.7001 Personnel - Regular	\$ 769,731	\$ 743,310	\$ 782,980	\$ 799,400
207.775.7002 Personnel - Temporary	121,094	101,392	90,735	90,735
207.775.7003 Personnel - Overtime	15,963	24,356	30,000	30,000
207.775.7005 Personnel - POST	-	-	-	-
207.775.7103 Personnel - Holiday Pay	-	-	-	-
207.775.7104 Meal Allowance	81	36	-	-
207.775.7105 Uniform Allowance	8,250	7,990	9,000	9,000
207.775.7106 Retirement	84,705	82,718	113,313	114,410
207.775.7107 Dental Insurance	18,241	18,376	19,728	20,784
207.775.7108 Group Health Insurance	186,049	186,007	196,614	209,412
207.775.7109 Group Life Insurance	2,228	2,155	2,880	2,880
207.775.7110 Workers' Compensation Insurance	38,188	34,703	28,378	27,593
207.775.7111 Unemployment Insurance	-	-	-	-
207.775.7112 Group Disability Insurance	7,312	7,065	9,300	9,300
207.775.7113 Medicare	15,021	14,422	13,104	13,342
207.775.7114 Auto Allowance	-	-	-	-
207.775.7118 Other Benefit Pay	12,526	7,173	-	-
207.775.7115 Cell Phone Allowance	-	-	-	-
207.775.7119 Social Security	-	-	-	-
207.775.7121 Leave Balance Payout	7,747	17,212	-	-
207.775.7122 Deferred Compensation Contribution	6,754	6,579	6,760	6,760
207.775.7126 PARS 457 Retirement	1,601	1,335	1,180	1,180
207.775.7130 Project Overhead Cost				
TOTAL	\$ 1,295,491	\$ 1,254,829	\$ 1,303,972	\$ 1,334,796

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

EXHIBIT B-1
 207.775

Permanent Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Park Maintenance Supervisor	1.00	1.00	1.00	1.00	\$ 101,078
Park Maintenance Lead Worker	2.00	2.00	2.00	2.00	139,372
Park Maintenance Worker I / II *	9.00	9.00	9.00	9.00	558,950
* Flexible Staffing: Two - Park Maintenance Worker I Seven - Park Maintenance Worker II					
TOTAL	12.00	12.00	12.00	12.00	\$ 799,400

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Temporary Labor	3.12	2.50	2.50	2.50	\$ 83,680
Weekend Work Furlough Supervisor *	-	0.20	0.20	-	-
Weekend Park Maintenance	-	-	-	0.20	7,055
* Moved from Program 530 in FY 11					
TOTAL	3.12	2.70	2.70	2.70	\$ 90,735

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

EXHIBIT C
 207.775

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
207.775.7420 Utilities - Electricity/Gas/Water	\$ 157,706	\$ 170,965	\$ 168,000	\$ 170,000
207.775.7421 Communications - Phones	1,980	1,875	2,000	3,000
207.775.7423 Clothing and Personal Expense	451	961	1,300	1,300
207.775.7424 Office Expense	-	-	-	-
207.775.7425 Minor Tools & Equipment	4,056	4,441	4,500	4,500
207.775.7427 Special Departmental Expense	2,273	5,207	5,000	5,000
207.775.7428 Maintenance of Bldgs. Struct. & Grounds	162,195	146,328	159,000	161,500
207.775.7429 Maintenance & Operation of Equipment	474	2,159	2,000	2,000
207.775.7430 Professional & Specialized Services	510	1,950	2,000	2,000
207.775.7431 Promotional Expense	-	-	-	-
207.775.7432 Other Contractual Services	100,066	118,597	110,000	110,000
207.775.7433 Insurance and Surety Bonds	-	-	-	-
207.775.7434 Memberships, Dues, Books	495	605	725	725
207.775.7435 Professional Development & Meetings	230	-	-	-
207.775.7437 Staff Development	-	-	-	-
207.775.7438 Other Charges	-	137	-	-
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	148,200	133,380	133,380	142,222
207.775.7551 User Charges - IT Pool	16,321	13,073	13,073	13,783
207.775.7883 Improvements Other than Buildings	-	-	-	-
207.775.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 594,957	\$ 599,678	\$ 600,978	\$ 616,030

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

EXHIBIT C-1
 207.775
 Page 1

Description	12/13 Adopted
<u>7420 UTILITIES</u>	
San Jose Water; Pacific Gas & Electric; West Valley Sanitation District	\$ 170,000
<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	1,300
<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	7,500
Backflow Replacement at City Hall	2,000
Chemicals, Fertilizer, Seed, Ground Cover, Sod, Shrubs, Trees, Fibar Sand, Compost and Granite Gold Fines, Etc.	78,000
Equipment Rental	3,000
Valve, 6" Replacement at John D Morgan Park	4,000
Maintenance of Park Furniture, Playground Equip., Irrigation, Fences, Pumps, Electrical, Plumbing, Etc.	55,000
Pest Control	10,000
Small Power Equipment	2,000
	161,500
<u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u>	
Alarms	1,500
Landscaping Equipment Maintenance & Repairs	500
	2,000
<u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u>	
Arborist Consulting and Other Park Consultant Services	2,000
<u>7432 OTHER CONTRACTUAL SERVICES</u>	
Downtown Tree Maintenance	3,500
San Tomas Expressway Landscape Maintenance	6,500
Tree Pruning and Street Tree Maintenance (Including Tree Grates)	90,000
Tree Replacement Program	10,000
	110,000
SUB - TOTAL	\$ 459,300

Description	12/13 Adopted
<u>7434 MEMBERSHIPS, DUES & BOOKS</u>	
Books & Subscriptions	\$ 175
Dues - National Park & Recreation Association; International Arborist Association;	
Park & Recreation Society; Landscape Supervisors Forum	550
	725
<u>7550 USER CHARGES - MOTOR POOL</u>	
Use of City Vehicles & Other Non-Highway Equipment & Tools	142,222
<u>7551 USER CHARGES - IT POOL</u>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	13,783
TOTAL	\$ 616,030

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

EXHIBIT E
 207.775

Account Description	12/13 Adopted
9899 TRANSFERS OUT - OPERATING	
Administrative Cost Allocation - Non-Departmental # 101.540	\$ 10,000
General Departmental Administration # 101.701	10,000
Engineering - Administration # 101.730	30,000
Maintenance Administration # 101.745	10,000
Street Maintenance - Sidewalk Repair # 204.760	46,300
TOTAL TRANSFERS OUT	\$ 106,300

**GENERAL FUND - (101)
Public Works - Building Maintenance Program (780)
Program Manager - Facilities Maintenance Manager**

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 2012 - 2013

- Complete high priority ADA Transition Plan improvements
- Assist Recreation and Community Services with upgrades to the Senior Center Facility
- Repaint the entry signs to downtown Campbell
- Review and make recommendations regarding the Energy Efficient and Solar Feasibility Study

PERFORMANCE OUTCOMES

	Measure	FY 10	FY 11	FY 12
1	Cost per square foot to maintain City buildings	\$3.32	\$3.43	\$3.43
2	50 % of work orders are completed within three working days.	82%	87%	87%

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

EXHIBIT A
 101.780

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 564,897	\$ 469,417	\$ 443,094	\$ 452,665
Supplies, Services & Capital Outlay (Exhibit C)	540,160	602,692	683,496	767,699
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,105,057	1,072,109	1,126,590	1,220,364
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 1,105,057	\$ 1,072,109	\$ 1,126,590	\$ 1,220,364

FUNDING SOURCE(S)

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
General Fund Revenues	101	Misc.	\$ 1,075,057	\$ 1,057,109	\$ 1,111,590	\$ 1,205,364
Environmental Services	209	9899	15,000	15,000	15,000	15,000
Redevelopment Agency *	437	9899	15,000	-	-	-
* RDA Tax Allocation Bond Proceeds						
TOTAL			\$ 1,105,057	\$ 1,072,109	\$ 1,126,590	\$ 1,220,364

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Environmental Services - Transfers In	101	6899	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Redevelopment Agency	101	6899	15,000	-	-	-
TOTAL			\$ 30,000	\$ 15,000	\$ 15,000	\$ 15,000

CITY OF CAMPBELL
 OPERATING BUDGET - Employee Services Summary
 PROGRAM: PUBLIC WORKS - BUILDING MAINTENANCE

EXHIBIT B
 101.780

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.780.7001 Personnel - Regular	\$ 397,135	\$ 335,141	\$ 313,702	\$ 319,947
101.780.7002 Personnel - Temporary	7,569	255	-	-
101.780.7003 Personnel - Overtime	1,512	4,057	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	2,000	2,000	1,500	1,800
101.780.7106 Retirement	43,194	37,213	45,399	45,791
101.780.7107 Dental Insurance	8,560	7,308	7,398	8,020
101.780.7108 Group Health Insurance	62,507	50,225	48,750	51,366
101.780.7109 Group Life Insurance	1,018	841	912	912
101.780.7110 Workers' Compensation Insurance	11,917	8,641	9,984	9,722
101.780.7111 Unemployment Insurance	-	-	-	-
101.780.7112 Group Disability Insurance	3,449	2,834	3,348	2,916
101.780.7113 Medicare	5,003	4,062	4,585	4,675
101.780.7114 Auto Allowance	-	-	-	-
101.780.7115 Cell Phone Allowance	-	-	-	-
101.780.7118 Other Benefit Pay	3,603	3,918	-	-
101.780.7119 Social Security	-	-	-	-
101.780.7121 Leave Balance Payout	10,463	7,465	-	-
101.780.7122 Deferred Compensation Contribution	6,863	5,454	5,016	5,016
101.780.7126 PARS 457 Retirement	104	3	-	-
101.780.7130 Project Overhead Cost	-	-	-	-
TOTAL	\$ 564,897	\$ 469,417	\$ 443,094	\$ 452,665

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

EXHIBIT B-1
 101.780

Permanent Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Facilities Maintenance Manager	1.00	1.00	1.00	1.00	\$ 109,159
Building Maintenance Lead Worker	1.00	1.00	1.00	1.00	74,780
Building Maintenance Worker	2.00	2.00	2.00	2.00	136,008
Utility Worker *	1.00	-	-	-	-
Office Assistant ** / ***	0.50	0.30	-	-	-
TOTAL	5.50	4.30	4.00	4.00	\$ 319,947

* Moved to Recreation & Community Services in FY 11

** .20 FTE Reduction FY 11 - Balance in Program 745

*** Moved to Program 745 in FY 12

Temporary Personnel	Full-Time Equivalents (FTE's)				12/13 Adopted
	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted	
Weekend Work Furlough Supervisor *	0.19	-	-	-	\$ -
Vacation Relief for Maint. Staff	0.11	-	-	-	-
TOTAL	0.30	-	-	-	\$ -

* Moved to Program 775 in FY 11

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

**EXHIBIT C
101.780**

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
101.780.7420 Utilities - Electricity/Gas	\$ -	\$ -	\$ -	\$ -
101.780.7421 Communications - Phones	3,446	3,716	4,500	4,920
101.780.7422 Advertising	-	-	-	-
101.780.7423 Clothing and Personal Expense	288	-	900	900
101.780.7424 Office Expense	179	255	1,000	1,000
101.780.7425 Minor Tools & Equipment	1,150	967	1,250	1,250
101.780.7427 Special Departmental Expense	89,033	83,777	84,450	86,450
101.780.7428 Maintenance of Bldgs. Struct. & Grounds	117,667	139,955	196,000	266,500
101.780.7429 Maintenance & Operation of Equipment	49,443	75,211	80,000	82,000
101.780.7430 Professional & Specialized Services	-	-	500	500
101.780.7431 Promotional Expense	-	-	-	-
101.780.7432 Other Contractual Services	245,040	260,708	276,771	289,464
101.780.7433 Insurance and Surety Bonds	-	-	-	-
101.780.7434 Memberships, Dues, Books	372	103	200	200
101.780.7435 Professional Development & Meetings	-	-	-	-
101.780.7437 Staff Development	-	75	-	-
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	11,780	11,780	11,543
101.780.7551 User Charges - IT Pool	21,762	26,145	26,145	22,972
101.780.7883 Improvements Other Than Building	-	-	-	-
101.780.7884 Machinery & Equipment	-	-	-	-
TOTAL	\$ 540,160	\$ 602,692	\$ 683,496	\$ 767,699

Description	12/13 Adopted
<u>7421 COMMUNICATIONS - PHONE</u>	
Cell Phone for Building Maintenance Staff	\$ 2,400
Alarms & Telephone Lines / DSL for John D. Morgan Park Video Camera	2,520
	4,920
<u>7423 CLOTHING AND PERSONAL EXPENSE</u>	
Damaged Clothing; Replace Rain Gear; City T-Shirts & Uniforms for Part-Time Employees	900
<u>7424 OFFICE EXPENSE</u>	
	1,000
<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.	525
Custodial & Light bulb Supplies for Downtown Parking Garage	1,100
Custodial Supplies & Lights (All Buildings)	69,500
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	525
	86,450
<u>7428 MAINTENANCE OF BUILDINGS, STRUCTURES & GROUNDS</u>	
General Maintenance:	
Ainsley House, Carriage House & Museum	3,000
City Hall	20,000
Community Center	72,000
Downtown Parking Garage	1,000
Firehouse Museum & Offices	6,000
Park Buildings - JDM, Campbell, Fischer, & Morley	12,000
Service Center	5,000
Special Projects:	
City Hall	48,600
Community Center	70,400
Parks	8,500
Tenant Improvements	20,000
	266,500
SUB - TOTAL	\$ 361,020

Description	12/13 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	20,000
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)	5,000
Emergency Generators (City Hall, EOC, Service Center, Community Center & Portable)	5,000
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
	82,000
<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	38,184
Community Center	194,294
Parks Buildings	47,686
Upholstery Cleaning	1,000
Battery & Light Recycling	900
Emergency Pool Service	1,000
Furniture Moving	2,500
Pest Control/Abatement (All Buildings)	2,000
Removal of Bio-Hazardous Waste	400
Window Washing - Semi-Annual (Ainsley House & Museum)	1,000
	289,464
SUB - TOTAL	\$ 732,984

Description	12/13 Adopted
7434 MEMBERSHIPS, DUES & BOOKS Books, Reference & Training Manuals	\$ 200
7550 USER CHARGES - MOTOR POOL Use of City Vehicles	11,543
7551 USER CHARGES - IT POOL Use of Computer Hardware/Software; Phones & Photocopier/Fax	22,972
TOTAL	\$ 767,699



Debt Service

DEBT SERVICE FUNDS - (366-368)
Finance Department - Debt Service Programs (541 - 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 - L.I.D. DEBT SERVICE (LID #30)

EXHIBIT A
 367.541

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	53,217	45,546	47,959	-
Total Before Transfers	53,217	45,546	47,959	-
Transfers Out (Exhibit E)	1,100	1,100	1,100	-
APPROPRIATION TOTAL	\$ 54,317	\$ 46,646	\$ 49,059	\$ -

FUNDING SOURCE(s)

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
LID #30 Debt Service	367	Misc.	\$ 58,466	\$ 49,652	\$ 49,059	\$ -
LID #30 Fund Balance	367	6090	-	-	-	-
TOTAL			\$ 58,466	\$ 49,652	\$ 49,059	\$ -

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Other Interest	367	4450	\$ 157	\$ 64	\$ -	\$ -
Special Assessments	367	5002	49,917	49,588	49,059	-
TOTAL			\$ 50,074	\$ 49,652	\$ 49,059	\$ -

CITY OF CAMPBELL
 OPERATING BUDGET - Debt Service
 PROGRAM: FINANCE - L.I.D. DEBT SERVICE (LID #30)

EXHIBIT D
 367.541

DESCRIPTION	DUE DATE	PRINCIPAL 7775	INTEREST 7776	FEES 7777	TOTAL
TOTALS		\$ -	\$ -	\$ -	\$ -

CITY OF CAMPBELL
 OPERATING BUDGET - Transfers Detail
 PROGRAM: FINANCE - L.I.D. DEBT SERVICE (LID #30)

EXHIBIT E
 367.541

Account Description	12/13 Adopted
9899 TRANSFERS OUT	
L.I.D. Series 30 (Fund 367) - # 101.535 - Accountant	\$ -
TOTAL TRANSFERS OUT	\$ -

CITY OF CAMPBELL
 OPERATING BUDGET - Summary of Exhibits
 PROGRAM: FINANCE - C.O.P. DEBT SERVICE*

EXHIBIT A
 366.543

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	874,776	874,292	874,368	870,649
Total Before Transfers	874,776	874,292	874,368	870,649
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 874,776	\$ 874,292	\$ 874,368	\$ 870,649

FUNDING SOURCE(S)

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
City COP Debt Svc. Rev.	366	Misc.	\$ 769,486	\$ 761,326	\$ 763,396	\$ 359,786
General Fund	101	9899	105,290	112,966	110,972	510,863
TOTAL			\$ 874,776	\$ 874,292	\$ 874,368	\$ 870,649

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Other Interest - Successor Agency	366	4450	\$ -	\$ -	\$ -	\$ 90,686
Other Interest - RDA Advance	366	4450	\$ 119,911	\$ 110,856	\$ 101,114	\$ -
Debt Svc. Abatement from RDA	366	4951	400,000	400,000	400,000	-
Principal Repay - Successor Agency	366	4966	-	-	-	269,100
Principal Repayments - RDA Advance	366	4966	(20,700)	(22,770)	258,750	-
General Fund - Transfers In	366	6899	105,290	112,966	110,972	510,863
TOTAL			\$ 604,501	\$ 601,052	\$ 870,836	\$ 870,649

**CITY OF CAMPBELL
 OPERATING BUDGET - Debt Service
 OPERATING BUDGET - Summary of Exhibits**

**EXHIBIT D
 366.543**

DESCRIPTION	DUE DATE	PRINCIPAL 7775	INTEREST 7776	FEES 7777	TOTAL
2002 Certificates of Participation	10/01/12 04/01/13	\$ 650,000	\$ 116,024 103,025	\$ 1,600	\$ 766,024 104,625
TOTALS		\$ 650,000	\$ 219,049	\$ 1,600	\$ 870,649

CITY OF CAMPBELL
 OPERATING BUDGET - Summary of Exhibits
 PROGRAM: FINANCE - 1997 C.O.P. DEBT SERVICE

EXHIBIT A
 368.544

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	732,020	732,681	734,845	736,750
Total Before Transfers	732,020	732,681	734,845	736,750
Transfers Out (Exhibit E)	-	-	-	-
APPROPRIATION TOTAL	\$ 732,020	\$ 732,681	\$ 734,845	\$ 736,750

FUNDING SOURCE(s)

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
RDA Debt Service	368	Misc.	\$ 304,381	\$ 302,566	\$ 303,481	\$ 304,269
General Fund	101	9899	427,639	430,115	431,364	432,481
TOTAL			\$ 732,020	\$ 732,681	\$ 734,845	\$ 736,750

REVENUES MONITORED BY THIS PROGRAM

Investment Earnings	368	4410	\$ 185	\$ -	\$ -	\$ -
Other Interest - Successor Agency	368	4450	-	-	-	277,359
Other Interest - RDA Advance	368	4450	280,829	279,796	278,641	-
Principal Repay - Successor Agency	368	4966	-	-	-	26,910
Principal Repayments - RDA Advance	368	4966	20,700	22,770	24,840	-
General Fund - Transfers In	368	6899	427,639	430,115	431,364	432,481
TOTAL			\$ 729,353	\$ 732,681	\$ 734,845	\$ 736,750

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	10/01/12	\$ 65,000	335,788		\$ 400,788
	04/01/13		334,162	\$ 1,800	335,962
TOTALS		\$ 65,000	\$ 669,950	\$ 1,800	\$ 736,750



Capital Improvement Plan

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 13 budget approval process.

Summary

As shown below, the proposed FY 2013-17 CIP contains 17 projects of which five are new and the remaining projects which were previously included in the City's adopted CIP. The five new projects that are funded from the CIPR are Evidence Room Storage Update, Bascom Avenue Video Detection Project, Dell Avenue Area Plan, Harriet Avenue Rehabilitation, and the Winchester Boulevard ITS Project.

New Capital Projects	Total Budget	Timing	Source of Funds
Bascom Avenue Video Detection Project	\$ 55,000	Year 1	Grant
Dell Avenue Area Plan	150,000	Year 1	CIPR
Harriet Avenue Rehabilitation	3,000,000	Year 5	Grant
Police Evidence Room Storage Update	54,000	Year 1	CIPR
Winchester Boulevard ITS Project	165,000	Year 1	Grant

Pre-existing Projects	Total Budget	Timing	Source of Funds
Accessibility Ramps	\$ 147,000	Years 1, 2 and 3	Grants / Const tax
ADA Transition Plan Improvements	150,000	Years 1, 3 and 5	CIPR / Const tax
Annual Street Maintenance	4,500,000	Annual	CIPR / Grants / VIF / Const tax
Bike/Ped. Traffic Safety Improvements	125,000	Annual	Const tax / Grants
East Campbell Avenue Portal Project	4,200,000	Year 2	CIPR / Grants
Hamilton/Hwy 17. SB Off-Ramp	1,200,000	Year 4	Private / Grants
L.G. Creek W. Trail Expansion	2,500,000	Year 5	Grants
Misc. Storm Drainage Improvements.	150,000	Years 1, 3 and 5	Environmental Services
Park Improvement Master Plan	90,000	Year 1	Park Dedication Fees
Park System Improvements	2,400,000	Years 3, 4 and 5	Park Dedication Fees
Replacement of Police Dept. Handguns	150,000	Year 2	CIPR
Silicon Valley Radio Communication System Subscriber Units	600,000	Years 2 and 3	CIPR

Year 1 projects recommended for budget appropriations for FY 2013 are:

Year 1 Projects	Year 1 Budget	Source of Funds
Accessibility Ramps	\$ 47,000	Grants / Const Tax
ADA Transition Plan Improvements	50,000	CIPR
Annual Street Maintenance	900,000	CIPR / Grants / VIF
Bascom Ave. Video Detection	55,000	Grants
Bike/Pedestrian and Traffic Safety Improvements	25,000	Grants / Const Tax
Dell Ave. Area Plan	150,000	CIPR
Misc. Storm Drainage Improvements	50,000	Environmental Services
Park Improvement Masterplan	90,000	Park Dedication
Police Evidence Room Storage Update	54,000	CIPR
Winchester Blvd ITS	165,000	Grants
TOTAL	\$ 1,586,000	

Project Funding Sources

Revenue for project expenditures comes from a number of funding sources, both restricted and discretionary. For projects appropriated in FY 13, the primary sources of funding for projects are the City's Capital Improvement Plan Reserve (CIPR) at \$609,000 and Grant funds of \$502,000. Other funding sources include Vehicle Impact fees, Park Dedication fees and Construction Tax reserves.

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 any available General Fund surplus at fiscal year-end. The availability of any 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 budgeting to realize modest surpluses in both FY 13 and FY 14 such that additional funds are expected to be available for future funding of projects using CIPR. The City also anticipates a surplus in FY 12 that is expected to increase the CIPR level. Consequently, these additional resources may result in an increase in the number and scope of future projects that were previously deferred due to lack of funds.

Environmental Review

On May 2, 2012, 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 2013-17 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.

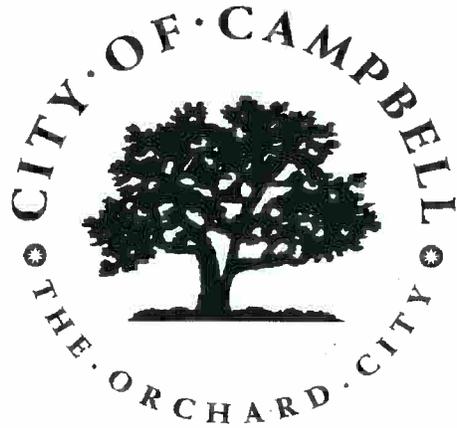
Project Selection Criteria

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

Community Development	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Project						
Dell Avenue Area Plan (New)	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
Sub-total	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

Police Department						
Project						
Evidence Room Storage Update (New)	\$ 54,000	\$ -	\$ -	\$ -	\$ -	\$ 54,000
Replacement of Police Department Handguns	-	125,000	-	-	-	125,000
Silicon Valley Radio Communication System (SVRCS) - Subscriber Units	-	300,000	300,000	-	-	600,000
Sub-total	\$ 54,000	\$ 425,000	\$ 300,000	\$ -	\$ -	\$ 779,000

Public Works						
Project						
Accessibility Ramps	\$ 47,000	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 147,000
ADA Transition Plan Improvements	50,000	-	50,000	-	50,000	150,000
Annual Street Maintenance	900,000	900,000	900,000	900,000	900,000	4,500,000
Bascom Avenue Video Detection Project (New)	55,000	-	-	-	-	55,000
Bike/Pedestrian and Traffic Safety Improvements	25,000	25,000	25,000	25,000	25,000	125,000
East Campbell Avenue Portal Project	-	4,200,000	-	-	-	4,200,000
Hamilton/Hwy 17 SB Off-ramp Widening	-	-	-	1,200,000	-	1,200,000
Harriet Avenue Rehabilitation (New)	-	-	-	-	3,000,000	3,000,000
Los Gatos Creek Trail Extension	-	-	-	-	2,500,000	2,500,000
Miscellaneous Storm Drainage Improvements	50,000	-	50,000	-	50,000	150,000
Park Improvement Master Plan	90,000	-	-	-	-	90,000
Park System Improvements	-	-	1,200,000	600,000	600,000	2,400,000
Winchester Boulevard ITS Project (New)	165,000	-	-	-	-	165,000
Sub-total	\$ 1,382,000	\$ 5,175,000	\$ 2,225,000	\$ 2,775,000	\$ 7,125,000	\$ 18,682,000

GRAND TOTAL	\$ 1,586,000	\$ 5,600,000	\$ 2,525,000	\$ 2,775,000	\$ 7,125,000	\$ 19,611,000
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Capital Improvement Plan Summaries

By Category

Parks & Open Space	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Project						
Los Gatos Creek Trail Extension	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 2,500,000
Park Improvement Master Plan	90,000	-	-	-	-	90,000
Park System Improvements	-	-	1,200,000	600,000	600,000	2,400,000
Sub-total	\$ 90,000	\$ -	\$ 1,200,000	\$ 600,000	\$ 3,100,000	\$ 4,990,000

Public Facility (Buildings)						
Project						
ADA Transition Plan Improvements	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 150,000
Evidence Room Storage Update (New)	54,000	-	-	-	-	54,000
Sub-total	\$ 104,000	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ 204,000

Public Facility (Equipment)						
Project						
Replacement of Police Department Handguns	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ 125,000
Silicon Valley Radio Communication System (SVRCS) - Subscriber Units	-	300,000	300,000	-	-	600,000
Sub-total	\$ -	\$ 425,000	\$ 300,000	\$ -	\$ -	\$ 725,000

Streets & Signals						
Project						
Accessibility Ramps	\$ 47,000	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 147,000
Annual Street Maintenance	900,000	900,000	900,000	900,000	900,000	4,500,000
Bascom Avenue Video Detection Project (New)	55,000	-	-	-	-	55,000
Bike/Pedestrian and Traffic Safety Improvements	25,000	25,000	25,000	25,000	25,000	125,000
Dell Avenue Area Plan (New)	150,000	-	-	-	-	150,000
East Campbell Avenue Portal Project	-	4,200,000	-	-	-	4,200,000
Hamilton/Hwy 17 SB Off-ramp Widening	-	-	-	1,200,000	-	1,200,000
Harriet Avenue Rehabilitation (New)	-	-	-	-	3,000,000	3,000,000
Miscellaneous Storm Drainage Improvements	50,000	-	50,000	-	50,000	150,000
Winchester Boulevard ITS Project (New)	165,000	-	-	-	-	165,000
Sub-total	\$ 1,392,000	\$ 5,175,000	\$ 975,000	\$ 2,175,000	\$ 3,975,000	\$ 13,692,000

GRAND TOTAL	\$ 1,586,000	\$ 5,600,000	\$ 2,525,000	\$ 2,775,000	\$ 7,125,000	\$ 19,611,000
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Capital Improvement Plan Summaries

By Funding Source

Capital Improvement Reserve	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Project						
ADA Transition Plan Improvements	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ -	\$ 100,000
Annual Street Maintenance	355,000	355,000	355,000	342,000	-	1,407,000
Dell Avenue Area Plan	150,000	-	-	-	-	150,000
East Campbell Avenue Portal Project	-	70,000	-	-	-	70,000
Evidence Room Storage Update	54,000	-	-	-	-	54,000
Handgun Replacement	-	125,000	-	-	-	125,000
Silicon Valley Radio Communication System (SVRCS) - Subscriber Units	-	300,000	300,000	-	-	600,000
Sub-total	\$ 609,000	\$ 850,000	\$ 705,000	\$ 342,000	\$ -	\$ 2,506,000

Construction Tax						
Project						
Accessibility Ramps	\$ -	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 100,000
Annual Street Maintenance	-	-	-	13,000	355,000	368,000
Bike/Pedestrian and Traffic Safety Improvements	5,000	5,000	5,000	5,000	5,000	25,000
ADA Transition Plan Improvements	-	-	-	-	50,000	50,000
Sub-total	\$ 5,000	\$ 55,000	\$ 5,000	\$ 68,000	\$ 410,000	\$ 543,000

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						
Project						
Accessibility Ramps	\$ 47,000	\$ -	\$ -	\$ -	\$ -	\$ 47,000
Annual Street Maintenance	215,000	215,000	215,000	215,000	215,000	1,075,000
Bascom Avenue Video Detection Project	55,000	-	-	-	-	55,000
Bike/Pedestrian & Traffic Safety Improvements	20,000	20,000	20,000	20,000	20,000	100,000
East Campbell Avenue Portal Project	-	4,130,000	-	-	-	4,130,000
Hamilton/Hwy 17 SB Off-ramp Widening	-	-	-	1,200,000	-	1,200,000
Harriet Avenue Rehabilitation (New)	-	-	-	-	3,000,000	3,000,000
Los Gatos Creek Trail Extension	-	-	-	-	2,500,000	2,500,000
Winchester Boulevard ITS Project (New)	165,000	-	-	-	-	165,000
Sub-total	\$ 502,000	\$ 4,365,000	\$ 235,000	\$ 1,435,000	\$ 5,735,000	\$ 12,272,000

Capital Improvement Plan Summaries

By Funding Source

Park Dedication	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Project						
Park Improvement Master Plan	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000
Park System Improvements	-	-	1,200,000	600,000	600,000	2,400,000
Sub-total	\$ 90,000	\$ -	\$ 1,200,000	\$ 600,000	\$ 600,000	\$ 2,490,000

Vehicle Impact Fees - Garbage						
Project						
Annual Street Maintenance	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 225,000	\$ 1,125,000
Sub-total	\$ 225,000	\$ 1,125,000				

Vehicle Impact Fees - Building Permits						
Project						
Annual Street Maintenance	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 525,000
Sub-total	\$ 105,000	\$ 525,000				

GRAND TOTAL	\$ 1,586,000	\$ 5,600,000	\$ 2,525,000	\$ 2,775,000	\$ 7,125,000	\$ 19,611,000
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**CIP Five Year Cash Flow Analysis
FY 12-13 Through FY 16-17**

Exhibit 2

CIPR - Designated Fund Balance - Fund 101

	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Total FY13 to 17</u>
Designated CIP Fund Balance-- July 1	\$ 2,706,024	\$ 2,197,024	\$ 1,347,024	\$ 642,024	\$ 300,024	\$ 2,706,024
Designated Carryover Fund Balance						
Add Projected Revenues:						
Project Surplus Estimated at FYE	100,000	-	-	-		100,000
Total Projected Resources	100,000	-	-	-		100,000
Less Projected Expenditures:						
Five Year CIP Proposed	609,000	850,000	705,000	342,000	-	2,506,000
Operating & Capital Budget Adj.	-	-	-	-		-
Sub-Total Expenditures	609,000	850,000	705,000	342,000	-	2,506,000
Projected Available Fund Balance	\$ 2,197,024	\$ 1,347,024	\$ 642,024	\$ 300,024	\$ 300,024	\$ 300,024



Construction Tax - Designated Fund Balance - Fund 101

	<u>FY 12-13</u>	<u>FY 13-14</u>	<u>FY 14-15</u>	<u>FY 15-16</u>	<u>FY 16-17</u>	<u>Total FY13 to 17</u>
Designated Fund Balance--July 1	\$ 273,281	\$ 328,281	\$ 338,281	\$ 398,281	\$ 395,281	\$ 273,281
Add Projected Revenues:						
Construction Tax	60,000	65,000	65,000	65,000	65,000	320,000
Total Projected Revenues	60,000	65,000	65,000	65,000	65,000	320,000
Less Projected Expenditures:						
Five Year CIP Proposed	5,000	55,000	5,000	68,000	410,000	543,000
Sub-Total Expenditures	5,000	55,000	5,000	68,000	410,000	543,000
Projected Fund Balance Designation	\$ 328,281	\$ 338,281	\$ 398,281	\$ 395,281	\$ 50,281	\$ 50,281

**CIP Five Year Cash Flow Analysis
FY 12-13 Through FY 16-17**

Exhibit 2

Environmental Services Storm Drain Reserves - Fund Balance - Fund 209

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	Total FY13 to 17
	Environ. Svcs. Storm Drain Res Fund Balance FD 209 FY 12-13	Environ. Svcs. Storm Drain Res Fund Balance FD 209 FY 13-14	Environ. Svcs. Storm Drain Res Fund Balance FD 209 FY 14-15	Environ. Svcs. Storm Drain Res Fund Balance FD 209 FY 15-16	Environ. Svcs. Storm Drain Res Fund Balance FD 209 FY 16-17	Environ Svcs. Storm Drain Res Fund Balance FD 209 FY13 to 17
Available Reserve—July 1	\$ 74,368	\$ 45,282	\$ 65,282	\$ 35,823	\$ 55,823	\$ 74,368
Add Projected Revenues:						
Storm Drain Fees	20,000	20,000	20,000	20,000	20,000	100,000
Environmental Services Fund Investment income	- 914	- -	- 541			- 1,455
Total Projected Revenues	20,914	20,000	20,541	20,000	20,000	101,455
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	\$ 45,282	\$ 65,282	\$ 35,823	\$ 55,823	\$ 25,823	\$ 25,823

Other Grants - Fund Balance - Funds 212, 216 & 218

	Other Grants Fund Balance FD 212, 216, 218 FY 12-13	Other Grants Fund Balance FD 212, 216, 218 FY 13-14	Other Grants Fund Balance FD 212, 216, 218 FY 14-15	Other Grants Fund Balance FD 212, 216, 218 FY 15-16	Other Grants Fund Balance FD 212, 216, 218 FY 16-17	Total FY13 to 17
Fund Balance—July 1	\$ 194,629	\$ 174,629	\$ (310,371)	19,629	349,629	194,629
Add Projected Revenues:						
Federal Grants (Fund 218)	55,000	-	-			55,000
Grant Receipts(SCVWD,SCC,MTC,HSIP)		3,500,000	-	1,200,000		4,700,000
TDA Grants (Fund 216)	25,000	25,000	25,000	25,000	25,000	125,000
CDBG	47,000	-	-			47,000
Prop 42 Replacement (Sec. 2103)	190,000	190,000	190,000	190,000	190,000	950,000
Gas Tax Revenue/Other Grants/STP/CMAQ	165,000	165,000	350,000	350,000	5,215,000	6,245,000
Total Projected Revenues	482,000	3,880,000	565,000	1,765,000	5,430,000	12,122,000
Less Projected Expenditures:						
Carryforward projects						
Five Year CIP Proposed	502,000	4,365,000	235,000	1,435,000	5,735,000	12,272,000
Sub-Total Expenditures	502,000	4,365,000	235,000	1,435,000	5,735,000	12,272,000
Projected Fund Balance	\$ 174,629	\$ (310,371)	\$ 19,629	\$ 349,629	\$ 44,629	\$ 44,629

**CIP Five Year Cash Flow Analysis
FY 12-13 Through FY 16-17**

Exhibit 2

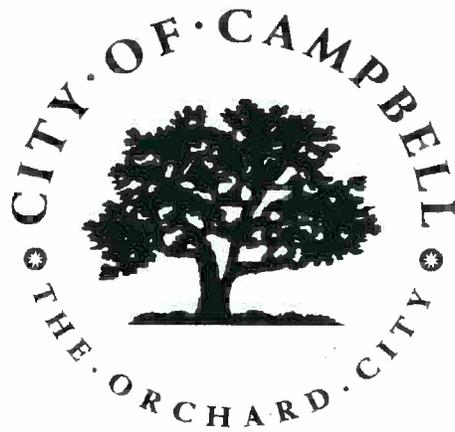
Vehicle Impact - Fund Balance - Fund 202

	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	Total FY13 to 17
Available Reserve--July 1,2011	\$ 96,699	\$ 96,966	\$ 97,238	\$ 97,516	\$ 97,799	\$ 96,699
Add Projected Revenues:						
Vehicle Impact Fees	105,000	105,000	105,000	105,000	105,000	525,000
Solid Waste Vehicle Impact Fees	225,000	225,000	225,000	225,000	225,000	1,125,000
Investment income	267	272	278	283	283	1,383
Total Projected Revenues	330,267	330,272	330,278	330,283	330,283	1,651,383
Less Projected Expenditures:						
Five Yr. CIP Proposed	330,000	330,000	330,000	330,000	330,000	1,650,000
Sub-Total Expenditures	330,000	330,000	330,000	330,000	330,000	1,650,000
Projected Fund Balance	\$ 96,966	\$ 97,238	\$ 97,516	\$ 97,799	\$ 98,082	\$ 98,082



Parkland Dedication - Undesignated Fund Balance - Fund 295

	Parkland Ded. Undesignated Fund Balance FD 295 FY 12-13	Parkland Ded. Undesignated Fund Balance FD 295 FY 13-14	Parkland Ded. Undesignated Fund Balance FD 295 FY 14-15	Parkland Ded. Undesignated Fund Balance FD 295 FY 15-16	Parkland Ded. Undesignated Fund Balance FD 295 FY 16-17	Total Parkland Ded. Undesignated Fund Balance FD 295 FY13 to 17
Cash - Liabilities Balance--July 1	\$ 281,976	\$ 2,054,637	\$ 2,384,432	\$ 1,481,584	\$ 955,663	\$ 281,976
Add: Projected Revenues:						
Investment Income	25,625	82,185	119,222	74,079	47,783	348,894
Advance from General Fund Reserves **	-	-	-	-	-	-
Parkland Ded. Fees	1,837,036	247,610	177,930	-	-	2,262,576
Total Projected Revenues	1,862,661	329,795	297,152	74,079	47,783	2,611,470
Less Projected Expenditures:						
Transfer to Parks Maint (Equipment)						-
Five Yr. CIP Proposed	90,000	-	1,200,000	600,000	600,000	2,490,000
Sub-Total Expenditures	90,000	-	1,200,000	600,000	600,000	2,490,000
Projected Fund Balance	\$ 2,054,637	\$ 2,384,432	\$ 1,481,584	\$ 955,663	\$ 403,446	\$ 403,446



Capital Improvement Plan Exhibits

2013 - 2017 CAPITAL IMPROVEMENT PLAN
UNFUNDED PROJECTS

Unfunded Projects

2013 - 2017 CAPITAL IMPROVEMENT PLAN

Summary by Category

BY CATEGORY

Category	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
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Summary by Department

Parks and Open Space

Project	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
---------	---------	---------	---------	---------	---------	-------

Summary by Funding

2013 - 2017
SUMMARY TABLE

BY DEPARTMENT

2013 - 2017 CIP PROJECTS
YEAR 1 PROJECTS

Year 1 Projects

DEPARTMENT

Police	TOTAL	FUNDING SOURCE	ADD'L. REVENUE
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Operating Impacts

BY FUN

- City Man
- Finance
- Police D
- Public V
- Recreat
- Redevel
- Public Wo
- CIPR
- Constru
- Grants
- Hazard
- Street M
- Environ
- VTAME
- Park De
- Private
- Redevel
- AB 292B

PROJECT SCHEDULE

- ACQUISITION
- DESIGN
- BIDS REC'D
- BID AWARD
- CONSTRUCT

Project Sheet

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

	2012		2013		2014		2015	
	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June	July - Sept.	Oct. - Dec.	Jan. - Mar.	Apr. - June
Acquisition								
Design								
Bids Received								
Bid Award								
Construction								

CAPITAL PROJECT

PROJECT #: 13-EE
 PROGRAM #: 550
 DEPARTMENT: Community Dev.
 CATEGORY: Streets & Signals

NEW PROJECT: X
 ADD'L APPROP:
 USEFUL LIFE: 40 Years



PROJECT TITLE: Dell Avenue Area Plan

PROJECT DESCRIPTION

Develop an Area Plan for Dell Avenue between Hacienda and Knowles for the purpose of creating an R&D/High Tech corridor to attract "business to business" sales and provide opportunity for skilled labor and employment close to housing and transit.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Stated goals and objectives in the City's Economic Development Plan, General Plan and Strategic Plan.

ALTERNATIVES

SOURCE OF FUNDING

	CIPR						TOTAL
2012/13	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
2013/14							-
2014/15							-
2015/16							-
2016/17							-
TOTAL	\$ 150,000	\$ -	\$ 150,000				

PROJECT MANAGER: Paul Kermoyan, Interim Community Development Director

CAPITAL PROJECT

PROJECT #: 13-EE
 PROGRAM #: 550
 DEPARTMENT: Community Dev.
 CATEGORY: Streets & Signals

PROJECT TITLE: Dell Avenue Area Plan

CAPITAL COST DETAIL						
	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	125,000					
Construction						-
City Staff	25,000					25,000
Equipment						-
TOTAL	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Staff Hours	50					50

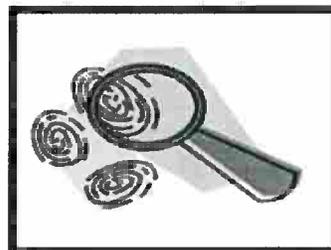
OPERATING BUDGET IMPACTS						
	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

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				X									
Bids Received													
Bid Award													
Construction													

CAPITAL PROJECT

PROJECT #: 13-FF
PROGRAM #: 603
DEPARTMENT: Police
CATEGORY: Public Facility - Equipment

NEW PROJECT: X
ADD'L APPROPX:
USEFUL LIFE: X



PROJECT TITLE: Evidence Room Storage Update

PROJECT DESCRIPTION

Approximately 20 years ago, the Police Department moved their existing Evidence Storage Room from the main Police Department to a larger area located on the southwest side of City Hall. New shelving was installed and other furniture such as file cabinets and a desk were added at that time. Since then, as storage needs have increased, various disparate, used equipment has been added. The existing shelving and other storage solutions are outdated and obsolete. Additionally, storage is insufficient and we will soon be running out of storage space. The existing Evidence Storage Room needs to be updated to address current and long term storage needs. Improving the layout of the facility, adding new, updated equipment, redesigning the storage area, and maximizing utilization of the space will increase operating efficiencies and help ensure the overall integrity and safety of the evidence storage system.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

N/A

ALTERNATIVES

1. Leave existing storage solutions in place.

SOURCE OF FUNDING

	CIPR						TOTAL
2012/13	\$ 54,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,000
2013/14							-
2014/15							-
2015/16							-
2016/17							-
TOTAL	\$ 54,000	\$ -	\$ 54,000				

PROJECT MANAGER: Brett Stollenwerk, Facilities Maintenance Manager

CAPITAL PROJECT

PROJECT #: 13-FF
PROGRAM #: 603
DEPARTMENT: Polic
CATEGORY: Public Facility - Equipment

PROJECT TITLE: Evidence Room Storage Update

CAPITAL COST DETAIL						
	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction						-
City Staff						-
Equipment	54,000					-
TOTAL	\$ 54,000	\$ -				
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													

CAPITAL PROJECT

PROJECT #:
PROGRAM #: 605
DEPARTMENT: Police Department
CATEGORY: Public Facility - Equipment

NEW PROJECT:
ADD'L APPROP:
USEFUL LIFE: 10 Years



PROJECT TITLE: Replacement of Police Department Handguns

PROJECT DESCRIPTION

With the high amount of use at range training, the expected dependable/useful life of Police Department handguns is ten (10) years. Our current cache of handguns is now ten (10) years old. While we have had some malfunctions, we have been fortunate with the dependability of our current weapons. We do however expect that within the next five years these weapons will deteriorate to a point where it will be more prudent to purchase new weapons and discontinue repairs of the current supply. Though these weapons are rarely used in a service capacity, there is no acceptable margin for error or malfunction in an emergency use situation. We should plan now to set aside funds for the replacement of Police Department handguns in 2014. With the current price of handguns available for law enforcement use, we estimate the cost of replacement in 2014 for approximately 80 handguns at \$125,000.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

An improved feeling of safety within the community. (4.1)

ALTERNATIVES

1. Continue use of current weapons and repair or replace individually as they become obsolete.

SOURCE OF FUNDING

	CIPR						TOTAL
2012/13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2013/14	125,000						125,000
2014/15	-						-
2015/16							-
2016/17							-
TOTAL	\$ 125,000	\$ -	\$ 125,000				

PROJECT MANAGER: Charley Adams, Captain

CAPITAL PROJECT

PROJECT #:
 PROGRAM #: 605
 DEPARTMENT: Police Department
 CATEGORY: Public Facility - Equipment

PROJECT TITLE: Replacement of Police Department Handguns

CAPITAL COST DETAIL						
	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction						-
City Staff						-
Equipment		125,000				125,000
TOTAL	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ 125,000
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:	2011		2012				2013				2014		
	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												X	
Design													
Bids Received													
Bid Award													
Construction													

CAPITAL PROJECT

PROJECT #:
PROGRAM #: 602
DEPARTMENT: Police
CATEGORY: Equipment

NEW PROJECT:
ADD'L APPROP:
USEFUL LIFE: 8 Years



PROJECT TITLE: Silicon Valley Radio Communication System (SVRCS) - Subscriber Units

PROJECT DESCRIPTION

The SVRCS is a portion of the Silicon Valley Regional Interoperability Project (SVRIP), which is a regional approach between jurisdictions in Santa Clara County to improve local public safety and governmental interoperable communications for day-to-day operations and to enhance preparedness and response to future disasters and threats or acts of terrorism. One of the components of the Project is a county-wide, state-of-the-art, standards-based radio communications system that will allow public safety and government agencies in Santa Clara County and state-wide to improve voice interoperability. The radio communications system project includes two general functional areas: collective infrastructure and agency subscriber units. Agency subscriber units are mobile and portable radios and the cost of replacing these units to support a shared, trunked radio system must be borne by each agency. Currently, the Campbell Police department has 38 analog mobile radios and 113 analog portable radios (subscriber units). It is estimated that the digital trunked radios would be priced about \$4,500 and \$3,800 respectively, totaling approximately \$600,000. These acquisitions would coincide with the scheduled replacement of equipment currently in use.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

An improved feeling of safety in the community. (4.1)

ALTERNATIVES

Radio equipment would require wholesale replacement when the current equipment becomes obsolete. Therefore, no alternative exists. Project may be able to be deferred depending upon dependability of existing equipment.

SOURCE OF FUNDING

	CIPR						TOTAL
2012/13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2013/14	300,000						300,000
2014/15	300,000						300,000
2015/16							-
2016/17							-
TOTAL	\$ 600,000	\$ -	\$ 600,000				

PROJECT MANAGER: Lisa Tait - Support Services Manager

CAPITAL PROJECT

PROJECT #:
 PROGRAM #: 602
 DEPARTMENT: Police

CATEGORY: Equipment

PROJECT TITLE: Silicon Valley Radio Communication System (SVRCS) - Subscriber Units

CAPITAL COST DETAIL						
	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						
Construction						-
City Staff						-
Equipment				300,000	300,000	600,000
TOTAL	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 600,000
Staff Hours						-

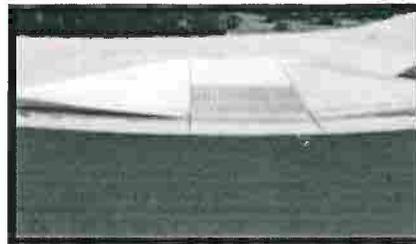
OPERATING BUDGET IMPACTS						
	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay				300,000	300,000	600,000
Debt Service						
TOTAL	\$ -	\$ -	\$ -	\$ 300,000	\$ 300,000	\$ 600,000
Funding Source						
Additional Revenue						

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													X
Design													
Bids Received													
Bid Award													
Construction													

CAPITAL PROJECT

PROJECT #: 12-AA
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

NEW PROJECT:
ADD'L APPROP: X
USEFUL LIFE: 20 Years



PROJECT TITLE: Accessibility Ramps

PROJECT DESCRIPTION

Installation of American's with Disability Act (ADA) compliant curb ramps is consistent with the City's ADA Transition Plan.

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. Reduce or increase the number of ramps for installation each year.

SOURCE OF FUNDING

	Const. Tax	Grants / Private					TOTAL
2012/13	\$ -	\$ 47,000	\$ -	\$ -	\$ -	\$ -	\$ 47,000
2013/14	50,000						50,000
2014/15							-
2015/16	50,000						50,000
2016/17							-
TOTAL	\$ 100,000	\$ 47,000	\$ -	\$ -	\$ -	\$ -	\$ 147,000

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #: 12-AA
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets & Signals

PROJECT TITLE: Accessibility Ramps

CAPITAL COST DETAIL						
	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						
Construction	40,000	43,000		43,000		126,000
City Staff	7,000	7,000		7,000		21,000
Equipment						-
TOTAL	\$ 47,000	\$ 50,000	\$ -	\$ 50,000	\$ -	\$ 147,000
Staff Hours	80	80		80		240

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			X										
Bids Received				X									
Bid Award				X									
Construction					X	X							

CAPITAL PROJECT

PROJECT #: 13-AA
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 would continue to implement identified improvements at the Community Center, Service Center, City Hall and other City facilities such as 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	Const. Tax					TOTAL
2012/13	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
2013/14							-
2014/15	50,000						50,000
2015/16							-
2016/17		50,000					50,000
TOTAL	\$ 100,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000

PROJECT MANAGER: Brett Stollenwerk, Facilities Maintenance Manager

CAPITAL PROJECT

PROJECT #: 13-AA
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Public Facility

PROJECT TITLE: ADA Transition Plan Improvements

CAPITAL COST DETAIL						
	2012/13	2013/14	2014/15	2015/16	2016/17	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	80		80		80	240

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	X												
Bids Received		X											
Bid Award		X											
Construction			X	X									

CAPITAL PROJECT

PROJECT #: 13-BB
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

Annual Street Maintenance per the City's Pavement Management Program. Includes anticipated funding from City's Vehicle Impact Fee on construction and solid waste collection vehicles. Also includes anticipated funds from County Measure B allocation.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project addresses Strategic Plan Objective 3.4 - Streets that are safe, clean and well maintained.

ALTERNATIVES

1. Only pursue stop-gap maintenance.
2. 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	Const. Tax		TOTAL
2012/13	\$ 355,000	\$ 105,000	\$ 225,000	\$ 215,000	\$ -	\$ -	\$ 900,000
2013/14	355,000	105,000	225,000	215,000			900,000
2014/15	355,000	105,000	225,000	215,000			900,000
2015/16	342,000	105,000	225,000	215,000	13,000		900,000
2016/17	-	105,000	225,000	215,000	355,000		900,000
TOTAL	\$ 1,407,000	\$ 525,000	\$ 1,125,000	\$1,075,000	\$ 368,000	\$ -	\$ 4,500,000

PROJECT MANAGER: Michells Quinney, City Engineer

CAPITAL PROJECT

PROJECT #: 13-BB
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets & Signals

PROJECT TITLE: Annual Street Maintenance

CAPITAL COST DETAIL						
	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	-
Professional Services	30,000	30,000	30,000	30,000	30,000	150,000
Construction	770,000	770,000	770,000	770,000	770,000	3,850,000
City Staff	100,000	100,000	100,000	100,000	100,000	500,000
Equipment						-
TOTAL	\$ 900,000	\$ 4,500,000				
Staff Hours	1,100	1,100	1,100	1,100	1,100	5,500

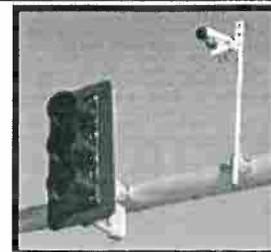
OPERATING BUDGET IMPACTS						
	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW (3-1/2 FISCAL YEARS ONLY)													
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		X	X				X				X		
Bids Received			X					X				X	
Bid Award			X					X				X	
Construction				X	X	X		X	X	X		X	X

CAPITAL PROJECT

PROJECT #: 13-CC
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

NEW PROJECT: X
ADD'L APPROP:
USEFUL LIFE: 20 Years



PROJECT TITLE: Bascom Avenue Video Detection Project

PROJECT DESCRIPTION

Furnish/install video detection systems at Bascom/Pruneyard and Bascom/Apricot. Evaluate potential future sites for video detection. Project will be submitted for consideration of grant funding from the Measure B regional Intelligent Transportation Systems (ITS) project allocation.

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. Reduce scope to single intersection.
2. Phase project.

SOURCE OF FUNDING

	Grants						TOTAL
2012/13	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000
2013/14							-
2014/15							-
2015/16							-
2016/17							-
TOTAL	\$ 55,000	\$ -	\$ 55,000				

PROJECT MANAGER: Matthew Jue, Traffic Engineer

CAPITAL PROJECT

PROJECT #: 13-CC
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets & Signals

PROJECT TITLE: Bascom Avenue Video Detection Project

CAPITAL COST DETAIL						
	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	45,000					45,000
City Staff	10,000					10,000
Equipment						-
TOTAL	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000
Staff Hours	105					105

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	X	X	X										
Bids Received			X										
Bid Award			X										
Construction				X									

CAPITAL PROJECT

PROJECT #: 13-DD
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 sidewalk In-Fill Program is funded by this project. TDA funds represent the majority of the 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
2012/13	\$ 5,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
2013/14	5,000	20,000					25,000
2014/15	5,000	20,000					25,000
2015/16	5,000	20,000					25,000
2016/17	5,000	20,000					25,000
TOTAL	\$ 25,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000

PROJECT MANAGER: Matthew Jue, Traffic Engineer

CAPITAL PROJECT

PROJECT #: 13-DD
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets & Signals

PROJECT TITLE: Bike/Pedestrian and Traffic Safety Improvements

CAPITAL COST DETAIL						
	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						
Construction	20,000	20,000	20,000	20,000	20,000	100,000
City Staff	5,000	5,000	5,000	5,000	5,000	25,000
Equipment						-
TOTAL	\$ 25,000	\$ 125,000				
Staff Hours	60	60	60	60	60	300

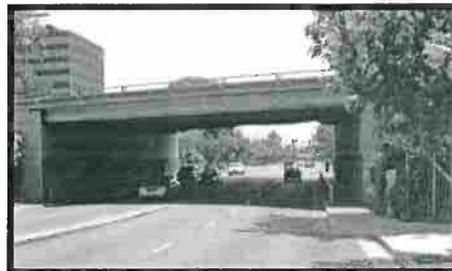
OPERATING BUDGET IMPACTS						
	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

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	X				X				X				X
Bids Received		X				X				X			
Bid Award			X				X				X		
Construction			X	X			X	X			X	X	

CAPITAL PROJECT

PROJECT #: 11-EE
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets and Signals

NEW PROJECT:
ADD'L APPROP: X
USEFUL LIFE: 20 Years



PROJECT TITLE: East Campbell Avenue Portal Project

PROJECT DESCRIPTION

Removal of existing pedestrian walkways and construction of new pedestrian walkways/portals behind the existing bent walls beneath Hwy. 17 and creation of wider bicycle lanes on East Campbell Avenue beneath Hwy. 17. The feasibility study for the Portal Project 10-CC was completed with CDT grant funds of \$75,000 and local matching RDA funds of \$18,750. The feasibility study was approved by City Council on November 16, 2010. Design for the current East Campbell Avenue Portal Project 11-EE was funded by a Council approved budget adjustment on September 7, 2010 which allocated \$424,000 of BEP grant funds plus \$106,000 CIPR in local matching funds for a total design allocation of \$530,000. The additional appropriation of \$3.5M will be dependent on the City being awarded various grant funds to complete the construction of the project and may require a local match of approximately \$700,000. It is anticipated that BTA funds will be pursued for 90% of the required local match with the other 10% of the local match coming from CIPR.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address the following Strategic Plan Objectives: 3.4 - Streets that are safe, clean and well maintained.

ALTERNATIVES

1. Only pursue stop-gap maintenance.
2. Fund the City's pavement maintenance program at an alternate level.

SOURCE OF FUNDING

	Grant Funds	BTA	CIPR				TOTAL
2012/13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2013/14	3,500,000	630,000	70,000				4,200,000
2014/15							-
2014/15							-
2016/17							-
TOTAL	\$ 3,500,000	\$ 630,000	\$ 70,000	\$ -	\$ -	\$ -	\$ 4,200,000

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #:11-EE
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets and Signals

PROJECT TITLE: East Campbell Avenue Portal Project

CAPITAL COST DETAIL						
	2012/13	2013/14	2014/15	2014/15	2016/17	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services		400,000				400,000
Construction		3,500,000				3,500,000
City Staff		300,000				300,000
Equipment						-
TOTAL	\$ -	\$ 4,200,000	\$ -	\$ -	\$ -	\$ 4,200,000
Staff Hours		3,160				3,160

OPERATING BUDGET IMPACTS						
	2012/13	2013/14	2014/15	2014/15	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							X						
Bid Award								X					
Construction									X	X	X	X	

CAPITAL PROJECT

PROJECT #: 07-06
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

NEW PROJECT:
ADD'L APPROP: X
USEFUL LIFE: 20 Years



PROJECT TITLE: Hamilton Avenue/Highway 17
 Southbound Off-ramp Widening

PROJECT DESCRIPTION

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. This will replace the existing through left lane with a dedicated through lane onto Salmar and a left turn lane onto Hamilton. 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 Strategic Plan Objective 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
2012/13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2013/14							-
2014/15							-
2015/16	1,200,000						1,200,000
2016/17							-
TOTAL	\$ 1,200,000	\$ -	\$ 1,200,000				

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #: 07-06
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets & Signals

PROJECT TITLE: Hamilton Avenue/Highway 17 Southbound Off-ramp Widening

CAPITAL COST DETAIL						
	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services				140,000		140,000
Construction				1,000,000		1,000,000
City Staff				60,000		60,000
Equipment						-
TOTAL	\$ -	\$ -	\$ -	\$ 1,200,000	\$ -	\$ 1,200,000
Staff Hours				650		650

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											X	X	
Bids Received													
Bid Award													
Construction													

CAPITAL PROJECT

PROJECT #: NEW PROJECT: X
 PROGRAM #: 730 ADD'L APPROP:
 DEPARTMENT: Public Works USEFUL LIFE: 20 Years
 CATEGORY: Streets & Signals



PROJECT TITLE: Harriet Avenue Rehabilitation Project

PROJECT DESCRIPTION

Evaluate 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 necessary. Staff reasonably anticipates applying for and receiving grant funds for the matching grant requirement. Therefore, CIPR funds may not be required for the project.

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
2012/13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2013/14							-
2014/15							-
2015/16							-
2016/17	3,000,000						3,000,000
TOTAL	\$ 3,000,000	\$ -	\$ 3,000,000				

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #:
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets & Signals

PROJECT TITLE: Harriet Avenue Rehabilitation Project

CAPITAL COST DETAIL						
	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services					100,000	100,000
Construction					2,500,000	2,500,000
City Staff					400,000	400,000
Equipment						-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 3,000,000	\$ 3,000,000
Staff Hours					4,300	4,300

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													

CAPITAL PROJECT

PROJECT #:
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Parks & Open Space

NEW PROJECT:
ADD'L APPROP:
USEFUL LIFE: 20 Years



PROJECT TITLE: Los Gatos Creek Trail Extension

PROJECT DESCRIPTION

Design and construct bicycle trail improvements on west side of Los Gatos Creek Trail from Creekside Way to Campbell Avenue. Project is identified in Valley Transportation Authority (VTA) 2008 Countywide Bicycle Plan and is eligible for VTA Bicycle Expenditure Program Funding (depending on availability).

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
2012/13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2013/14							-
2014/15							-
2015/16							-
2016/17	2,500,000						2,500,000
TOTAL	\$2,500,000	\$ -	\$ 2,500,000				

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #:
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Parks & Open Space

PROJECT TITLE: Los Gatos Creek Trail Extension

CAPITAL COST DETAIL						
	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services					300,000	300,000
Construction					2,000,000	2,000,000
City Staff					200,000	200,000
Equipment						-
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 2,500,000	\$ 2,500,000
Staff Hours					2,000	2,000

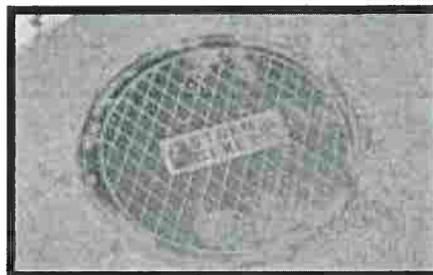
OPERATING BUDGET IMPACTS						
	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

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													

CAPITAL PROJECT

PROJECT #: 13-GG
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

NEW PROJECT:
ADD'L APPROP:
USEFUL LIFE: 20 Years



PROJECT TITLE: Miscellaneous Storm Drainage Improvements

PROJECT DESCRIPTION

This biennial project will provide minor drainage improvements to streets to increase safety and decrease pavement deterioration.

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
2012/13	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
2013/14							-
2014/15	50,000						50,000
2015/16							-
2016/17	50,000						50,000
TOTAL	\$ 150,000	\$ -	\$ 150,000				

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #: 13-GG
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets & Signals

PROJECT TITLE: Miscellaneous Storm Drainage Improvements

CAPITAL COST DETAIL						
	2012/13	2013/14	2014/15	2015/16	2016/17	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 (Projects scheduled as needed.)						
	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:	2011		2012				2013				2014		
	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													

CAPITAL PROJECT

PROJECT #: 13-HH
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Parks & Open Space

NEW PROJECT: X
 ADD'L APPROP:
 USEFUL LIFE: 5 Years



PROJECT TITLE: Park Improvement Master Plan

PROJECT DESCRIPTION

This project will evaluate the condition of the City's existing park system, solicit input from various stakeholders, review available and anticipated park dedication funds, and develop a master plan for the best use of those park funds.

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. Reduce scope of planning effort.
2. Proceed with individual projects on an as needed basis without a master plan.

SOURCE OF FUNDING

	Park Dedication						TOTAL
2012/13	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000
2013/14							-
2014/15							-
2015/16							-
2016/17							-
TOTAL	\$ 90,000	\$ -	\$ 90,000				

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #: 13-HH
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Parks & Open Space

PROJECT TITLE: Park Improvement Master Plan

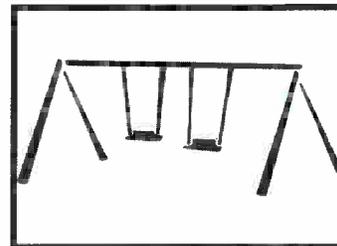
CAPITAL COST DETAIL						
	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	75,000					75,000
Construction						-
City Staff	15,000					15,000
Equipment						-
TOTAL	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000
Staff Hours	160					160

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	X	X	X	X									
Bids Received													
Bid Award													
Construction													

CAPITAL PROJECT

PROJECT #: NEW PROJECT: X
 PROGRAM #: 730 ADD'L APPROP:
 DEPARTMENT: Public Works USEFUL LIFE: 20 Years
 CATEGORY: Parks & Open Space



PROJECT TITLE: Park System Improvements

PROJECT DESCRIPTION

This project will implement the improvements identified in the Park Improvement Master Plan over a period of three years.

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 projects over a longer period of time.

SOURCE OF FUNDING

	Park Dedication						TOTAL
2012/13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2013/14							-
2014/15	1,200,000						1,200,000
2015/16	600,000						600,000
2016/17	600,000						600,000
TOTAL	\$ 2,400,000	\$ -	\$ 2,400,000				

PROJECT MANAGER: Michelle Quinney, City Engineer

CAPITAL PROJECT

PROJECT #:
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Parks & Open Space

PROJECT TITLE: Park System Improvements

CAPITAL COST DETAIL						
	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services			180,000	90,000	90,000	360,000
Construction			900,000	450,000	450,000	1,800,000
City Staff			120,000	60,000	60,000	240,000
Equipment						-
TOTAL	\$ -	\$ -	\$ 1,200,000	\$ 600,000	\$ 600,000	\$ 2,400,000
Staff Hours			1,250	625	625	2,500

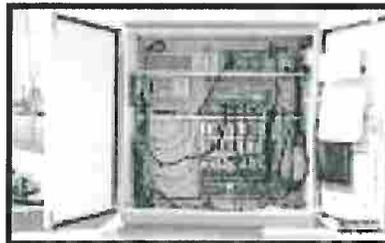
OPERATING BUDGET IMPACTS						
	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
TOTAL	\$ -					
Funding Source						
Additional Revenue						

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					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

CAPITAL PROJECT

PROJECT #: 13-JJ
PROGRAM #: 730
DEPARTMENT: Public Works
CATEGORY: Streets & Signals

NEW PROJECT: X
ADD'L APPROP:
USEFUL LIFE: 20 Years



PROJECT TITLE: Winchester Boulevard ITS Project

PROJECT DESCRIPTION

This project will replace controller equipment that has reached the end of its useful life and fill gaps in the existing communication system. This project will also consider re-timing the south and north bound signals on Winchester Boulevard. Project will be submitted for consideration of grant funding from the Measure B regional Intelligent Transportation System (ITS) project allocation.

RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objective 3.7 - Streets that operate efficiently and effectively.

ALTERNATIVES

1. Consider phasing of project
2. Reduce the scope to include only selected components of the project.

SOURCE OF FUNDING

	Grants / Private						TOTAL
2012/13	\$ 165,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 165,000
2013/14							-
2014/15							-
2015/16							-
2016/17							-
TOTAL	\$ 165,000	\$ -	\$ 165,000				

PROJECT MANAGER: Matthew Jue, City Engineer

CAPITAL PROJECT

PROJECT #: 13-JJ
 PROGRAM #: 730
 DEPARTMENT: Public Works
 CATEGORY: Streets & Signals

PROJECT TITLE: Winchester Boulevard ITS Project

CAPITAL COST DETAIL						
	2012/13	2013/14	2014/15	2015/16	2016/17	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	10,000					10,000
Construction	135,000					135,000
City Staff	20,000					20,000
Equipment						-
TOTAL	\$ 165,000	\$ -	\$ -	\$ -	\$ -	\$ 165,000
Staff Hours	250					250

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	X	X											
Bids Received			X										
Bid Award			X										
Construction			X	X									

CAPITAL IMPROVEMENT PLAN

Project	11/12 Adopted	% of Total	12/13 Adopted	% of Total
Accessibility Ramps *	\$ -	-	\$ 47,000	1.48%
ADA Transition Plan Improvements	-	-	50,000	1.58%
Annual Street Maintenance	-	-	900,000	28.37%
Bascom Avenue Video Detection	-	-	55,000	1.73%
Bike/Pedestrian/Traffic Safety Improve.	-	-	25,000	0.79%
Dell Avenue Area Plan	-	-	150,000	4.73%
Police Evidence Storage Room Remodel	-	-	54,000	1.70%
Storm Drain Improvements	-	-	50,000	1.58%
Park Improvement Master Plan	-	-	90,000	2.84%
Winchester Boulevard ITS	-	-	165,000	5.20%
Accessibility Ramps	50,000	2.89%	-	-
Annual Street Maintenance	630,000	36.42%	-	-
Bike/Pedestrian/Traffic Safety Improve.	25,000	1.45%	-	-
Building "A" Tenant Improve (Comm Center)	75,000	4.34%	-	-
Building "M" Nutrition Prog (Comm Center)	35,000	2.02%	-	-
Older Adults Facilities Master Plan (CC)	50,000	2.89%	-	-
Total Capital Projects	865,000	50.00%	1,586,000	50.00%
Transfers-Out	865,000	50.00%	1,586,000	50.00%
Total	\$ 1,730,000	100.00%	\$ 3,172,000	100.00%

* Additional funding for existing project.

Project by Category	11/12 Adopted	% of Total	12/13 Adopted	% of Total
Community Center	\$ 50,000	2.89%	\$ -	-
Parks and Open Space	-	-	90,000	2.84%
Public Facility - Buildings	110,000	6.36%	101,000	3.18%
Public Facility - ADA Improvements	-	-	50,000	1.58%
Streets and Signals	705,000	40.75%	1,345,000	42.40%
Transfers-Out	865,000	50.00%	1,586,000	50.00%
Total	\$ 1,730,000	100.00%	\$ 3,172,000	100.00%

Project by Funding Source	11/12 Adopted	% of Total	12/13 Adopted	% of Total
Capital Improvement Reserve	\$ 460,000	26.59%	\$ 609,000	19.20%
Construction Tax	50,000	2.89%	5,000	0.16%
Vehicle Impact Fees	330,000	19.08%	330,000	10.40%
Environmental Services	-	-	50,000	1.58%
State Grants/MTA Grants	25,000	1.45%	455,000	14.34%
Federal Grants	-	-	47,000	1.48%
Parkland Dedication Fees	-	-	90,000	2.84%
Transfers-Out	865,000	50.00%	1,586,000	50.00%
Total	\$ 1,730,000	100.00%	\$ 3,172,000	100.00%

CITY OF CAMPBELL
 CAPITAL BUDGET - Summary of Exhibits
 PROGRAM: CAPITAL PROJECTS

EXHIBIT A
 435.950

Description	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ 117,000	\$ 194,000
Supplies, Services & Capital Outlay (Exhibit C)	748,000	1,392,000
Debt Service (Exhibit D)	-	-
Total Before Transfers	865,000	1,586,000
Transfers Out (Exhibit E)	-	-
APPROPRIATION TOTAL	\$ 865,000	\$ 1,586,000

FUNDING SOURCE(S)

Description	Fund	Acct. #	11/12 Adopted	12/13 Adopted
Capital Improvement Reserve	101	9999	\$ 460,000	\$ 609,000
Construction Tax	101	9999	50,000	5,000
Street Maintenance Reserve	101	9999	-	-
Vehicle Impact Fees	202	9999	330,000	330,000
Gas Tax - Prop 42	204	9999	-	-
Environmental Services	209	9999	-	50,000
State/County Grants	212	9999	-	435,000
Other Federal Grants	218	9999	-	47,000
TDA Grant	216	9999	25,000	20,000
City COP Bond Proceeds	431	9999	-	-
Parkland Dedication	295	9999	-	90,000
RDA Reserve	434	9999	-	-
RDA 2002 Bond Proceeds	437	9999	-	-
TOTAL			\$ 865,000	\$ 1,586,000

REVENUES MONITORED BY THIS PROGRAM

Private Revenue	435	4921	-	\$ -
Capital Transfers-In	435	6999	865,000	1,586,000
TOTAL			\$ 865,000	\$ 1,586,000

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

**EXHIBIT B
435.950**

Description	12/13 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	194,000
TOTAL	\$ 194,000

**CITY OF CAMPBELL
CAPITAL BUDGET - Supplies & Services Summary
PROGRAM: CAPITAL PROJECTS**

**EXHIBIT C
435.950**

Description	12/13 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	240,000
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	1,152,000
435.950.0000.7884 Machinery & Equipment	-
TOTAL	\$ 1,392,000

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 12/13 Total
Accessibility Ramps *	12-AA	Grant	\$ 5,000	\$ -	\$ 42,000	\$ -	\$ 47,000
ADA Transition Plan Improvements	13-AA	CIPR	7,000	-	43,000	-	50,000
Annual Street Maintenance	13-BB	CIPR, Veh, Meas B	100,000	30,000	770,000	-	900,000
Bascom Avenue Video Detection	13-CC	Meas B	10,000	-	45,000	-	55,000
Bike/Pedestrian/Traffic Safety Improve.	13-DD	Const Tax, TDA	5,000	-	20,000	-	25,000
Dell Avenue Area Plan	13-EE	CIPR	25,000	125,000	-	-	150,000
Police Evidence Storage Room Remodel	13-FF	CIPR	-	-	54,000	-	54,000
Storm Drain Improvements	13-GG	Env Svcs	7,000	-	43,000	-	50,000
Park Improvement Master Plan	13-HH	Park Ded	15,000	75,000	-	-	90,000
Winchester Boulevard ITS	13-JJ	Meas B	20,000	10,000	135,000	-	165,000
* Additional funding for existing project.							
TOTAL			\$ 194,000	\$ 240,000	\$ 1,152,000	\$ -	\$ 1,586,000

CIPR - Capital Improvement Reserve
 Constr. Tax - Construction Tax Reserve
 Env. Svcs. - Environmental Services
 Grant - Local/Private Matching Grant
 Park. Ded. - Parkland Dedication Fee

Meas B - Vehicle Registration Fees (VTA)
 STP - Surface Transportation Program
 TDA - Transportation Development Act (State)
 Veh Fees - Vehicle Impact Fees

CITY OF CAMPBELL
 CAPITAL BUDGET - Summary of Exhibits
 PROGRAM: TRANSFERS OUT - CAPITAL PROJECTS

EXHIBIT A
 Misc. 990

Description	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	4,840,796	5,446,841	865,000	1,586,000
APPROPRIATION TOTAL	\$ 4,840,796	\$ 5,446,841	\$ 865,000	\$ 1,586,000

FUNDING SOURCE(S)

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
BFB - Capital Improvement Reserve	101	6091	\$ 644,342	\$ 401,210	\$ 460,000	\$ 609,000
BFB - Construction Tax	101	6091	-	-	50,000	5,000
Construction Tax (Building Prog 554)	101	4151	-	134,443	-	-
Vehicle Impact Fees (Const Permit)	202	4731	49,194	140,141	225,000	225,000
Vehicle Impact Fees (Garbage Veh)	202	4732	73,563	152,826	105,000	105,000
BFB - Vehicle Impact Fees	202	6091	-	-	-	-
Gas Tax - Prop 42	204	4536	362,362	22,320	-	-
BFB - Environmental Services	209	6091	-	15,232	-	50,000
State - Local Streets & Roads	212	4523	117,023	270,001	-	-
TDA Grant	216	4525	22,815	311,691	25,000	20,000
BFB - TDA Grant	216	6091	38,073	-	-	-
State - Safe Route to Schools	212	4534	798	-	-	-
State - Proposition 1B Funds	212	4540	577,870	20,199	-	-
Local Grant - Meas B Vehicle Reg (VTA)	212	4571	-	-	-	215,000
Local Grant - Meas B Regional (VTA)	212	4572	-	-	-	220,000
Local Grant - Campbell Avenue Portals	212	4543	6,818	75,000	-	-
Federal Grant	218	4523	-	-	-	47,000
Federal Grant - Safe Route to Schools	218	4534	-	24,045	-	-
Federal Grant - ARRA (Stimulus)	218	4547	1,227,136	1,298,117	-	-
Federal Grant - Highway Safety Imp	218	4546	222,045	17,648	-	-
SC Valley Water District Grant	212	4563	392,600	-	-	-
BFB - Parkland Dedication	295	6091	641,689	-	-	90,000
Parkland Dedication Fees	295	4920	112,904	535,454	-	-
BFB - Redevelopment Agency	434	6091	528,848	147,652	-	-
BFB - RDA T.A.B.	437	6091	487,267	2,383,400	-	-
Project Revenue (Utility Reimb.)	435	4921	-	106,779	-	-
TOTAL			\$ 5,505,347	\$ 6,056,158	\$ 865,000	\$ 1,586,000

REVENUES MONITORED BY THIS PROGRAM

Description	Fund	Acct. #	09/10 Actual	10/11 Actual	11/12 Adopted	12/13 Adopted
Theatre Preservation/Facility Fees	101	4633	\$ 58,813	\$ 54,423	\$ 58,600	\$ 58,600
Environmental Svcs/Storm Drain - Int	209	4410	3,662	2,618	2,000	2,000
Parkland Dedication - Interest	295	4410	10,379	6,099	3,000	3,000
TOTAL			\$ 72,854	\$ 63,140	\$ 63,600	\$ 63,600

CITY OF CAMPBELL
 CAPITAL BUDGET - Transfers Detail
 PROGRAM: TRANSFERS OUT - CAPITAL PROJECTS

EXHIBIT E
 Misc. 990

Account Description	12/13 Adopted
9999 TRANSFERS OUT - CAPITAL PROJECTS	
ADA Transition Plan Improvements (101.13AA)	\$ 50,000
Annual Street Maintenance (101.13BB) (also Vehicle Impact Fees & Measure B))	355,000
Dell Avenue Area Plan (101.13EE)	150,000
Police Evidence Storage Room Remodel (101.13FF)	54,000
Subtotal - CIPR	609,000
Bike/Pedestrian/Traffic Safety Improvements (101.13DD) (also TDA)	5,000
Subtotal - Construction Tax	5,000
Annual Street Maintenance (202.13BB) VIF - Garbage (also CIPR & Measure B)	225,000
Annual Street Maintenance (202.13BB) VIF - Permits (also CIPR & Measure B)	105,000
Subtotal - Vehicle Impact Fee	330,000
Storm Drain Improvements (209.13GG)	50,000
Subtotal - Environment Svcs.	50,000
Annual Street Maintenance (212.13BB) (also CIPR & Vehicle Impact Fees)	215,000
Bascom Avenue Video Detection (212.13CC)	55,000
Winchester Blvd ITS (212.13JJ)	165,000
Subtotal - Measure B	435,000
Bike/Pedestrian/Traffic Safety Improvements (216.13DD) (also Construction Tax)	20,000
Subtotal - TDA Grant	20,000
Accessibility Ramps (218.12AA)	47,000
Subtotal - Federal Grant	47,000
Park Improvements Master Plan (295.13HH)	90,000
Subtotal - Parkland Dedication	90,000
TOTAL TRANSFERS OUT	\$ 1,586,000



*Budget
Reference Materials*

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL
ADOPTING THE CITY'S OPERATING AND CAPITAL BUDGET
FOR FISCAL YEAR 2012-13 (FY 13)**

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 13, 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, 2012 the amount of \$46,039,883 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 \$3,172,000 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 \$49,211,883; 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 13 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 13 operating and capital budget document; and,

PASSED AND ADOPTED the 19th day of June, 2012, by the following roll call vote:

AYES:	Councilmembers:	Cristina, Baker, Waterman, Low, Kotowski
NOES:	Councilmembers:	None
ABSENT:	Councilmembers:	None

APPROVED:



Michael F. Kotowski, Mayor

ATTEST:


Anne Bybee, City Clerk

A Resolution of the Campbell City Council Approving the Proposed Fiscal Years 2013-2017 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 2013-2017 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 2013-2017 Capital Improvement Plan with projects totaling \$19,611,000, including first year appropriations of \$1,586,000 for FY 13.

PASSED AND ADOPTED this 19th day of June, 2012, by the following roll call vote:

AYES:	Councilmembers:	Cristina, Baker, Waterman, Low, Kotowski
		None
NOES:	Councilmembers:	
		None
ABSENT:	Councilmembers:	None

APPROVED:


Michael F. Kotowski, Mayor

ATTEST:


Anne Bybee, City Clerk

Budget Awards



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Campbell
California**

For the Fiscal Year Beginning

July 1, 2011

Linda C. Dawson *Jeffrey P. Stone*

President

Executive Director



FY 2013 Budget Development Calendar

December 2011

12/15 Begin Update of Salary/Benefits Model
 12/23 - 1/2 City Offices Closed Beginning at Noon on 12/23

January 2012

1/11 Distribute December Financial Reports
 1/16 City Holiday - Martin Luther King - City Offices Closed
 1/24 Mid-year Changes due to Finance
 1/25 Distribute Round I Budget Packets to Departments
 1/27 Mid-year Status Reports to CM (Budget, WPs & Perf Outcomes)
 1/30 Personnel Requests due to HR Office
 1/30 Proposed FY 13 Workplans Due to City Manager

February

2/3 Changes to Mission Statement/Ongoing Resp to CM Office
 2/6 Executive Team Retreat and Budget Planning
 2/6 - 2/13 Review Mid-year Reports & Workplans with Dept. Heads @ 1/1's
 2/8 CIP Project Requests due to CM Office
 2/10 Motor Pool/Vehicle Eqmt, Bldg & Facility Maint. Requests due to PW
 2/10 IT Equipment & Project Requests Due to IT
 2/17 Round 1 Budget Requests Due to Finance
 2/20 City Holiday - President's Day - City Offices Closed
 2/21 Mid-year Update Report to Council
 2/23 CIP Committee Review of Submitted Projects
 2/28 Distribute Round 1 Budget Pages for Proofing

March

3/6 Return Proofed Round 1 Budget Pages to Finance (10am)
 3/9 Distribute Final Round I Budget Pages to Dept's for Meetings w/CM
 3/12 6 Months Performance Outcomes Due to Finance
 3/12 Draft Workplans input from Boards & Commissions
 3/12 - 3/16 Dept'l Budget Mtgs w/City Manager & Finance Director
 3/20 Workplans due back to CM Office
 3/22 Fee Schedule Changes Due to Finance
 3/29 Notice of Public Hearing Information to City Clerk - Fee Resolution
 3/29 Round 2 Changes to Departments for Proofing

April

4/3 Budget Study Session (Program Overviews and Workplans)
 4/4 Return Proofed Round 2 Budget Pages to Finance (10am)
 4/11 Significant Accomplishments & Final Workplans Due to Finance
 4/17 Public Hearing & Adoption of User Fee Schedule & Charges
 4/23 Special Budget Study Session (Operating Budget and CIP)
 4/24 CIP - Planning Commission Review (tentative)

May

5/25 Distribution of Budget Binders to Council
 5/28 City Holiday - Memorial Day - City Offices Closed
 5/31 City Clerk to Notice Public Hearing - Budget Adoption

June

6/5 Introduction of FY 12 Operating & Capital Budget (Regular Meeting)
 6/19 Public Hearing & Adoption of Operating & Capital Budget (City & RDA)
 6/19 Adoption of Gann Spending Limit

July

7/30 End of Year Reports to CM (Final Budget & Performance Outcomes)

Jan 2012						
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				

Feb 2012						
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			

Mar 2012						
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

Apr 2012						
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					

May 2012						
S	M	T	W	T	F	S
		1	2	3	4	5
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Aug 2012						
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Oct 2012						
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Nov 2012						
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Dec 2012						
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23	24	25	26	27	28	29
30	31					

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 seven-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 seven-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 operating and capital budget is appropriated for both the City as a whole and the Redevelopment Agency (RDA). The document is detailed and the budget is managed and accounted for by line-item, by individual program, by fund.

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 will be presented to the City Council in January of each year. Budget amendments resulting from that review will be authorized by Resolution of the City Council. The City shall attempt to keep budgetary records in such a manner to qualify for the Distinguished Budget Presentation Award from the Government Finance Officer's Association (GFOA) and the Excellence in Operating and Capital 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. The policies have been modified slightly with changes in management; however, in all cases, they have become more, rather than less restrictive.

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: Redevelopment and Finance are the only two program areas that use this exhibit 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 form pertains to interfund transfers. The information provided on this form rolls forward to the appropriate section of Exhibit A. The recipient fund and program number in addition to the intended use of the transferred funds is provided.

Program / Department / Fund Matrix

<u>Program Name</u>	<u>#</u>	<u>Department Name</u>	<u>Fund Name</u>	<u>#</u>
City Council	501	Legislative Bodies	General Fund	101
City Manager	510	City Manager - Administration	General Fund	101
City Clerk	511	Legislative Bodies	General Fund	101
Human Resources	515	City Manager - Administration	General Fund	101
Workers' Compensation Insurance	516	City Manager - Administration	Workers Comp. Trust	690
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
L.I.D. Debt Service	541	Debt Service	Debt Service - L.I.D.	36x
C.O.P. Debt Service, 1993	543	Debt Service	Debt Service - C.O.P.	366
C.O.P. Debt Service	544	Debt Service	Debt Service - C.O.P.	368
City Treasurer	545	Finance Department	General Fund	101
Information Technologies Services	547	Finance Department	IT Pool	647
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
Housing / C.D.B.G.	555	Community Development	Housing & Comm. Dev.	208
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
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	Gax 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
- 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
545 City Treasurer
547 Information Technologies

Community Development

550 Administration
551 Current Planning
552 Policy Development
553 Housing
554 Building
555 Housing/CDBG

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
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>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
<u>SCCATO</u>	Santa Clara County Association of Training Officers

GLOSSARY OF ACRONYMS

<u>Acronym</u>	<u>Description</u>
<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.

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.

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).

GLOSSARY OF BUDGET TERMS

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 seven-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).

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.

GLOSSARY OF BUDGET TERMS

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.

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.

GLOSSARY OF BUDGET TERMS

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.

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

GLOSSARY OF BUDGET TERMS

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.

SERVICE LEVEL ENHANCEMENTS - Capital equipment or programs which the City departments add to their basic budget to enhance the quality and/or quantity of service they provide the public.

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