

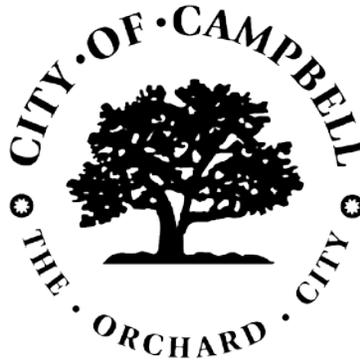
**Fiscal Year 2016-2017  
Operating and Capital Budget**

**2017-2021 Five-Year  
Capital Improvement Plan**

**CITY OF CAMPBELL  
CALIFORNIA**



# *City of Campbell, California*



## *Fiscal Year 2016-2017 Operating / Capital Budget & 2017 - 2021 Five-Year Capital Improvement Plan*

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

*Under the Direction of Mark Linder, City Manager*

*Cover Photos: Art Outside the Box  
"Art Outside the Box" is a public art beautification program designed to transform common  
traffic control utility boxes in Campbell, into distinctive works of art,  
creating a more vibrant, attractive cityscape.*



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July 1, 2016

**Honorable Mayor and Members of the City Council:**

I am pleased to present to you the fiscal year 2016-17 (FY 17) operating and capital budgets. The adopted budget serves as a policy document, a financial plan, a communications device, and an operations guide, reflecting the policies, goals, programs and service priorities of the City Council and the community. It was developed based on direction provided by the City Council during the budget development process and recommendations made by each department that I've reviewed and approved.

The budget continues to build upon the strength of the economic recovery and expansion which has been ongoing for over seven years. This includes additional staffing requests needed to meet the increased demands for service resulting from new project developments that have created more housing units, commercial and office space as well as increased population and traffic. This budget also incorporates many of the priorities that the Council established through its annual priority workshop conducted in January. Some of the more significant issues surrounding this year's operating budget include development related impacts on the planning review process, building permit review and inspection and process for land development review of public improvements. This new growth creates impacts on public safety and the ability of the City to provide the needed levels of service to an increasing population of residents. The budget seeks to address some of these issues.

The budget is funded with a combination of ongoing revenue and reserves, primarily from the Capital Improvement Program Reserve (CIPR), that will be used to fund expenditures considered to be one-time in nature. All of the limited term positions in the budget are proposed to utilize CIPR as there is a presumption that these positions will end at some point in the near future once the workload and/or economy begins to slow down.

The budget assumes the health of the economy remains positive and addresses major work plan items and Council priorities. City staff continues to shoulder a significant workload consisting of both operating and capital projects requiring additional resources to provide for the level of services needed to keep up with service priority demands.

During the upcoming year, the City will be continuing its comprehensive review and update of the City's General Plan which began in the previous year. Additional emphasis is also being placed on expanding economic development efforts including increased resources devoted to attracting and retaining businesses in the City.

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

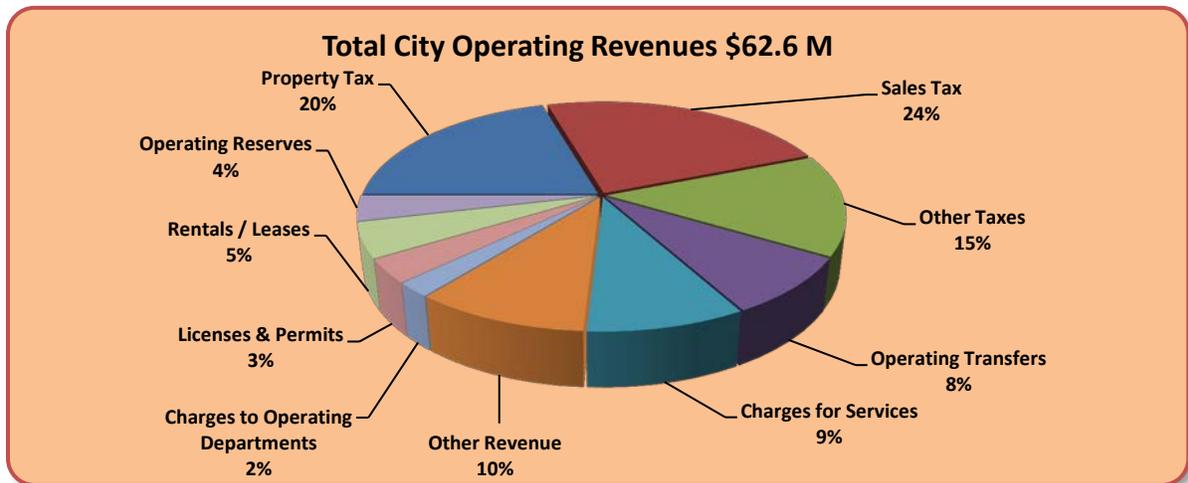
**BUDGET SUMMARY**

**The combined FY 17 operating and capital budgets total \$71.9 million** including \$4.9 million in capital transfers. Related revenue sources total \$72.4 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 surplus reflecting a balanced budget for all the City's funds.

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

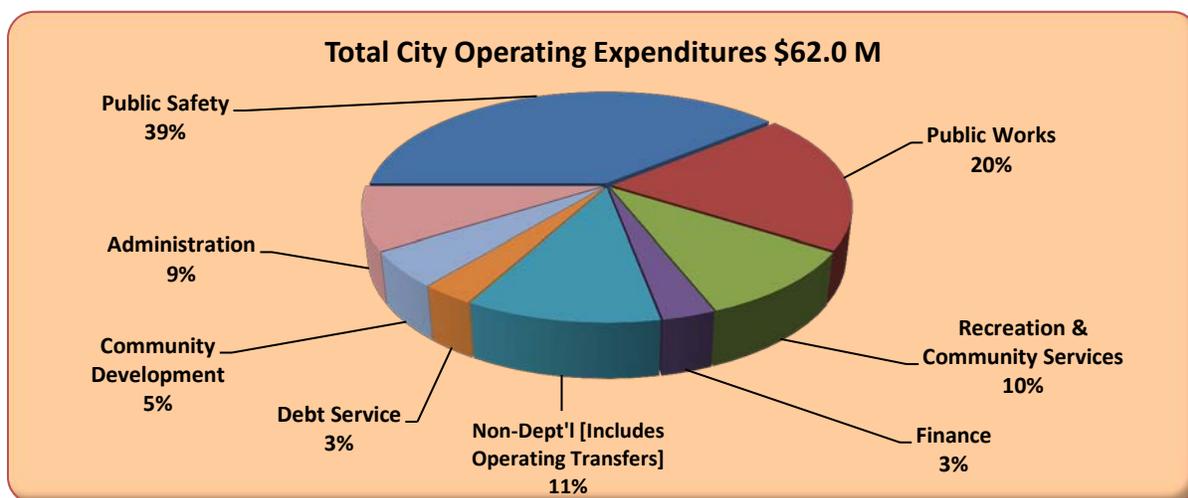
	FY 2016 - 17			FY 2015 - 16			Operating Budget Change	Percent Change
	Operating Budget	Capital Budget	Total Adopted Budget	Operating Budget	Capital Budget	Total Adopted Budget		
<b>Expenditures</b>	\$ 56,658,303	\$ 4,920,000	\$ 61,578,303	\$ 53,467,773	\$ 2,715,000	\$ 56,182,773	\$ 3,190,530	6.0%
<b>Transfers</b>	5,356,555	4,920,000	10,276,555	5,271,899	2,715,000	7,986,899	84,656	1.6%
<b>Total</b>	<b>\$ 62,014,858</b>	<b>\$ 9,840,000</b>	<b>\$ 71,854,858</b>	<b>\$ 58,739,672</b>	<b>\$ 5,430,000</b>	<b>\$ 64,169,672</b>	<b>\$ 3,275,186</b>	<b>5.6%</b>

**Operating Budget:** Overall, the operating budget increased 5.6% from the previous year, attributable to numerous factors, some of which were previously discussed. The total operating portion of the budget is \$62.0 million with related revenue sources of \$62.6 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. Included in this year's budget are additional two-year limited term positions that are being funded with Capital Improvement Plan Reserve (CIPR) funds since they may not continue beyond that timeframe. Other significant contributors to the increased budget are the addition of two Police Officers and a Records Specialist, purchase of new and replacement fleet vehicles and technology equipment and assessments for a new shared regional public safety communications network.

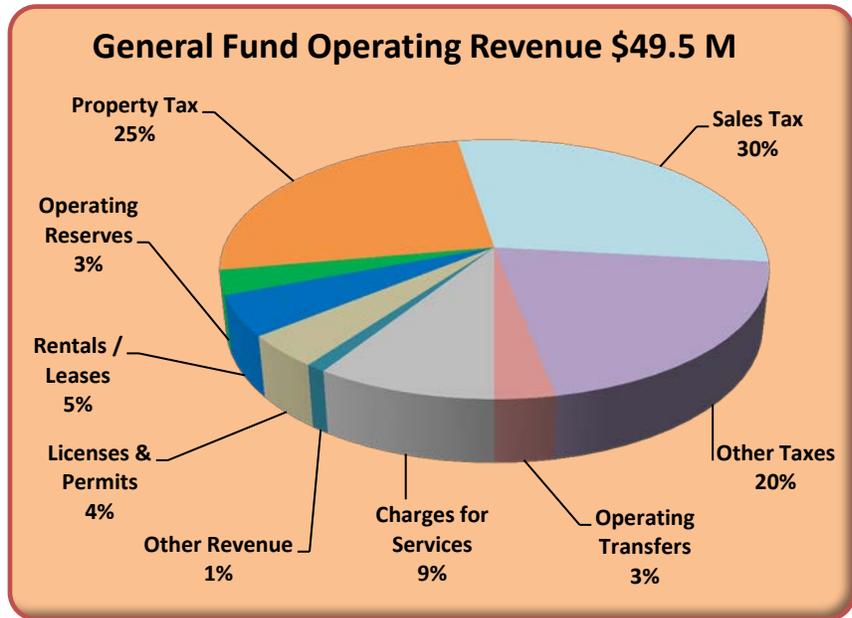


The chart above illustrates the various revenue sources that are collected by the City. Sales tax is the largest component followed by property tax making both of them critical to the City's fiscal health. Unfortunately, these revenues are not always stable, and they are subject to fluctuations from year to year depending on the health of the economy. Other Taxes, such as franchise, transient occupancy and business license, comprise approximately 15% of all revenues. These, too, are impacted by the current business climate and can vary as well.

The chart below illustrates how the City's revenues are spent. The largest percentage of the budget is spent on public safety, composed of police and fire services. Public Works is the next largest component which includes engineering, land development and environmental services as well as parks and streets maintenance. Non-recurring or one-time expenditures are typically funded with a combination of one-time revenues, specific reserves and/or unreserved fund balances, all of which are considered to be revenue sources for purposes of presentation within this document. The FY 17 operating budget relies on a total of \$2.6 million in non-recurring revenues, reserves and fund balances, to fund operating expenditures. The largest component is \$1.5 million in General Fund reserves, which includes \$0.6 million for funding the two-year limited term positions previously discussed, and \$1.1 million in various non-General Fund reserves needed primarily for replacement and upgrade of vehicles and various technology equipment.



**General Fund operating revenues and expenditures are budgeted at \$49.5 million and \$49.0 million, respectively,** indicating an anticipated surplus of approximately \$0.5 million. In recent years, surpluses have been used to maintain the City's Economic Fluctuations Reserve at a targeted policy level of \$6 million. Amounts in excess of this target have been deposited in the City's CIPR reserve for capital and other one-time funding for capital projects per the City's financial policies.



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

The CIP is presented on a five-year horizon in which project scheduling is dependent upon various factors including the urgency of need, availability of funding and staff workload to name a few. The first year of the CIP is incorporated within the operating / capital budget document, and formally appropriated by the City Council. The remaining years function as a project planning and budgeting tool. Any expected operating budget impacts resulting from the CIP are incorporated into the operating budget.

The City has historically funded many of its capital projects with either General Fund CIPR or Federal, State and local grants. The value of all projects in this year's five-year CIP increased compared to the previous year resulting primarily from several large projects being approved last year.

There are 21 capital projects requiring funding in FY 17. Project expenditures of \$4.9 million plus related inter-fund transfers of an additional \$4.9 million total \$9.8 million in capital appropriations. The largest component of these projects is \$2.0 million for street maintenance projects, \$0.9 million for the Silicon Valley Radio Communications Systems (SVRCS) for the Police Department, and \$0.5 million for Citywide Intelligent Transportation System (ITS) projects. The full CIP, along with details of specific projects, can be found in the Capital Improvement Plan tab of this document.

## **REVENUES**

Revenue estimation is often a challenging task for cities, especially in times of economic downturn and even during periods of economic recovery. In such an environment, past results are often not reliable indicators for predicting future outcomes or the magnitude of change from year to year. In addition, there is often a time lag between when the economy begins to change and the impact is felt by the City. Nevertheless, program managers evaluate comparative historical data and factor in necessary adjustments for inflation, changes in assumptions for anticipated volume of 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 17 is \$72.4 million, including capital funding sources of \$9.8 million. This reflects an increase of \$7.4 million (11.3%) from the previous year. In looking at just the operating budget component, total revenue is estimated at \$62.6 million, an increase of \$3.0 million (5.0%) from the previous year.

It is important to note that the capital project budget can fluctuate significantly from year to year depending upon the number and magnitude of projects that are approved. Capital projects are generally one-time and long-term in nature, and they are funded with non-operating revenue so there is no impact on the operating budget funding sources. The operating and capital budgets contain transfers-in totaling \$5.3 million and \$4.9 million, respectively. Although this has a tendency to make the budget appear higher in total than it actually is, the transfers-in on the revenue side are offset by transfers-out on the expenditure side. Including transfers in the City's adopted budget is done to readily demonstrate that budgets are balanced and match the internal budgeting system.

**General Fund:** Contained within the budget are a variety of funds, each with its own source(s) of revenue. The budget document is organized by operating department, then by program within the department. The General Fund is the City's largest single fund where the majority of services are budgeted. It funds general services such as police, fire, parks, streets, recreation and administration. Therefore, the focus of this section of the budget message is on this fund. General Fund operating revenue, excluding capital funding sources is estimated to be \$49.5 million, an increase of \$2.4 million (5.0%) from the FY 16 adopted budget. The largest component of this increase is attributable to continued growth in property tax from a strong housing market. Second to property tax, rentals and leases are expected to see significant growth from last year due to high demand and increase in rental rates. Other contributors to the increase are sales tax revenue that continues to reflect the growing economy and also Transient Occupancy Tax (TOT) receipts that also continue to do well as the business and leisure travel industry remains robust.

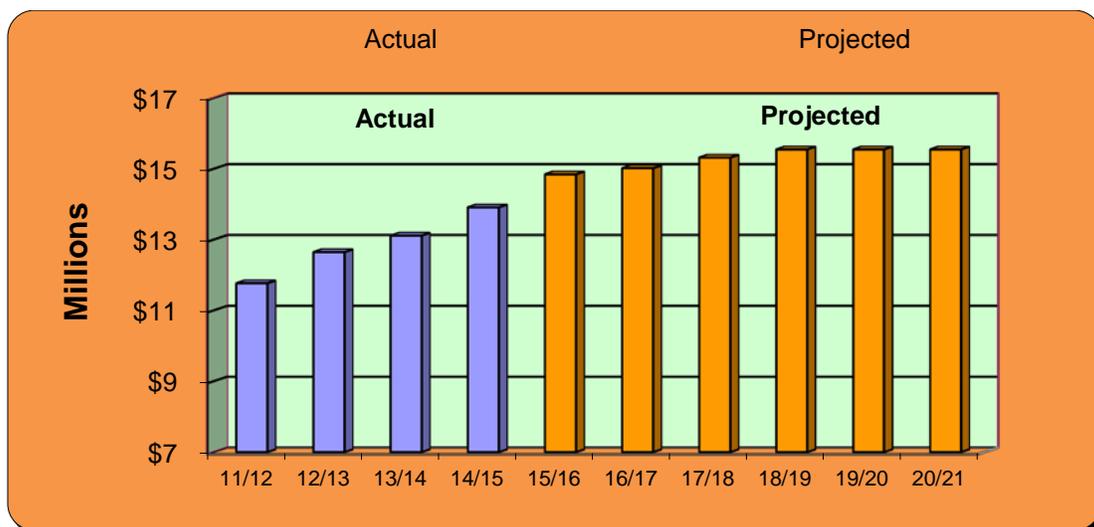
**Sales Tax:** Sales tax, the single largest revenue source for the General Fund, comprises approximately 30% of its net operating revenue base. Net revenues exclude reserves, which are not considered to be an on-going revenue source. The sales tax base is comprised of more than 1,300 diverse businesses throughout the City. While most of the City's largest sales tax producers can be considered stable businesses, they are still subject to fluctuations from regional and national economic conditions which can have a direct impact on the sales tax revenue base. The loss of any one of these top revenue generators could have a significant financial impact to the City.

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

Consequently, the FY 17 Sales Tax revenue estimate of \$15.0 million is \$0.2 million (1%) higher than FY 16 estimated actual revenue. The anticipated growth is based, in part, on recent performance and forecasts provided to the City by its sales tax consulting firm, MuniServices. Beyond that time, the growth assumption is conservatively estimated at 1% based on continued economic growth in addition to several new retail additions expected to come on line during the next two years.

The graph below reflects actual sales tax performance for the past five fiscal years and projected revenue through FY 21.

**Sales Tax Trend - General Fund**

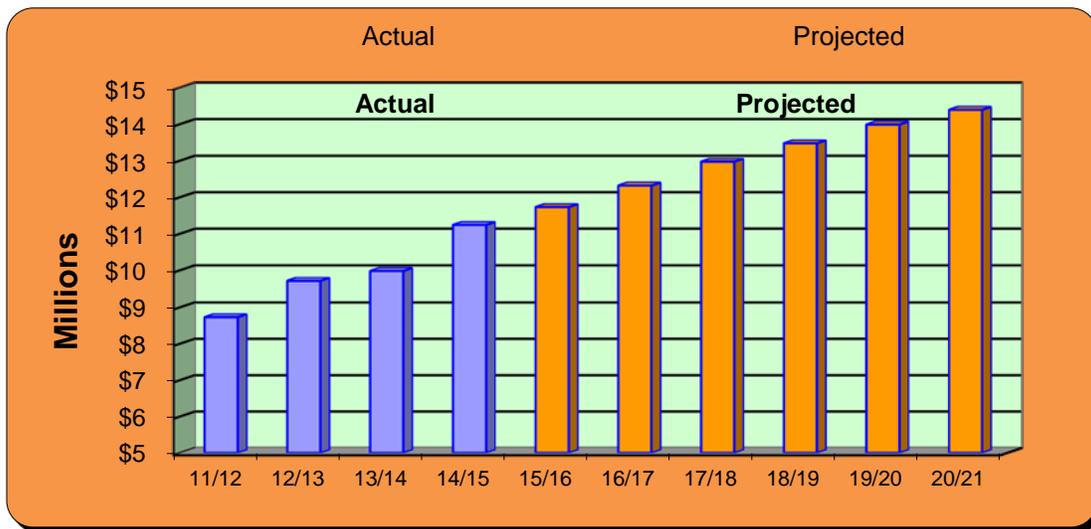


**Property Tax:** Property tax revenue is the second largest source of revenue to the General Fund and one of the most stable revenues over the past several years. Estimated FY 17 revenue is \$12.3 million, or 24% of net operating revenue, and is \$1.1 million (9.7%) higher than adopted FY 16 revenue. Real property continues to appreciate in value as both residential and commercial property markets continue to experience strong demand. To a large degree, this is the result from the continuing strength and growth in and around the Silicon Valley region including notable companies such as Apple, Facebook, Google, LinkedIn, and Tesla, which continue to hire and create additional new jobs while expanding their office facilities to accommodate a larger workforce. Silicon Valley, and the greater Bay Area metropolitan region,

continues to see increasing real estate prices where demand for housing exceeds the supply. Commercial properties, as well, are also seeing increases in value as demand continues for desirable space and location. The overall outlook for property value remains positive for the foreseeable future.

The primary factors used in the projection of revenues are historical growth in assessed valuation and new construction. The County Assessor provides periodic information and estimates of property values to the City upon which the revenue estimates are based. The following graph depicts the historical and projected trend for property tax revenues in the General Fund. Based on continued improvement, future years' revenue is estimated to grow at 4.5% for the next several years.

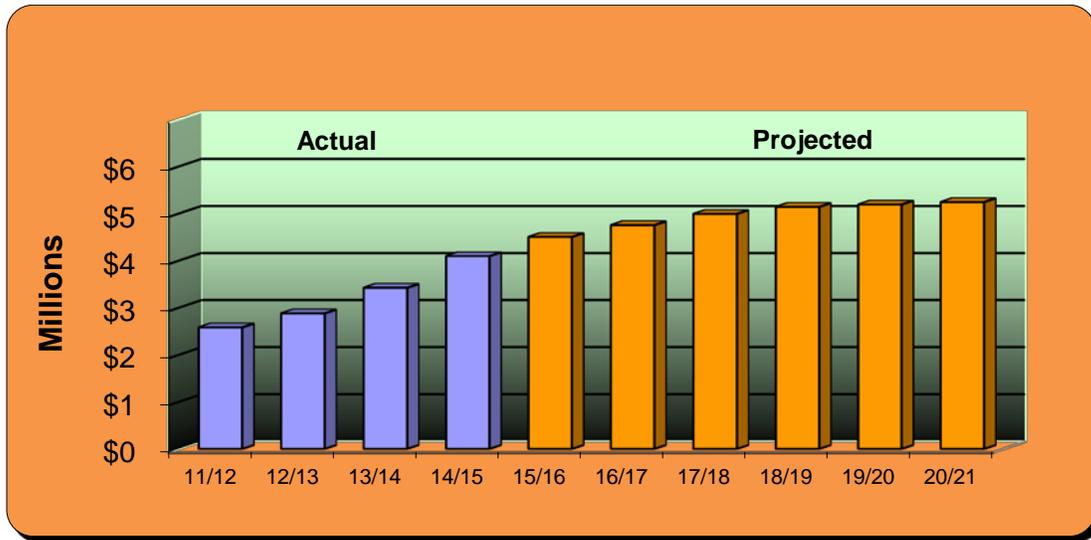
**Property Tax Trend - General Fund**



**Transient Occupancy Tax:** This tax, more commonly referred to as hotel/motel tax, or simply TOT, is derived from a 12% surcharge that is applied to the room rates of the City's hotels/motels. TOT revenue for FY 17 is budgeted at \$4.8 million, reflecting a \$0.3 million (5.5%) increase from revised FY 16 projections. With the continued strength of the business and leisure travel industry, as previously discussed, overall revenues have kept increasing as demand for temporary rooming shows no sign of letting up. Room revenues and occupancies remain high for all business class properties. With limited capacity to construct new hotel rooms, it is expected demand will continue to push revenues higher for the foreseeable future.

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. For the past several years, Campbell hotels/motels have averaged occupancy rates of close to 90%. The next year is expected to grow approximately 5% and level off around 2% in the years beyond. The following chart depicts historical activity and projections for current and future years.

## Transient Occupancy Tax (TOT) Trend - General Fund

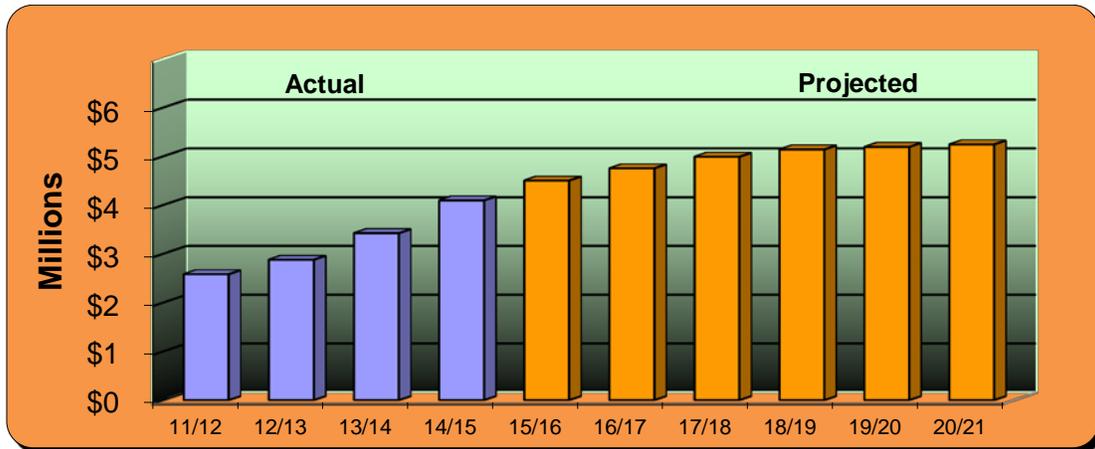


**Charges for Services:** Charges for services include revenues derived from a variety of sources, the largest being Recreation program fees that consist of classes/lessons, trips/tours, preschool and theater revenues. Other fees are charged for Police and Fire services; engineering services; zoning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

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

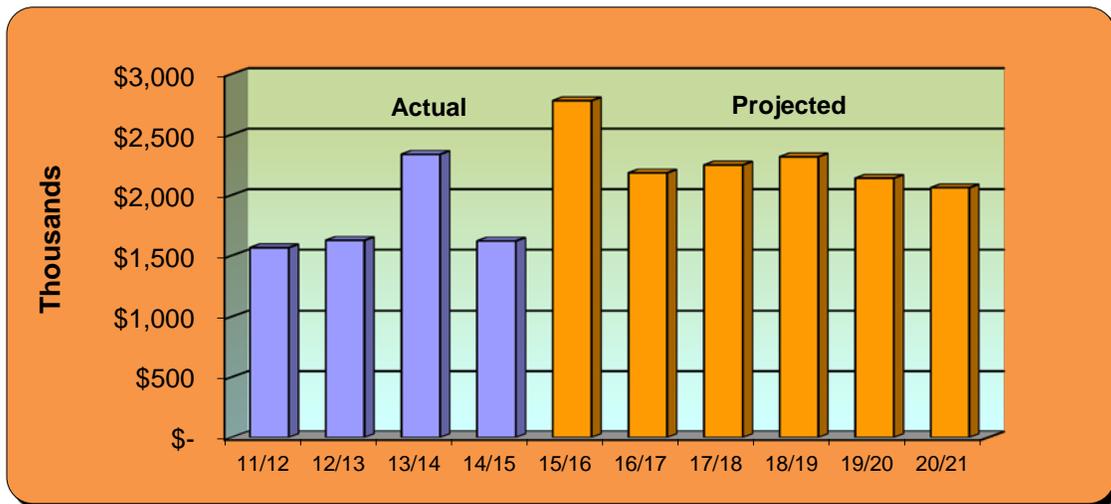
In addition to the cost of providing the service, other factors such as the allowable percentage of recovery, number of participants or attendees, inflationary factor, comparison to other agencies, and the historical trends are analyzed for nearly all fees and charges. The combined revenue for all user fees and charges is anticipated to generate \$4.3 million for the General Fund during FY 17, which is \$0.3 million (7.5%) higher than FY 16 estimated revenues. The following chart depicts historical activity and projections for current and future years:

### Charges for Services Trend - General Fund



**Licenses & Permits:** Revenues in this category are composed primarily of construction permits and advanced plan check fees. Also included are fire permits and other Building Division fee revenues. As can be seen from the chart 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 17 revenues are \$2.2 million representing a \$0.5 million decrease from projected FY 16 revenue. The difference is due to several large projects that made FY 16 a record year for permit revenue. It is expected FY 17 and future activity will trend closer to historical averages.

### Licenses & Permits Trend - General Fund



**Lease Rental Income:** The City collects rental income from leasing out space to tenants at its Community Center as well as from rental of its Theatre and other Community Center buildings, in addition to a small amount from telecommunication antennas. Lease rental income represents approximately 5.3% of net General Fund operating revenues. FY 17 revenue is budgeted to increase 6.9% from FY 16 projections to \$2.7 million. Rental income from this source is generally stable 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 derived from fees charged to various utilities for doing business within the City. The fee is generally computed as a percentage of the gross income of the utility. This revenue source is estimated to generate approximately \$3.3 million for FY 17, which is an increase of 1% from FY16. 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 continue to see modest growth this year.

**Other General Fund Revenues:** The remaining significant General Fund revenue sources consist of operating transfers-in of \$1.4 million, representing reimbursements from other funds for services provided by the General Fund, and reserves of \$1.5 million used to fund one-time operating expenditures. Where appropriate, other revenue sources are projected to reflect modest inflationary increases and/or changes in activity levels.

### **Revenue - Other Funds**

Various other funds are contained within the budget as discussed below. In summary, each fund's operating revenue meets or exceeds operating expenditures consistent with established financial policies. Exhibit A within each program budget provides a summary of that program's funding sources and all revenues monitored by that program. Narrative descriptions pertaining to the particular revenue sources can be found in the budget reference materials section of this document. Charts and graphs for General Fund revenue as well as total City revenue, in addition to what is presented in this budget message, can be found in the financial summaries section of the budget document. Because this budget is organized by program, funds other than the General Fund are included in the respective operating department's section of the budget along with the General Fund programs. Each program is identified with the fund number at the beginning of each section.

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

Gas Tax revenue is considered a State-shared revenue. Projections for this revenue source come directly from the State on an annual basis. Revenue in funds such as the Lighting and Landscape District and Environmental Services are based on rates that are assessed to individual properties depending upon type of service being provided or type of property. Total operating revenues for Special Revenue funds for FY 17 are \$8.9 million, an increase of \$0.4 million (4.5%).

**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

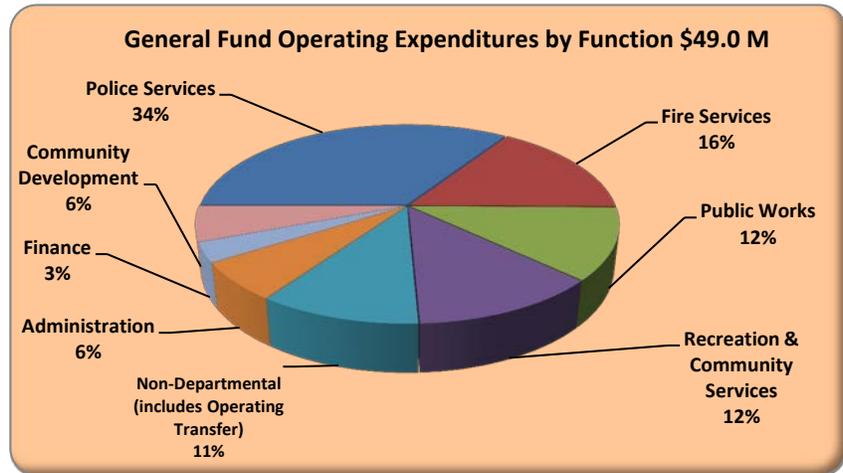
flow through the County with only State-approved expenditures, including the COP debt, being funded via semi-annual payments to the City. Total funding sources for Debt Service funds for FY 17 are \$1.6 million, consistent with the previous year.

Three **Internal Service Funds** (Motor Vehicle, Information Technology and Workers' Compensation) are presented within the City's budget. Revenues in these funds are generated primarily through charge-backs to user departments depending upon the volume of assets and type of service provided by the specific fund. Costs that get recovered include staff time, repair, maintenance, claims payout and replacement of assets managed by the particular fund. Total revenues for Internal Service Funds for FY 17 are \$4.2 million, up \$0.1 million from the previous year, reflecting an increase of funding into worker compensation insurance.

**EXPENDITURES**

As previously noted, the budget is composed of operating and capital expenditures totaling \$71.9 million. Operating expenditures alone total \$62.0 million.

**The General Fund, which is** the primary operating fund for the City, comprises approximately 73% of total City operating expenditures. Special Revenue funds comprise 9%, Internal Service funds comprise 7% and other funds make up the balance at 11% of the total. Operating expenditures in the General Fund are budgeted at \$49.0 million which is 6.2% higher than the prior year adopted budget.



**Employee Services:** Personnel staffing represents an integral part of the City's annual budget. The combined number of budgeted permanent, permanent part-time, and limited term FTE positions proposed in FY 17 is 169, a net increase of five positions from FY 16. With the increase in service demands and desire for enhanced services to the community, additional staffing was incorporated into this year's budget. Changes to the budget from the prior year include the following - in Community Development, a Senior Planner (1.0 FTE) and a limited term Planning Technician (1.0 FTE) are being added to replace the Planning Manager position and a permanent part-time Project Planner (0.5 FTE), respectively. In Public Safety, two Police Officers (1.0 FTE) and a Police Record Specialist (1.0 FTE) are being added. In Public Works, an Assistant Engineer (1.0 FTE) is being reclassified to Associate Engineer, and a limited term Assistant Engineer (1.0 FTE) is being added.

In addition to these permanent position changes, there are increases in various temporary staffing across departments to help with additional workload including a number of short-term projects.

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

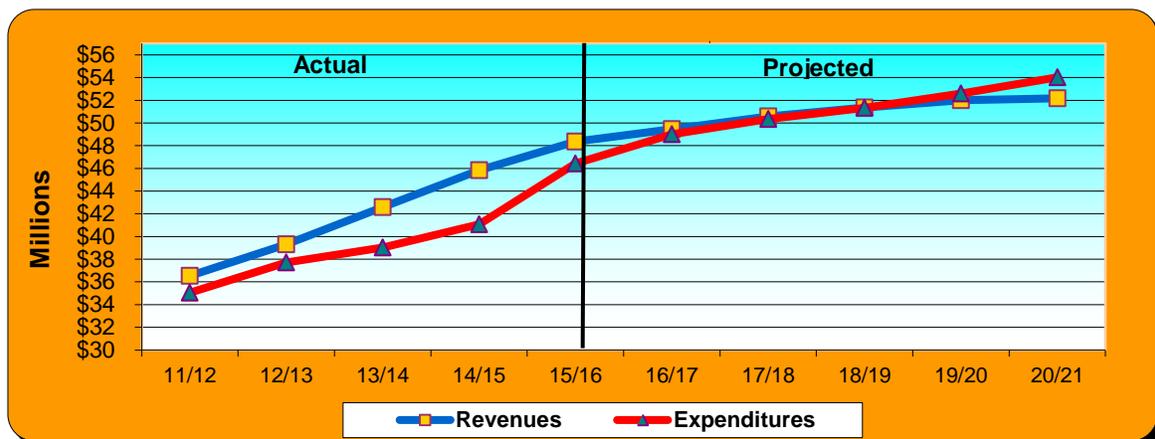
The salaries and benefits category represents all personnel-related costs and makes up the largest component of the General Fund expenditures. In fact, personnel costs are approximately 45% of the total budget. This percentage is relatively low compared to many other cities because fire personnel are provided by contract with the County and, therefore, do not show up as City personnel costs. For FY 17, salaries and benefits in the operating budget total \$32.6 million for all City funds, which is a \$2.3 million (7.4%) 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 increases for City retirement contributions.

**MULTI-YEAR COMPARATIVE ANALYSIS**

**General Fund - Revenues and Expenditures:** The comparative analysis that follows reflects the historical trend between General Fund revenues and expenditures covering the past five years as well as projections through FY 21. In recent years, the economy has seen modest to strong growth resulting in surpluses of varying amounts for the General Fund during this period. However, it is anticipated that the current business cycle may begin to slowdown and even decline within the next five years. As a measure of prudence, the City has incorporated into its financial projections the possible impact on revenue from a slowdown in the economy in FY 20 and FY 21. The result is modest deficits in these years absent measures to reduce expenditures. It is anticipated, however, as in past economic downturns, budget correction strategies would be enacted by the City, including a combination of reserve utilization and expenditure reductions, thereby, retaining a balanced budget in those years.

The following chart depicts actual and projected operating revenues and expenditures for the years indicated. As is depicted, the City expects to realize a modest surplus in FY 17 with declining surpluses until FY 19 which reflects essentially a breakeven budget. As noted, FY 20 and FY 21 show projected deficits due to the assumed changes in the economy.

**Comparative Analysis: General Fund - Revenues to Expenditures**



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

The primary funding source for these funds is user charges. City program budgets contain line items for charges from the various pool funds. Included in these charges to other City departments or programs are the prorata 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 17, revenues and expenditures in these funds total \$4.2 and \$4.1 million, respectively. Expenditures are essentially flat 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 are 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 17 are projected to be \$1.7 million, up slightly from the previous year’s adopted budget. Projections for future years utilize a modest inflationary factor approximating 2% for revenues and expenditures.

**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 17, operating and capital revenues and expenditures total \$3.7 million. This includes operating transfers-in of \$1.9 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 17 are \$1.5 million, \$0.1 million higher than last fiscal year's adopted budget. Future years' costs are based on inflationary increases approximating 2%.

## **ECONOMIC AND FISCAL ISSUES FACING THE CITY**

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

The unemployment rate is an important economic statistic as to the state of the economy in general. As of May 2016, the State seasonally adjusted unemployment rate was 4.7% compared to 6.2% the prior year. For Santa Clara County, the May unadjusted rate was 3.3%, a 0.7% reduction from last year's rate of 4.0%. Campbell has historically trended better than both the County and the State in its unemployment rate. In fact, as of May 2016, Campbell's unemployment rate was 3.0%, unadjusted, up 0.1% from 2.9% 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 the prior period.

Due to being "landlocked" on its borders, growth and new development within the City pose both opportunities as well as challenges. Campbell is essentially "built out", meaning that areas of undeveloped land in the city limits available for improvement are very limited. Therefore, the challenge is to focus on "in-fill" projects, consisting of smaller individual parcels of land dispersed throughout the City or rebuilding of existing parcels whose current use may be enhanced by new development. The City's goal is to preserve the quality of life for Campbell residents and provide a variety of balanced land uses via established standards for residential, commercial and industrial development. Strategies include meeting with an economic development advisory committee and community business groups to obtain feedback on how best to approach various

issues, maintaining a diversified and stable economic base, and marketing the community to targeted businesses. This year's budget includes increased resources to expand the City's economic development efforts aimed at attracting new businesses and retaining existing ones.

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

With an increase in residential and commercial development activity, the City continues to address the overall impacts on the community of future development projects so that they remain manageable and environmentally balanced. While the current economic expansion has seen several large high density development projects come our way, the City is committed to environmental sustainability and preservation, including the creation and enforcement of policies that are consistent with environmental standards. The City is a certified "Green" organization, and continues to explore ways to promote this in the community. One such example of this is the recent formation of the Silicon Valley Clean Energy Authority, a regional effort with numerous cities in Silicon Valley. The Authority will allow participating residents in their community to select from alternative energy types, such as solar, wind and other clean energy sources. It is expected that residents will be able to begin participating by 2018.

The City is also committed to providing reasonable health care coverage to its employees. As the general population ages, more reliance is placed upon the health care system to provide comprehensive coverage for employees and their families. However, the cost of providing health care and other post-retirement benefits coverage continues to escalate each year, often outpacing revenue growth. With the passage of the *Patient Protection and Affordable Care Act*, the City is also challenged with determining the impacts of providing affordable health care coverage to its full-time employees. The City, like all employers, has to consider how to balance the level of on-going benefits it can offer with the cost of providing them. The City is also committed to pre-funding its obligation to provide retiree health benefits and has budgeted \$0.5 million to continue pre-funding this obligation with a goal of full funding over time.

Employee retirement costs have also been an ongoing challenge to maintaining a balanced budget. It is expected future changes in assumptions by CalPERS will result in additional rate increases next year and continue for several years beyond. As a long-term strategy to combat the rising pension costs, several years ago the City enacted pension reform, with the help of its labor groups. Campbell was one of the first cities in the region to implement a lower second tier of retirement benefits for new hires of both its safety and non-safety personnel. As staff retire from the City or move to other employment and new staff is hired, increasingly larger savings are expected to accumulate over time. The State of California also enacted recent legislation to establish a third tier of lower benefits that will result in further cost mitigation.

Another ongoing challenge is the need to maintain the City's infrastructure, particularly its streets and sidewalks. More than \$31 million dollars have been invested in the City's street infrastructure over the past 18 fiscal years, including \$2.6 million in FY 16 alone, and work will continue into this year with additional dollars set aside for this purpose. While the overall condition of streets has been good for the past several years, a significant amount of resources are required to maintain a "good" condition rating on an on-going basis. Consistent funding for

maintaining this level is a challenge as costs continue to increase from year to year. 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. A vehicle impact fee was instituted a number of years ago to supplement funding of street maintenance needs. The 5-year Capital Improvement Plan (see CIP section of document) continues to commit annual funding dollars for street maintenance to address this important issue. Noteworthy for FY17 was the commitment of \$800,000 in additional funding for street maintenance to bring the 5-year spending commitment to \$6.3 million.

With continued demand for enhancing services for the community, the City's technology equipment remains a critical issue. To maintain the City's current and proposed standards of performance, and to protect systems from ever increasing outside attacks and viruses, additional resources are required to ensure systems remain stable and reliable for all users. Moreover, the City has been facing an aging technology infrastructure for a number of years. Fortunately, over the past few years, additional funding has been made for needed replacements and upgrades. Some of the projects slated for this budget year that address some of these issues are: replacement of the City's storage area network and related infrastructure, implementation of remote backup at a secondary site and continuing the implementation of a new Computer Aided Dispatch system with another jurisdiction.

## **LONG-TERM FINANCIAL PLANNING**

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

Second, the City maintains five year operating projections for revenues and expenditures that are revised during the year and shared with Council. These projections allow management to see what the longer term future may look like given a set of assumptions and known information which then influence budget decisions of the current year. The current budget is evaluated in the context of whether decisions made now will be sustainable over the longer term given what may or may not occur down the road. Combined with the financial policies, the evaluation considers whether the City's fiscal health will continue over a 5 year period, not just a single year. In addition, in 2013, the City engaged an outside consultant to conduct an overall management review including an assessment of the City's fiscal health based on a 10-year projected horizon for revenues and expenditures. The report indicated the City to be in a good financial position over this timeframe, absent any significant events.

Lastly, the City also develops a five-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 five-year operating projections into the model to know what

internal funding sources may be available in each of the future years. This allows the City to plan and maintain flexibility in how and when capital projects will take place.

### **FY 17 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 4<sup>th</sup>. Major work plan items, in addition to a list of the on-going responsibilities of each department, can be found within the department program sections of the budget document.

### **FY 16 SIGNIFICANT ACCOMPLISHMENTS**

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

### **STRATEGIC PLAN AND PERFORMANCE REPORTING**

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

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

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

### **BASIS OF BUDGETING**

The City budgets on a modified accrual basis for all funds except for its internal service funds which are budgeted on a full accrual basis. This is consistent with the City's basis of accounting as reported in its Comprehensive Annual Financial Report (CAFR). The City's *Governmental Funds* consist of the General Fund, special revenue funds, debt service funds, and capital project funds. To summarize, under this basis, revenues are estimated for the fiscal year if they are susceptible to accrual, e.g. amounts can be determined and will be collected within the current period. Principal and interest on general long-term debt are budgeted as expenditures when due, whereas other expenditures are budgeted for liabilities expected to be incurred during the current period or shortly thereafter to pay current liabilities.

*Proprietary fund* budgets are adopted using the full accrual basis of accounting whereby revenue projections are developed recognizing revenues expected to be earned in the period, and expenditure estimates are developed for all expenses anticipated to be incurred during the fiscal year. The City's proprietary fund type consists only of internal service funds, as the City has no municipally owned utilities or other enterprise activities.

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

**Budget Development:** Development of the operating and capital budget is a process that takes place over six months and is summarized by the budget calendar located in the Budget Reference section of this document. The City's financial policies establish a process whereby a budget study session is held with the City Council during the annual budget development process. This meeting is generally held during March/April timeframe. Council is presented with an overview of the City's fiscal condition and proposed work plans for the upcoming year. A study session was held on May 2<sup>nd</sup> to discuss the operating budget and capital improvement plan and the proposed budget was introduced on June 7<sup>th</sup>.

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

The City's budget presentation and format incorporate many of the best features of fund order and program order budgets, and provide a document that is distinctive for its readability as well as its utility as a policy document, an operations guide, a communication tool, and a financial management instrument. It is a working tool that contains a considerable amount of information that is utilized at every level in the City organization throughout the year.

## **BUDGET AND FINANCIAL AWARDS**

For the 23<sup>rd</sup> consecutive year, the City's budget received national recognition by earning the Government Finance Officers Association (GFOA) "Distinguished Budget Award". To receive the Distinguished Budget Presentation Award, a city must publish a budget document that serves as a policy document, a financial plan, a communications device, and an operations guide. We believe the FY 17 budget conforms to GFOA program requirements. Additionally, this is the 18<sup>th</sup> year an award of "Excellence in Budgeting" has been received from the California Society of Municipal Finance Officers (CSMFO). Copies of both awards appear in the Budget Reference Materials section of this document. It also should be noted that the City's Comprehensive Annual Financial Report has also been an award-winning document for excellence in financial reporting at both the State and national levels for many years.

## **CONCLUSION AND ACKNOWLEDGEMENTS**

The development of the FY 17 operating and capital budget was made possible through the cooperation of the City's employees, input and support from our community, and direction of the City Council. Although the City's budget challenges have eased for the time being, difficult economic times can return very quickly. Consequently, we continue to prioritize what is important for the City and to allocate available resources to those programs and services deemed to be critical to improving our community. Our ability to manage scarce resources is a key reason Campbell remains a vibrant and desirable place to live and work.

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

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'M. Linder', is written over the printed name.

Mark Linder  
City Manager

**FY 16 SIGNIFICANT ACCOMPLISHMENTS**

**City Manager's Department**

**Program 510 – Administration:**

- Promoted Campbell and its Downtown attractions in anticipation of Super Bowl 50
- Participated in public outreach for, and formation of, new Silicon Valley Clean Energy Authority
- Developed new Water Tower Lighting Policy
- Completed new donation based public street art on City's traffic control utility boxes
- Completed 2015 Community Satisfaction Survey that showed 95% satisfaction with the quality of life and 92% satisfaction with the quality of services
- Promoted and organized annual Job Shadow Day in collaboration with CUSD and Junior Achievement of Silicon Valley

**Program 511 – City Clerk:**

- Collaborated with the IT Division to create a webcast indexing system for Council meeting

**Program 515 – Human Resources:**

- Provided a successful volunteer luncheon honoring 222 volunteers
- Recognized 6 employees for Employee Value Awards
- Completed 21 recruitments in accordance with performance measurement outcomes
- Processed and administered 21 new Workers' Compensation claims
- Developed four new Administrative Policies and revised the existing Wellness Policy

**Program 547 – Information Technology:**

- Upgraded the City's Active Directory
- Replaced and Upgraded the City's Exchange Email Environment
- Implemented upgrade to Granicus Webcasting and "indexing" of video webcasts
- Implemented "e-Agendas" for the Planning Commission
- Replaced and upgraded Vesta 911 Emergency Dispatch
- Replaced and upgraded 911 Audio Logging system for 911 Emergency Dispatch
- Upgraded VeriPic Digital evidence connectivity to assist District Attorney's Office

**Program 547 – Information Technology Continued:**

- Upgraded Network Attached Storage Platform for In-Car and Body Worn Camera video recordings
- Upgraded the City’s Information Technology Help Desk Ticketing and Documentation Server/Software
- Implemented “Peak Democracy” and integrated into the City’s website
- Installed, configured, and integrated Email Archiving for all City email
- Built and integrated servers and software to support Electronic Timecards, Workflow and Business license renewals

**Recreation & Community Services Department**

**Program 524- Administrative Services Program:**

- Facilitated Campbell Youth Commission meetings and Regional Youth Advisory Commission conference. Worked with Campbell Youth Commission to implement work plan items including Teen Lock In event at Library, park clean-up, Open Mic Night, as well as the development of the Campbell Teen Web Page
- Hired new Recreation Specialist for Youth Engagement Programs
- Established Work Experience Program to introduce teens to careers in local government

**Program 525- Senior Nutrition Program:**

- Hired new Nutrition Site Manager

**Program 526 - Adult Services Program:**

- In recognition of 2016 Veteran’s Day, the Adult Center held a special presentation to honor six World War II Veterans. The veterans were recognized with a presentation of certificates from City Council Members
- The Adult Center introduced a Flex Pass allowing seniors to participate in a variety of 50+ Fitness Classes on a drop-in basis. The new Flex Pass has been enormously popular with 275 passes sold in its first year
- The 6th Annual Caregivers Count Conference was held at the Campbell Community Center with a successful turnout of 130 participants and 25 exhibitors. This year’s topics included navigating changes in care, nutrition and wellness, and compassionate communication for the memory impaired

**Program 528 – Museum Services Program:**

- Museum Foundation funded new lighting at the Carriage House
- Rotated out exhibit at the Historical Museum for the first time in 10 years. Exhibit Opened: Campbell Sports
- Increased Community Engagement through History Happy Hour lecture series at the Ainsley House
- Successfully partnered with the Public Works Department to create: Campbell Roots, a xeriscape native plant garden project at the Historical Museum. This is also a partnership with Delphi Academy students who have researched the plants that we used
- Curated successful Holiday decorations at the Ainsley House and well attended Open House evening events in December
- Increased Community Engagement through Senior Museum Specialist speaking engagements and participating in DCBA community events
- Displayed two successful exhibits at the Ainsley House: Agents of Decay and Campbell: Then and Now
- Installed new Awnings at the Ainsley House that fit perfectly with the design scheme
- Recruited 4 new docents and two new greeters, and 1 new Ainsley House garden volunteer
- Secured complete donation of Georgene Bowen collection in the Ainsley House which includes: the entire Dining Room set and Master Bedroom Set

**Program 529- Heritage Theatre Program:**

- Successfully completed the 2015-2016 season of shows with 4 sellout performances: Classic Rock Christmas, Celtic Nights, Vicki Lawrence and Clint Black

**Program 531- Sports, Aquatics, & Fitness Program:**

- Developed the Junior Lifeguard Program for teens aged 12 – 14 years. The group learned leadership skills, CPR and First Aid knowledge, lifesaving techniques, and experience using lifeguarding equipment
- Completed the Community Center Main Gym renovation project including: new telescoping bleachers, fresh paint, removal of old ceiling ducts and pipes, improved safety wall padding, re-finished and re-stripped floor, new ADA front doors, improved storage for sports equipment, lobby improvements, new scoreboard and new backboards
- Successfully coordinated Oktoberfest and Super Valentine Fun Runs

**Program 532- Preschool, Day Camp & Enrichment Classes Program:**

- Completed the Dance Studio renovation

**Finance Department**

**Program 535- Accounting Services Program:**

- Successfully implemented required provisions of the Patient Protection and Affordable Care Act (PPACA) related to Health Insurance Mandates and reporting of qualifying employees. In conjunction with the I.T. department, completed FinPLUS software upgrade related to ACA and reported all eligible employees to the IRS within the mandated timeline
- Reviewed and presented to City Council the plan to re-finance existing City and Successor Agency debt obligations, taking advantage of lower interest rates and reduced debt service costs
- Sought and reviewed requests for proposals (RFPs) for a Collection Agency for the City of Campbell and executed contract. The selected Collection Agency will assist the City in recovery and recoupment of fees and penalties outstanding, resulting in anticipated increased revenue annually

**Community Development Department**

**Program 550 – Community Development Administration Program:**

- Hired Consulting Architects for the Site and Architectural Committee

**Program 551 – Current Planning Program:**

- Historic Preservation Board recommended one (1) Landmark property at 155 Alice, to which the City Council approved
- Approved two (2) Mills Act properties
- Approved a 157 unit development on Railway Avenue from St. Antons
- Processed ninety-eight (98) Administrative Permits
- Prepared and presented sixty-seven (67) Planning Commission staff reports

**Program 552 – Policy Development Program:**

- Initiated a General Plan Update process known as “Envision Campbell”
- Established procedures for the General Plan Advisory Committee and Envision Campbell process

**Program 553 – Housing Program (CDBG):**

- Approved the CDBG Urban County Contract for funding City services related to Code Enforcement and Accessibility
- Performed over 50 inspections in eligible neighborhoods
- Identified a range of code violations and wrote over 35 warning notices

**Program 554 – Building Codes Regulation Program:**

- Approved an Amendment to Chapter 18 of the Municipal Code to expedite Photo-Voltaic Systems
- Worked with the Planning Division and City Arborist to resolve twenty (20) dangerous tree cases
- Issued eighteen (18) citations for non-compliance
- Closed eight (8) extremely old cases, twenty-eight (28) aged cases and approximately 240 cases of the 280 cases received
- Processed and issued over 1600 Building Permits
- Performed inspections on more than eleven (11) major development projects
- Performed over 150 complex plan check reviews
- Issued and inspected more than 190 roof mounted photo-voltaic (PV) systems
- Performed over 6,000 project site inspections

**Program 556 – Economic Development Program:**

- Conducted a Study Session on Outdoor Displays, Signs and Seating in Downtown Campbell
- Created and continue to update an Economic Development webpage
- Created an inventory of all non-residential “commercial” property
- Initiated a program to building stronger relationships with the commercial brokerage community

**Program 556 – Economic Development Program Continued:**

- Created a concierge program to assist new and existing businesses
- Created a Business Resources Guide to assist existing business
- Completed and distributed a customer satisfaction survey
- Prepared 360 new business greeting letters for the Mayor's signature
- Actively participated in the Super Bowl 50 outreach programs

**Program 557 – Low-Moderate Income Housing Program:**

- Processed three (3) Affordable Housing Agreements (Railway, Madison, Winchester Station)
- Approved ten (10) BMR owner applications and 22 BMR renter applications
- Approved an endorsement of the Destination: Home Community Plan to end Homelessness 2015-2020
- Processed Cooperative Agreement between the City and the County to allow issuance of Mortgage Credit Certificates (MCC's)
- Approved a contractor (HouseKeys) to administer the City's Below Market Rate Housing Program

**Legal Services Department**

**Program 560 – Legal Services:**

Drafted and/or reviewed the following:

- Water Conservation Ordinance (adopted)
- Expedited Procedures for Solar Voltaic Systems (adopted)
- Payday Lending Ordinance (adopted)
- Express Ban on Marijuana Processing, Deliveries and Dispensaries (adopted)
- Massage Ordinance (adopted)
- Underground utilities ordinance (adopted)
- Vaping Ordinance (adoption pending)
- Revisions to C-3 Zoning Ordinance (adoption deferred pending revisions)
- Freeway Sign Ordinance Revisions (preparation complete)
- Density Bonus Ordinance Revisions (preparation complete)

**Program 560 – Legal Services Continued:**

- Collection Bin Ordinance (preparation complete)
- Contracts associated with Robson Dillon Development
- Contracts Associated with St. Antons Railway Development

**Public Safety Department**

**Program 601 – Administration:**

- Purchased new-generation HD VieVu Body Worn cameras for all sworn personnel.
- Created a Surveillance Camera Registration Program to encourage residents to voluntarily register their cameras to assist in police investigations where privately-owned cameras may have captured video evidence
- Unveiled a new Mobile App for Campbell PD to simplify accessibility to various police inquiries
- Unveiled numerous community engagement campaigns such as starting a Campbell Police booth at Boogie on the Avenue, Shop with a Cop, National Night Out, CopsLoveLemonade, and others to introduce our staff to the public and encourage dialogue and interaction

**Program 602 – Communications and Program 603 – Records:**

- Completed set up of Smart Justice mobile phones for field units
- Implemented a new Logging Recorder capture and record telephone and radio communications with date/time stamps for easy and efficient retrieval
- Completed an upgrade of the Police Department emergency notification system – Code Red
- Completed, submitted and passed California Department of Justice compliance audit

**Program 604 – Special Enforcement:**

- Hosted a countywide traffic enforcement operation focused on school zones and pedestrian safety. Traffic Officers also participated in three other similar events throughout the year in other jurisdictions
- Participated in the countywide preparation for Super Bowl 50 and implemented a safety plan for Campbell.

**Program 604 – Special Enforcement Continued:**

- Participated in the Best of the West regional SWAT team competition. The team scored fifth overall, highest among all Santa Clara County SWAT teams and second place on the Jungle Trail event
- Investigated numerous high-level burglary cases over the last year which resulted in over \$100,000 in stolen property being recovered

**Program 605 – Field Services:**

- Successfully hired four new Police Officers in order to fill current vacancies
- Worked with Public Works to clean up several homeless encampments around the city including a major clean up behind Rolling Hills Middle School
- Recruited additional Police Explorer volunteers to boost our existing ranks due to vacancies from other Explorers leaving the program
- Hosted three “Coffee with a Cop” events throughout the city
- Assisted our CERT program with obtaining their 501(c)(3) status
- Purchased new software to assist in the tracking of such events as Use of Force and Pursuits
- Made the most arrests per officer and wrote the most police reports per officer of any agency in the county

**Public Works Department**

**Program 701 – Administration:**

- Completed scope development for next round of LED Streetlight conversion – Phase 2
- Developed asset inventory for park infrastructure and management plan; presented to Parks and Recreation Commission and City Council
- Developed strategy for the use of Parkland Dedication Fees – in conjunction with Recreation and Community Services – presented to Parks and Recreation Commission and City Council

**Program 720 – Transportation Engineering:**

- Secured \$20,000 Transportation Fund for Clean Air (TFCA) grant for the Electronic Bicycle Lockers Project at Light Rail Station
- Began Transportation Improvement Plan for Campbell Priority Development Area (PDA) Project and held stakeholders meetings

**Program 730 – Engineering:**

- Completed construction on Hacienda Avenue Green Street Improvement and won several awards
- San Tomas Aquino Creek Trail – Began Conceptual design and feasibility study phase and held first round of meetings with stakeholders and neighbors
- Completed street condition survey for Pavement Management Program

**Program 740 – Land Development / Environmental:**

- Assisted in the implementation of updated Vehicle Impact Fee associated with new Solid Waste collection vehicles
- Developed new procedures for compliance with the Stormwater Municipal Regional Permit
- Consolidated and updated GIS information for the City's storm drain infrastructure and launched a website for customers to access this GIS storm drain information
- Assisted in the sale and lot line adjustment for the sale of City corporation yard property to the adjacent St. Anton development
- Participated in the successful update and renewal of the Municipal Regional Stormwater NPDES Permit

**Program 745 – Maintenance Administration:**

- Successfully bid and awarded new service contracts for tree trimming and sidewalk repairs
- Completed the Asset Management Report for Parks Infrastructure

**Program 750 – Vehicle Maintenance:**

- Assisted in the installation and upgrade of video equipment in police vehicles

**Program 760 – Street Maintenance:**

- Completed construction of new Public Works Sign Shop
- Developed and trained an in-house concrete crew to complete city sidewalk and curb and gutter repairs
- Completed asphalt crack sealing of residential streets throughout the City
- Implemented a proactive sidewalk inspection and repair program
- Scheduled and assisted Santa Clara Valley Water District with numerous Homeless Encampment abatements

**Program 770 – Signals and Lighting Maintenance:**

- Replaced and/or restrung all downtown tree lights in support of the Downtown Tree pruning project
- Responded to 1359 service requests and nearly 600 Underground Service Alert (USA) tickets (call-outs)
- Serviced and maintained (replaced one) Electric Vehicle charging stations that generated over \$21K in revenue

**Program 775 – Park Maintenance:**

- Completed the transfer of tree data to a new tree management database
- Pruned nearly 1400 trees throughout the City's Community Forest
- Successfully managed a PG&E reforestation project
- Managed several Volunteer projects at 5 different parks
- Collaborated with the City of San Jose to provide a Volunteer Project at San Jose's Marijane Hamann Park – Campbell's Tree Crew also provided tree pruning and removal services at the park
- Collaborated and managed the landscaping of private property frontage located at the parking lot on Orchard City Dr. between 1st Street and Central Avenue
- Completed the Museum Landscape Project

**Program 780 – Building Maintenance:**

- Completed the remodel of the City Clerk's Office and the PW City Hall conference room
- Completed the renovation of Community Center Main Gym and Dance Studio
- Completing the new lighting project for the Campbell Water Tower
- Completed space enhancement projects at the service yard

**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 1<sup>st</sup> of each year, and the budget will be adopted by June 30<sup>th</sup> of each year. A mid-year budget status report will be presented to the City Council no later than February of each year. Budget adjustments within the adopted budget of less than \$10,000, or requiring a transfer from reserves of less than \$5,000, may be approved by the City Manager; otherwise, City Council approval is required.

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

FINANCIAL POLICIES

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

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

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

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

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

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

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

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

**FINANCIAL POLICIES**

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

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

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

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

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

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

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

**FINANCIAL POLICIES**

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

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

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

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

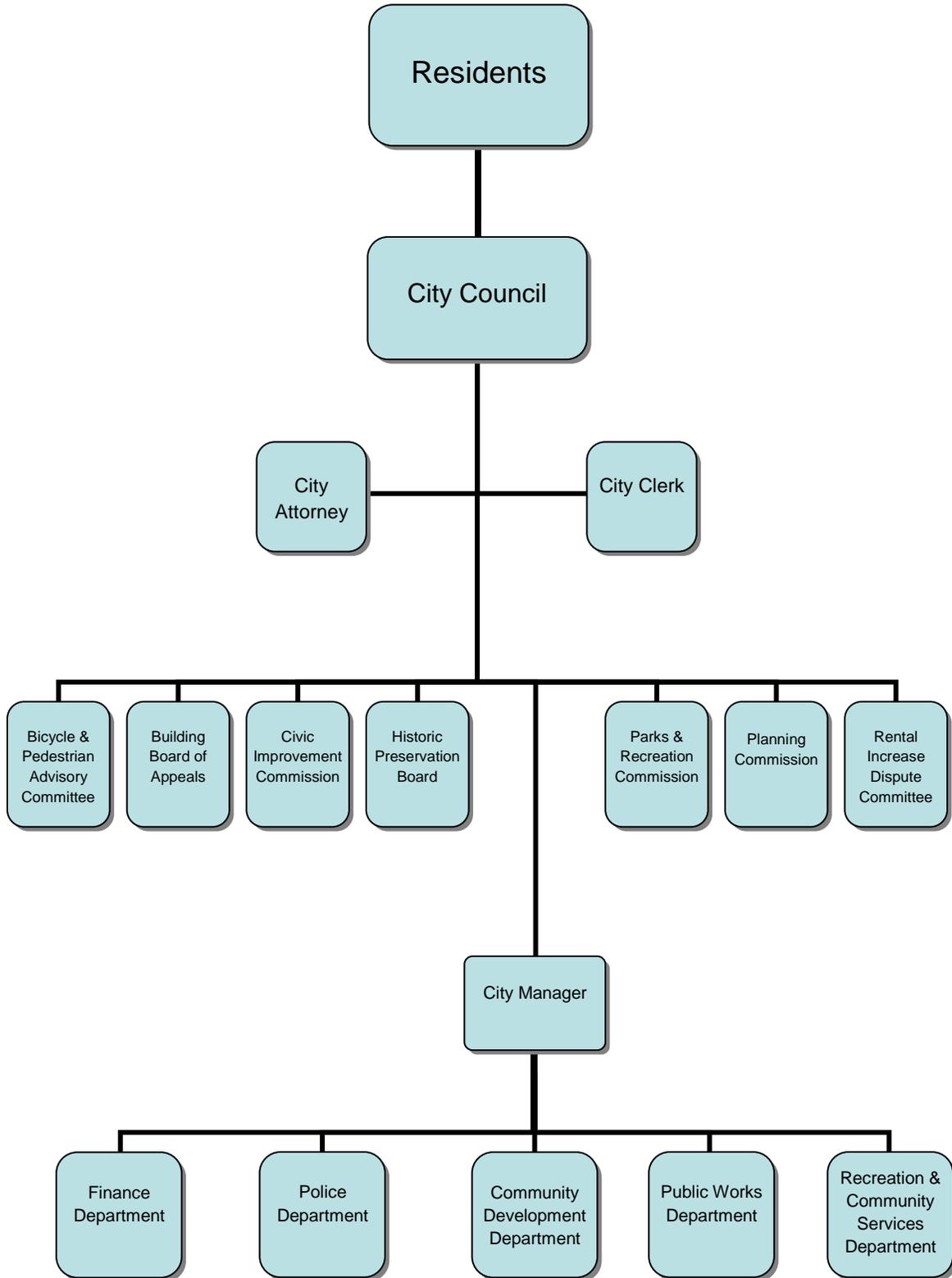
The City will maintain good communications with bond rating agencies about its financial condition. The City will use refunding techniques where appropriate to allow for the restructuring of its current outstanding debt to remove or change restrictive covenants, and/or to reduce annual debt service in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

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



# General Organization

## 2016 - 2017



## **CITY OFFICIALS**

### **City Council**

Mayor – Jason Baker

Vice Mayor – Liz Gibbons

Councilmember – Michael Kotowski

Councilmember – Jeffrey Cristina

Councilmember – Paul Resnikoff

Note: Mayor serves an annual term from December to December. Names and positions are as of July 1, 2016.

### **City Administrative Staff**

City Manager – Mark Linder

Deputy City Manager – Al Bito

City Clerk – Wendy Wood

City Attorney – William Seligmann

Community Development Director – Paul Kermoyan

Finance Director – Jesse Takahashi

Human Resources Manager – Jill Lopez

Police Chief – David Carmichael

Public Works Director – Todd Capurso

Recreation & Community Services Director – Regina Maurantonio

## **Community Vision**

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

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

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

## **Community Goals**

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

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

*To have attractive residential neighborhoods and business districts.*

*To retain a friendly, small-town atmosphere.*

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

## **Mission Statement**

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

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

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

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

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

# CAMPBELL STATEMENT OF VALUES

## ***Preamble:***

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

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

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

## ***Community***

As I serve Campbell:

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

## ***Honesty***

As I serve Campbell:

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

## ***Civility***

As I serve Campbell:

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

## ***Equality***

As I serve Campbell:

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

## ***Teamwork***

As I serve Campbell:

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

## ***Accountability***

As I serve Campbell:

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

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

*Adopted by the Campbell City Council on March 21, 2006  
Updated February 17, 2009, Resolution #10998  
Council reviewed / reaffirmed in February 2011, 2013 & 2015*

# **CAMPBELL STRATEGIC PLAN ELEMENTS & OBJECTIVES**

## **1.0 Land Use**

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

## **2.0 Financial Health**

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

## **3.0 Transportation**

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

## **4.0 Public Safety**

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

## **5.0 Community Services / Recreation**

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

## CAMPBELL STRATEGIC PLAN ELEMENTS & OBJECTIVES

### **6.0 Open Space/Cultural/Historical**

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

### **7.0 Environmental Programs**

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

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

### **8.0 Community Participation**

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



Adopted 11/94  
Updated 3/99

## COUNCIL COMMITTEE RESPONSIBILITIES

### MAYOR BAKER

Cities Association of Santa Clara County:  
Board of Directors  
Selection Committee  
City Atty. Performance/Comp. Subcommittee  
City Clerk Performance/Comp. Subcommittee  
City Mgr. Performance/Comp. Subcommittee  
County Expressway Policy Advisory Board  
County Library District JPA Board of Dir.  
*Metropolitan Transportation Commission\*\**  
*Bay Area Toll Authority*  
*Santa Clara County Operational Area*  
*Council (Chair)\*\**  
*VTA Board of Directors\*\**  
*West Valley Cities Representative to Silicon*  
*Valley Interoperability Authority \*\**  
West Valley Mayors and Managers

### VICE MAYOR GIBBONS:

Advisory Commissioner Appointment Interview Subcommittee  
Campbell Historical Museum & Ainsley House Foundation Liaison  
City Atty. Performance/Comp. Subcommittee  
City Clerk Performance/Comp. Subcommittee  
City Mgr. Performance/Comp. Subcommittee  
CDBG Program Committee (County) (Alt.)  
Cities Association of Santa Clara County:  
Board of Directors (Alt.)  
Selection Committee (Alt.)  
County Expressway Policy Adv. Board (Alt.)  
County Library District JPA Board of Dir. (Alt.)  
Downtown Subcommittee  
Education Liaison Subcommittee  
Finance Subcommittee  
Friends of the Heritage Theatre Liaison (Alt.)  
Housing Rehabilitation Loan Committee  
Legislative Subcommittee  
State Route (SR) 85 Corridor Policy Advisory Board (Alt.)  
Silicon Valley Clean Energy Authority Board of Directors  
Santa Clara Valley Water District:  
County Water Commission (Alt.)  
20% Housing Committee (Successor Agency)  
West Valley Mayors and Managers (Alt.)

### COUNCILMEMBER CRISTINA:

Assn. of Bay Area Governments  
Cities Association of Santa Clara County:  
ABAG Representative (Alternate)  
Economic Development Subcommittee  
Santa Clara Valley Water District:  
County Water Commission  
Silicon Valley Clean Energy Authority Board of Directors (Alt.)

### COUNCILMEMBER KOTOWSKI:

Assn. of Bay Area Governments (Alt.)  
CDBG Program Committee (County)  
Education Liaison Subcommittee  
Friends of the Heritage Theatre Liaison  
Housing Rehab Loan Committee (Alt.)  
*Recycling Waste Reduction Commission\*\**  
Legislative Subcommittee  
Silicon Valley Animal Control Authority Board (SVACA) (Alt.)  
Valley Transportation Authority Policy Advisory Committee (Alt.)  
West Valley Sanitation District  
West Valley Solid Waste Authority JPA (Alt.)

### COUNCILMEMBER RESNIKOFF:

Advisory Commissioner Appointment Interview Subcommittee  
Campbell Historical Museum & Ainsley House Foundation Liaison (Alt.)  
Downtown Subcommittee  
Economic Development Subcommittee  
Education Subcommittee (Alt.)  
Finance Subcommittee  
State Route (SR) 85 Corridor Policy Advisory Board  
Silicon Valley Animal Control Authority Board (SVACA)  
20% Housing Committee (Successor Agency)  
Valley Transportation Authority Policy Advisory Committee  
West Valley Sanitation District (Alt.)  
West Valley Solid Waste Authority JPA

**\*\*appointed by other agencies**

## COMMISSION, COMMITTEES, AND ADVISORY BOARDS

### **Planning Commission**

Cynthia Dodd, Chairperson  
Yvonne Kendal, Vice Chairperson  
Ron Bonhagen  
Pamela Finch  
Philip Reynolds  
Michael Rich  
Donald Young

### **Parks and Recreation Commission**

Christine Scholberg, Chairperson  
Celeste Walker, Vice Chairperson  
Jacquie Davidson  
Charles Gibson  
Scott Hughes  
Rich Ptaszynski  
Vacant

### **Civic Improvement Commission**

Carl Hoffman, Chairperson  
Lucy Zheng, Vice Chairperson  
Ann Herosy  
Traci Mitchell  
Anne Castleton  
Sharon Teeter  
Alan Zisser

### **Building Board of Appeal**

Bruno Marcelic  
Jim Morelan  
Jay Perrine  
Kevin Salazar  
Todd Zeman

### **Historical Preservation Board**

JoElle Hernandez, Chairperson  
Susan Blake, Vice Chairperson  
Dawn Anderson  
Laura Taylor Moore  
Todd Walter

### **Rental Fact Finding Committee**

Lucy Zheng  
Eric Bracher  
Phil Doetsch  
John Figueroa  
Marla Sierras

### **Bicycle/Pedestrian Committee**

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

Note: Names and Positions as of July 1, 2016

## Permanent Authorized Budgeted Personnel Positions\*

Job Classification	FY 15 Number of Positions	FY 16 Number of Positions	FY 17 Number of Positions
Arborist	-	-	1
Accountant	2	1	1
Accounting Clerk II	2	2	2
Accounting Technician	1	1	1
Assistant Engineer	3	3	2
Assistant to the City Manager	1	-	-
Assistant/Associate Planner	1	1	1
Associate Engineer	-	-	1
Building Division Manager/Building Official	1	1	1
Building Inspector	2	2	2
Building Maintenance Lead Worker	1	1	1
Building Maintenance Supervisor	1	1	1
Building Maintenance Worker	2	2	2
City Clerk	1	1	1
City Engineer	1	1	1
City Manager	1	1	1
Code Enforcement Officer/Inspector	1	1	1
Communications Supervisor	1	1	1
Community Development Director	1	1	1
Community Services Officer	3	3	2
Deputy City Clerk	1	1	1
Deputy City Manager	-	1	1
Equipment Maintenance Supervisor	1	1	1
Executive Assistant	4	3	3
Executive Assistant to the City Manager	1	1	1
Finance Director	1	1	1
Finance Manager	1	1	1
Human Resources Analyst	-	1	1
Human Resources Manager	1	1	1
Human Resources Representative	1	-	-
Information Technology Administrator	1	1	1
Information Technology Manager	1	1	1
Information Technology Technician	1	2	2
Lighting & Traffic Signal Assistant	-	1	1
Lighting & Traffic Signal Supervisor	1	1	1
Lighting & Traffic Signal Technician	1	1	1
Maintenance Worker I/II	-	-	11
Mechanic I/II	1	1	1
Museum Collections Specialist	-	-	1
Office Assistant	3	3	3
Office Specialist	1	1	2
Park Maintenance Lead Worker	3	3	3
Park Maintenance Supervisor	1	1	1
Park Maintenance Worker I/II	8	7	-
Permit Technician	1	1	1
Planning Manager	1	1	-
Police Agent	6	6	6
Police Captain	2	2	2
Police Chief	1	1	1
Police Officer	26	26	28
Police Records Specialist	5	5	6
Police Records Supervisor	1	1	1
Police Sergeant	7	7	7
Property/Evidence Specialist	1	1	1
Public Safety Dispatcher	9	9	9

\* Does not include City Council and City Attorney

## Permanent Authorized Budgeted Personnel Positions\*

Job Classification	FY 15 Number of Positions	FY 16 Number of Positions	FY 17 Number of Positions
Public Safety Systems Specialist	1	1	1
Public Works Director	1	1	1
Public Works Inspector	1	1	1
Public Works Superintendent	1	1	1
Recreation & Community Services Director	1	1	1
Recreation Program Coordinator	1	1	1
Recreation Supervisor	3	3	3
Recreation Services Manager	1	1	1
Recreation Specialist	4	4	4
Senior Accountant	-	1	1
Senior Civil Engineer	2	2	2
Senior Office Assistant	1	1	1
Senior Park Maintenance Worker	-	1	-
Senior Planner	1	1	2
Senior Public Works Inspector	1	1	1
Senior Services Supervisor	1	1	1
Street Maintenance Field Supervisor	1	-	-
Street Maintenance Lead Worker	2	2	2
Street Maintenance Supervisor	-	1	1
Street Maintenance Worker I/II	4	4	-
Support Services Manager	1	1	1
Traffic Engineer	1	1	1
Utility Worker	1	1	1
Total Permanent Full-Time Positions	<b>149</b>	<b>150</b>	<b>153</b>
Assistant Engineer	-	0.50	-
Community Services Officer	1.55	1.55	1.55
Executive Assistant	1.60	1.60	1.60
Human Resources Representative	0.75	0.75	0.75
Mechanic I/II	0.75	0.75	0.80
Museum Education Coordinator	0.75	-	-
Nutrition Site Manager	0.50	0.50	0.50
Office Assistant	0.90	0.90	-
Recreation Specialist (Youth Engagement)	-	0.50	-
Senior Museum Specialist	-	0.75	0.75
Traffic Engineer	-	-	0.50
Total Permanent Part-Time Positions	<b>6.80</b>	<b>7.80</b>	<b>6.45</b>
Administrative Analyst I	-	1	1
Assistant Engineer	-	-	1
Assistant/Associate Planner	1	1	1
Information Technology Administrator	1	1	1
Museum Collections Specialist	1	1	-
Park Maintenance Worker	1	1	-
Maintenace Worker I/II	-	-	1
Planning Technician	-	-	1
Recreation Specialist (Youth Engagement)	-	-	0.50
Senior Building Inspector	1	1	1
Social Media Specialist	-	0.50	0.50
Total Limited-Term Positions	<b>5.00</b>	<b>6.50</b>	<b>8.00</b>

\* Does not include City Council and City Attorney



TO:

Benjamin and Mary Campbell  
Founders of the City of Campbell



FROM:

Jeanette Watson  
Unofficial Town Historian & Councilwoman

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

---

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

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

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

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

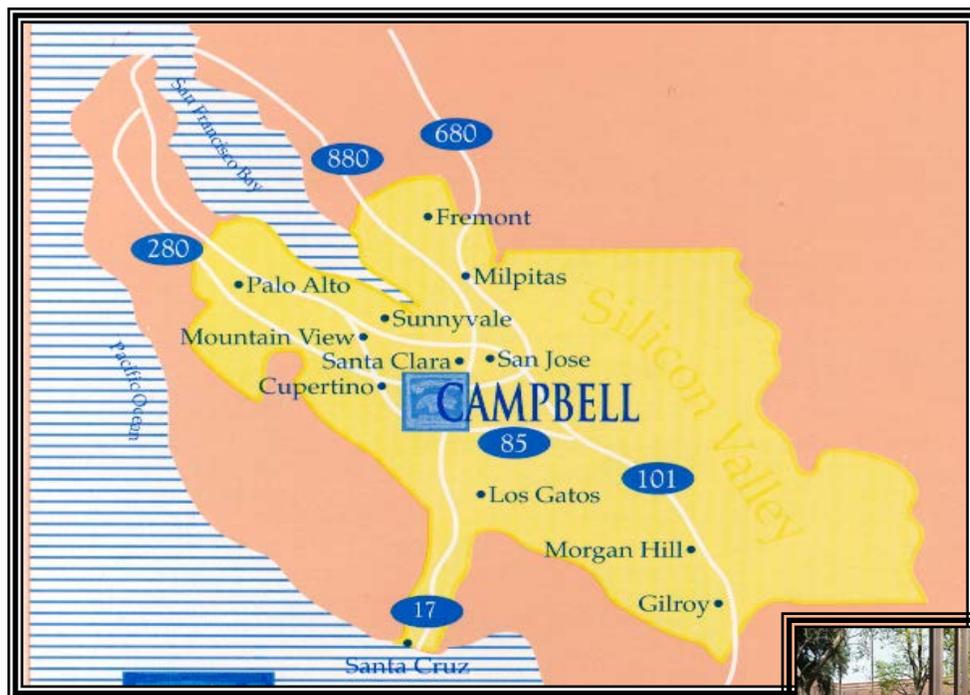
You'd be happy to know that we've had women on our City Council since 1985. It took thirty-three years to accomplish that feat. I'm sure that surprises you because there were three women on the first "town-council" which was established in 1892 at an Old Settler's Day celebration. However, the town wasn't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

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

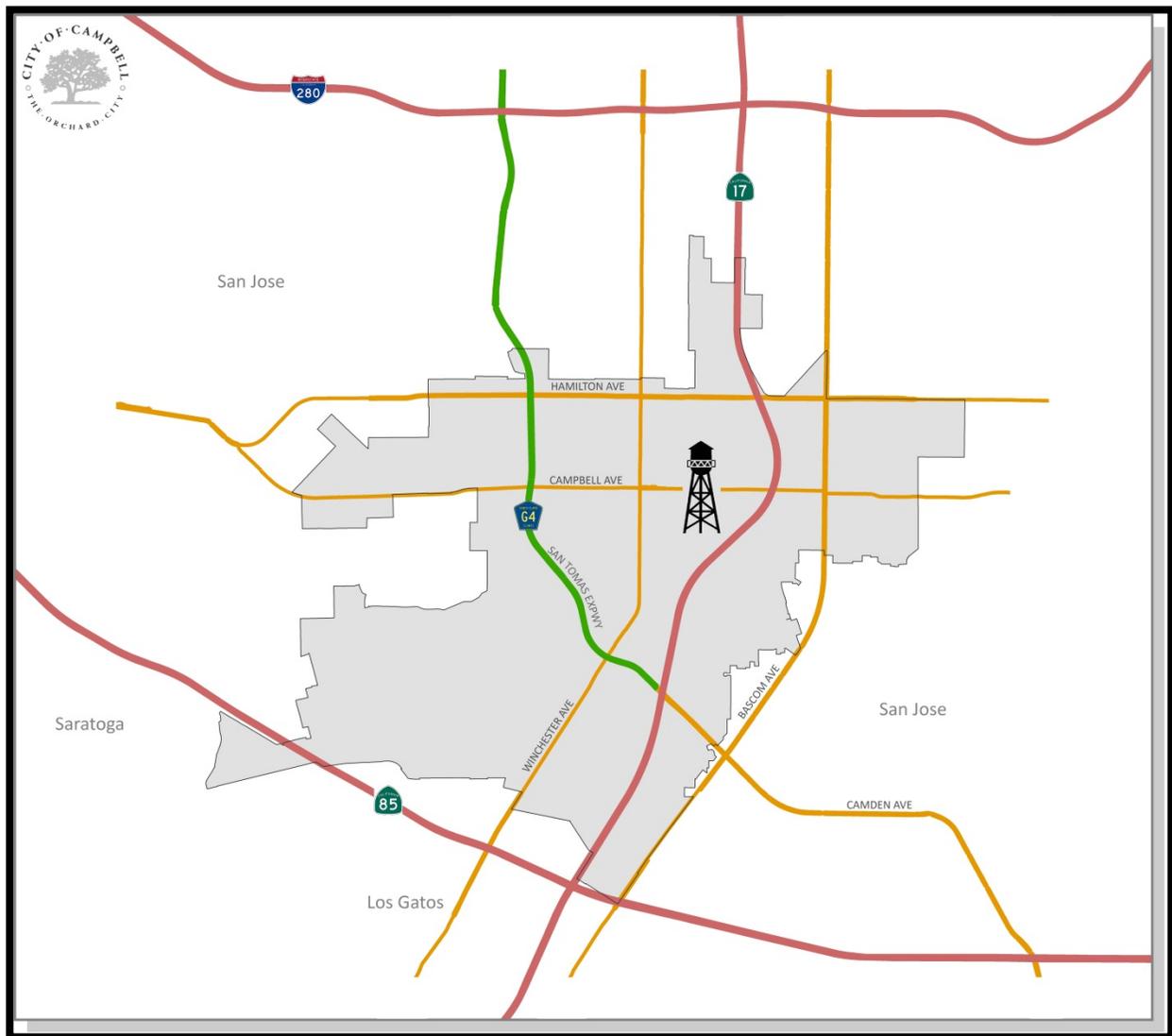
Your faithful servant, JMW

Note:

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

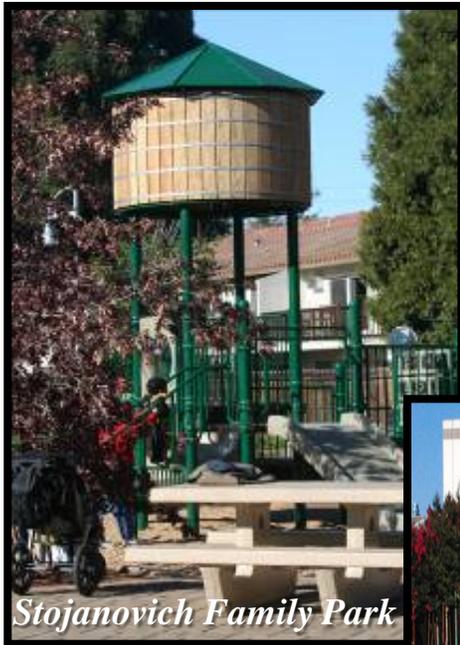


# Campbell Community Profile - Demographic Statistics (General)



- 50 Miles South of San Francisco
- Surrounded on Three Sides by San Jose
- 6.7 Square Miles
- Incorporated - March, 1952
- General Law City
- Council/Manager Form of Government
- Population – 42,584  
(As of 1/1/16- CA Department of Finance)
- 20,968 Registered Voters
- 10,524 (50.7%) Votes Cast in Last General Election
- Public Safety – 64 Police Employees (41 Sworn)
- Public Safety - Two Fire Stations
- Public Safety - Fire Services Contracted with the County of Santa Clara
- Total Permanent Budgeted Positions - 167

# Campbell Community Profile - Demographic Statistics (Infrastructure)



*Stojanovich Family Park*



*City Hall*



*Community Center*



*Campbell Library*



*Ainsley House*

<u>Category</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
Miles of Streets (Major / Secondary)	14.6 / 89.0	14.6 / 89.0	14.6 / 89.0	14.6 / 89.0	14.6 / 89.0
Miles of Sewers (Storm / Sanitary) <sup>(1)</sup>	52.00 / 591.0	52.00 / 591.0	52.00 / 591.0	52.00 / 591.0	52.00 / 591.0
Miles of Sidewalks	78.5	78.5	78.5	78.5	78.5
Street Lights	2,500	2,500	2,500	2,500	2,500
Parks - Number of Acres	108.25	108.25	108.25	108.25	108.25

<sup>(1)</sup> West Valley Sanitation District

# Campbell Community Profile - Demographic Statistics (Housing)



*Apartments*

*Single Family Homes*

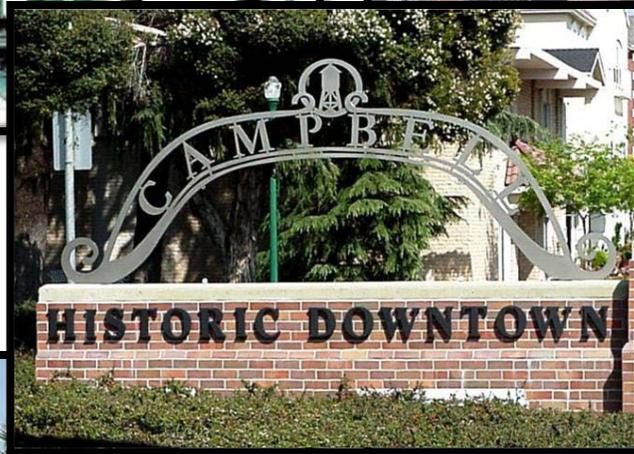


*Condominiums*

<u>Category</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
Average Household Size <sup>(1)</sup>	2.54	2.46	2.47	2.39	2.42
Number of Households <sup>(1)</sup>	18,820	18,271	17,852	17,852	17,010
Median Age <sup>(1)</sup>	37.8	37.3	37.4	37.0	38.3
Average Single Family Home <sup>(2)</sup>	\$1,172,023	\$1,198,036	\$1,004,380	\$857,505	\$764,111
% of Households with Income of \$75,000 or Greater <sup>(1)</sup>	57.00%	65.40%	65.00%	69.90%	62.30%

<sup>(1)</sup> U S Census Bureau - American Fact Finder/Campbell  
<sup>(2)</sup> SCC Association of Realtors 03/2016

# Campbell Community Profile - Demographic Statistics (Employment & Education)



<u>Category</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>
<b>Per Capita Income*</b>	\$44,769	\$44,023	N/A	N/A	N/A
<b>Jobs per Household <sup>(1)</sup></b>	N/A **	N/A **	1.66	1.66	1.63
<b>Employment Status <sup>(1)</sup></b>	37,468	37,169	32,337	31,674	31,298
<b>Mean Family Income <sup>(1)</sup></b>	\$125,888	\$121,599	\$127,096	\$121,793	\$116,389
<b>% of Adults over 25 with Bachelor's Degree or Higher <sup>(1)</sup></b>	47.2%	45.8%	39.7%	45.9%	43.9%

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

## **Major Employers**

(100 or More Employees - Listed Alphabetically)

24/7 Customer, Inc. ~ Service (150)  
Adorno Construction, Inc. ~ Construction (110)  
Barracuda Networks Inc. ~ Manufacturing (350)  
Bioreference Laboratories, Inc. ~ Medical Lab (165)  
Chargepoint, Inc. ~ Service (305 - 2 Locations)  
Children's Recovery Center ~ Hospital (111)  
City of Campbell ~ Government (167)  
Daley's Drywall & Taping, Inc. ~ Service (385)  
Dewinter Group ~ Construction (175)  
Friend Finder Networks, Inc. ~ Service (150)  
Fry's Electronics, Inc. ~ Retail (184)  
Home Depot ~ Retail (228)  
Kaiser Permanente Medical Group ~ Medical (143)  
Kohl's ~ Retail (112)  
Moss Adams ~ Service (179)  
On-Site.com ~ Service (200)  
Pacific Netsoft, Inc. ~ Service (138)  
S R Freeman ~ Construction (150)  
Saama Technologies ~ Manufacturing (290)  
Safeway ~ Retail / Grocery / Service Station (261 -Two Locations)  
Sage ~ Veterinarian Facility (114)  
Senior Living Solutions, LLC ~ Service (120)  
South Bay Senior Solutions ~ Service (140)  
TACPRO ~ Research & Development (140)  
The Right Stuff Health Club ~ Fitness (120)  
Whole Foods ~ Retail / Grocery (226)

## **Principal Property Taxpayers**

(Listed Alphabetically)

Bay Apartment Communities Inc.  
Buzolich Marc W. Trustee & Et Al.  
Campbell Apartments Properties LLC  
Campbell Technology Park LLC  
CFEP Pruneyard LLC  
CRP Vasona LLC  
Essex The Commons LP  
Hamilton Plaza Investors LLC  
Legacy III Campbell LLC  
Parc Residences LLC

## **Top 40 Sales Tax Producers**

(Listed Alphabetically)

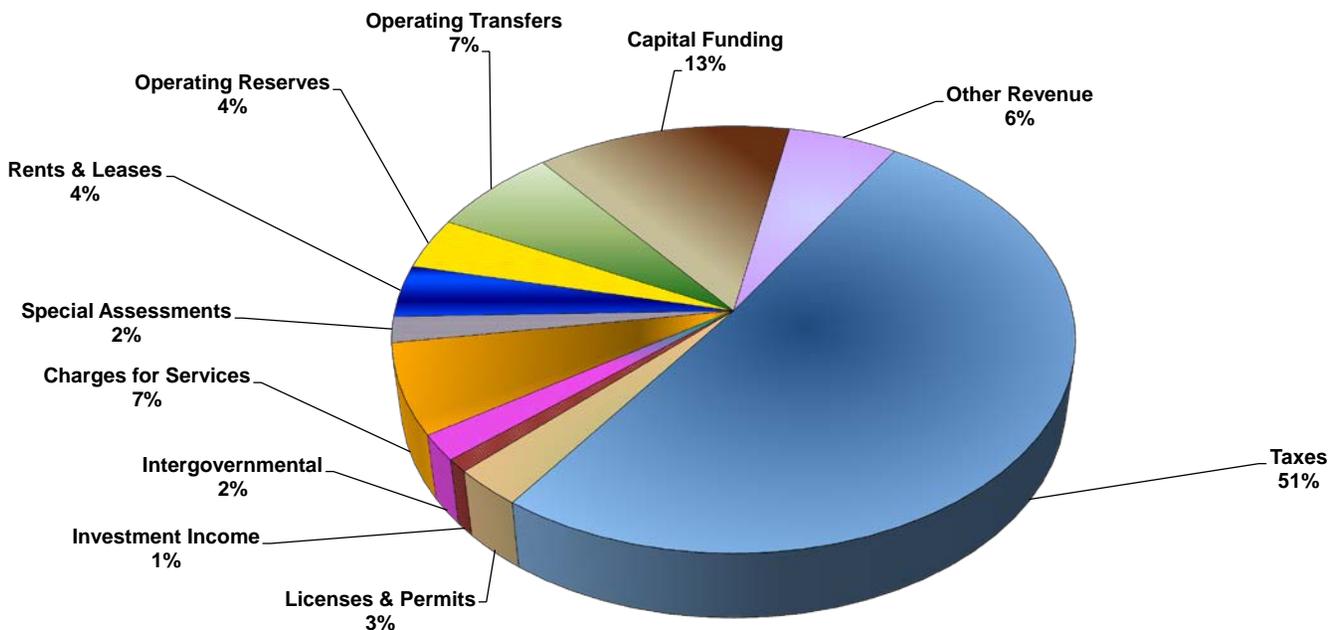
America's Tire ~ Retail Auto Supply  
Andro's Rostilj ~ Restaurants  
Aqui's ~ Restaurant  
Arco AM/PM Mini-Mart ~ Service Station  
Barracuda Networks ~ Electronic Equipment  
Bed Bath & Beyond ~ Retail Store  
C V S / Pharmacy ~ Retail Drug Store  
Chevron Station ~ Service Stations  
Cornerstone Technologies ~ Office Equipment  
Coulomb Technologies ~ Business Services  
Dasher Technologies ~ Retail Office Equipment  
Economy Lumber ~ Retail Building Materials  
Fry's Electronics ~ Retail Appliance Store  
Gardenland ~ Garden Equipment  
Groupware Technology Company ~ Services  
Home Depot ~ Retail Building Materials  
Joe Escobar Diamonds ~ Retail Jewelry Store  
Kohl's Department Store ~ Retail Department Store  
Marshall's Department Store ~ Department Store  
Murray Window & Door ~ Retail Building Materials  
Orchard City Kitchen ~ Restaurant  
Outback Steakhouse ~ Restaurant  
PetSmart ~ Retail Pet Supplies  
R V Cloud Company ~ Retail Building Materials  
Roadsport ~ Car Dealer  
Rock Bottom Brewery ~ Restaurant  
Ross Dress for Less ~ Department Store  
Rotten Robbie ~ Service Station  
Safeway Service Stations ~ Service Station  
Safeway Stores ~ Retail Grocery Store  
Sherwin Williams Paint ~ Retail  
Sierra Pacific Turf Supply ~ Retail Nursery  
Sports Basement ~ Recreation Products  
Swimoutlet.com ~ Online Store  
Telecom Management Solutions ~ Business Services  
Tesoro Service Stations ~ Service Station  
Trudy's ~ Retail Women's Apparel  
Valero Service Stations ~ Service Station  
Walgreens Drug Store ~ Retail Drug Store  
Whole Foods Market ~ Grocery Store



## Total City Revenue Summary

Revenue Source	FY 2015 Actual	FY 2016 Adopted	% Change	FY 2017 Adopted	% Change
<b>Taxes:</b>					
Property	\$ 12,256,998	\$ 12,006,000	-2.0%	\$ 13,093,000	9.1%
Sales	13,915,291	14,850,000	6.7%	15,022,000	1.2%
Franchise	3,322,031	2,850,500	-14.2%	3,310,000	16.1%
Transient Occupancy Taxes	4,091,923	4,300,000	5.1%	4,750,000	10.5%
Other Taxes	1,203,841	1,254,000	4.2%	1,246,000	-0.6%
Total Taxes	<u>34,790,084</u>	<u>35,260,500</u>	1.4%	<u>37,421,000</u>	6.1%
Licenses & Permits	1,620,778	2,293,092	41.5%	2,183,410	-4.8%
Fines & Forfeitures	293,291	300,000	2.3%	300,000	-
Investment Income	582,713	560,871	-3.7%	494,884	-11.8%
<b>Intergovernmental Revenue:</b>					
In-Lieu Tax	26,321	18,000	-31.6%	30,000	66.7%
Gasoline Tax	861,000	892,700	3.7%	861,000	-3.6%
Community Development Block Grant	10,000	10,000	-	10,000	-
Other	847,020	444,302	-47.5%	413,747	-6.9%
Total Intergovernmental Revenue	<u>1,744,341</u>	<u>1,365,002</u>	-21.7%	<u>1,314,747</u>	-3.7%
Charges for Services	5,347,217	4,930,072	-7.8%	5,135,843	4.2%
Rentals/Leases	2,571,409	2,498,179	-2.8%	2,672,743	7.0%
Other Revenue	705,319	534,540	-24.2%	568,486	6.4%
Special Assessments	1,329,636	1,303,094	-2.0%	1,326,094	1.8%
Charges to Operating Departments	2,593,214	2,805,578	8.2%	3,215,573	14.6%
Operating Fund Reserves (Beg. Fund Balance)	-	2,491,123	-	2,601,328	4.4%
Interfund Operating Transfers	4,542,259	5,271,899	16.1%	5,347,555	1.4%
Total Operating Revenue	<u>56,120,261</u>	<u>59,613,950</u>	6.2%	<u>62,581,663</u>	5.0%
Capital Project Funding (Beg. Fund Balance)	-	1,710,000	-	3,305,000	93.3%
Capital Project Funding (Revenue/Grants)	2,632,962	1,005,000	-61.8%	1,615,000	60.7%
Interfund Capital Transfers	7,159,945	2,715,000	-62.1%	4,920,000	81.2%
Total Revenue	<u>\$ 65,913,168</u>	<u>\$ 65,043,950</u>	-1.3%	<u>\$ 72,421,663</u>	11.3%

### Total City Revenue Summary - \$72,421,663



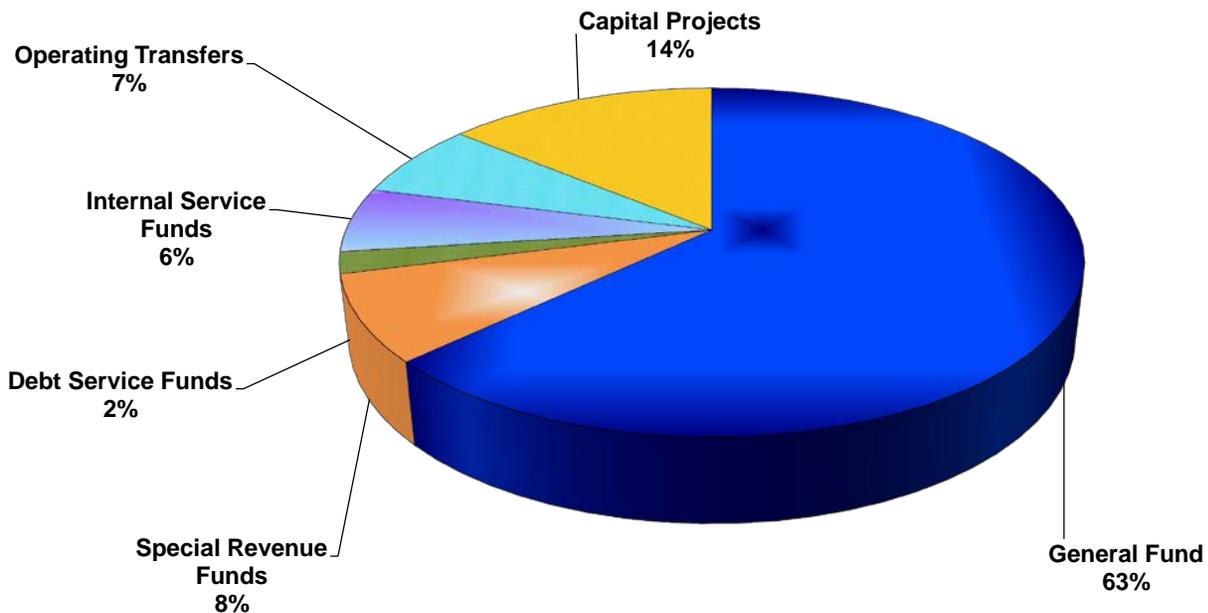
**Total City Revenue by Fund**  
**(Includes Capital Project Revenue & Transfers-In)**

<b>Fund</b>	<b>Fund Description</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>	<b>\$ Change</b>	<b>% Change</b>
101	General Fund	\$ 44,822,107	\$ 47,914,016	\$ 52,221,423	\$ 4,307,407	9.0%
202	Vehicle Impact Fees	372,850	370,000	630,000	260,000	70.3%
204	Gas Tax	1,633,493	1,619,835	1,686,127	66,292	4.1%
205	Asset Forfeiture (Drug Enforcement)	19,351	8,500	8,500	-	0.0%
207	Lighting District	3,127,500	3,427,288	3,703,265	275,977	8.1%
208	Housing & Community Development	10,010	10,000	10,088	88	0.9%
209	Environmental Services	1,371,799	1,411,778	1,448,677	36,899	2.6%
210	Supplemental Law Enforcement	107,555	-	-	-	-
212	State/County Grants	558,827	695,000	1,210,000	515,000	74.1%
216	TDA Grant	-	20,000	20,000	-	-
218	Federal Grants	1,461,472	22,000	5,000	(17,000)	-77.3%
233	Housing Assistance	35,203	119,817	252,474	132,657	110.7%
236	Community Facilities District #1	147,049	145,000	145,000	-	-
237	Community Facilities District #2	16,754	16,094	16,094	-	-
295	Parkland Dedication	468,095	965,000	375,000	(590,000)	-61.1%
366	Debt Service 2002 COP	553,223	871,394	866,493	(4,901)	-0.6%
367	Local Improvement District #30	-	-	-	-	-
368	Debt Service 1997 COP	730,527	732,150	733,434	1,284	0.2%
435	Capital Projects	7,409,438	2,715,000	4,920,000	2,205,000	81.2%
641	Motor Vehicle Pool	1,081,612	1,563,078	1,557,088	(5,990)	-0.4%
647	Information Technology Pool	1,364,553	1,769,000	1,759,000	(10,000)	-0.6%
690	Worker's Compensation Insurance	608,906	642,000	847,000	205,000	31.9%
794	Museum Donations	3,527	-	-	-	-
795	Recreation Grants	1,102	7,000	7,000	-	-
797	Senior Center Donations	8,215	-	-	-	-
<b>Total Revenue &amp; Transfers-In</b>		<b>\$ 65,913,168</b>	<b>\$ 65,043,950</b>	<b>\$ 72,421,663</b>	<b>\$ 7,377,713</b>	<b>11.3%</b>

## Total City Expenditure Summary

Fund	Fund Description	FY 2015 Actual	FY 2016 Adopted	% Change	FY 2017 Adopted	% Change
101	<b>General Fund</b>	\$ 38,434,165	\$ 42,835,126	11.5%	\$ 45,558,866	6.4%
	<b>Special Revenue Funds</b>					
204	Gas Tax	1,432,798	1,542,535	7.7%	1,607,927	4.2%
207	Lighting District	3,051,200	3,315,988	8.7%	3,591,965	8.3%
208/233	Housing & Community Development	89,318	129,507	45.0%	262,562	102.7%
Misc.	Grants & Other Special Revenue	111,816	5,000	-95.5%	5,000	0.0%
	<b>Total Special Revenue Funds</b>	<b>4,685,132</b>	<b>4,993,030</b>	<b>6.6%</b>	<b>5,467,454</b>	<b>9.5%</b>
Misc.	<b>Debt Service Funds</b>	<b>1,745,012</b>	<b>1,603,544</b>	<b>-8.1%</b>	<b>1,599,927</b>	<b>-0.2%</b>
	<b>Internal Service Funds</b>					
641	Motor Vehicle Pool	1,112,862	1,431,555	28.6%	1,512,088	5.6%
647	Information Technology Pool	1,212,407	1,965,316	62.1%	1,926,251	-2.0%
690	Worker's Compensation	537,366	639,202	19.0%	593,717	-7.1%
	<b>Total Internal Service Funds</b>	<b>2,862,635</b>	<b>4,036,073</b>	<b>41.0%</b>	<b>4,032,056</b>	<b>-0.1%</b>
Misc.	<b>Interfund Operating Transfers</b>	<b>4,542,259</b>	<b>5,271,899</b>	<b>16.1%</b>	<b>5,356,555</b>	<b>1.6%</b>
	<b>Total Operating Expenditures</b>	<b>52,269,203</b>	<b>58,739,672</b>	<b>12.4%</b>	<b>62,014,858</b>	<b>5.6%</b>
Misc.	<b>Capital Projects &amp; Capital Transfers</b>	<b>14,866,521</b>	<b>5,430,000</b>	<b>-63.5%</b>	<b>9,840,000</b>	<b>81.2%</b>
	<b>Total Expenditures</b>	<b>\$ 67,135,724</b>	<b>\$ 64,169,672</b>	<b>-4.4%</b>	<b>\$ 71,854,858</b>	<b>12.0%</b>

**Total City Expenditures Summary - \$71,854,858**



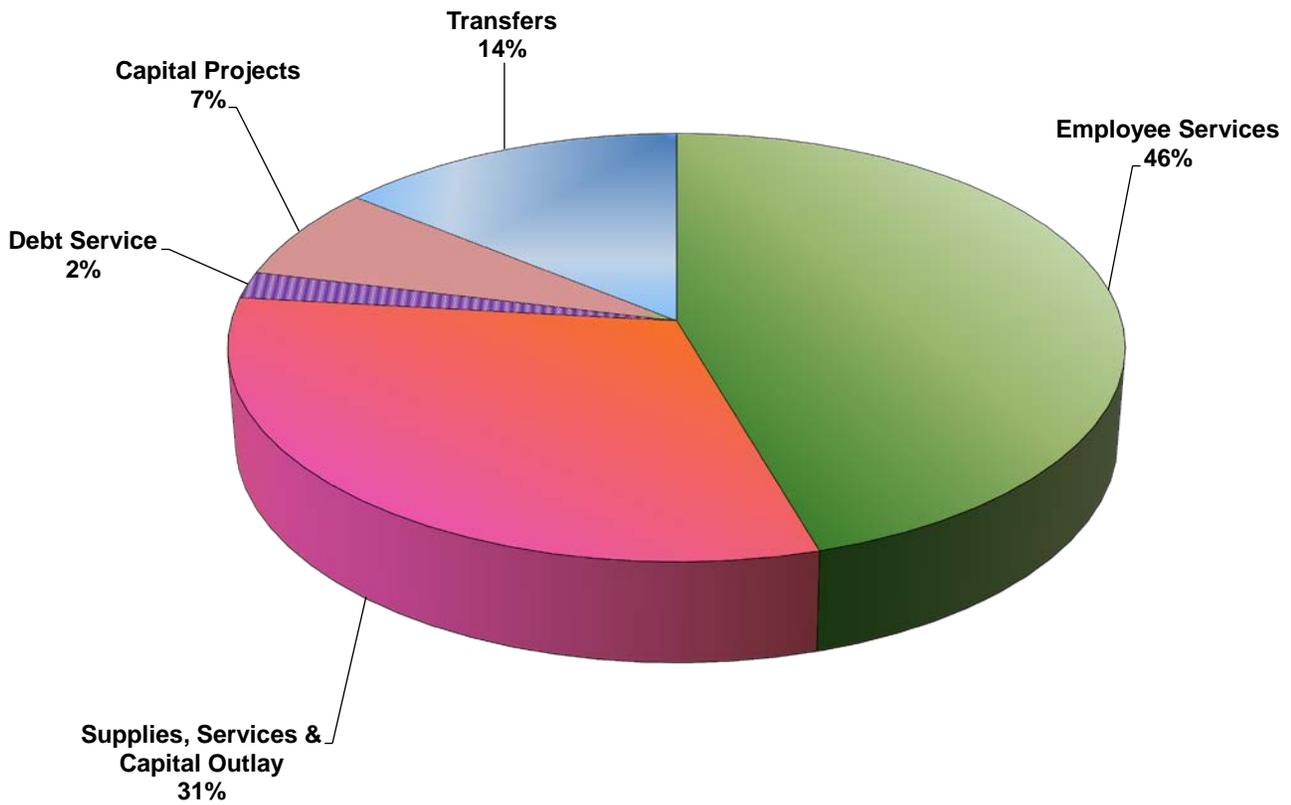
**Total City Expenditures by Fund**  
**(Includes Capital Project Expenditures & Transfers-Out)**

<b>Fund</b>	<b>Fund Description</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>	<b>\$ Change</b>	<b>% Change</b>
101	General Fund	\$ 44,183,494	\$ 46,892,127	\$ 51,706,724	\$ 4,814,597	10.3%
202	Vehicle Impact Fees	887,066	370,000	630,000	260,000	70.3%
204	Gas Tax	1,509,907	1,619,835	1,686,127	66,292	4.1%
205	Asset Forfeiture (Drug Enforcement)	13,600	8,500	8,500	-	-
207	Lighting District	3,127,500	3,427,288	3,703,265	275,977	8.1%
208	Housing & Community Development	34,368	9,690	10,088	398	4.1%
209	Environmental Services	1,306,803	1,411,778	1,448,677	36,899	2.6%
210	Supplemental Law Enforcement	107,062	-	-	-	-
212	State/County Grants	960,405	695,000	1,210,000	515,000	74.1%
216	TDA Grant	-	20,000	20,000	-	-
218	Federal Grants	2,126,270	22,000	5,000	(17,000)	-77.3%
233	Housing Assistance	54,950	119,817	252,474	132,657	110.7%
236	Community Facilities District #1	144,537	145,000	145,000	-	-
237	Community Facilities District #2	12,452	15,020	15,020	-	-
295	Parkland Dedication	22,975	965,000	375,000	(590,000)	-61.1%
366	Debt Service 2002 COP	874,073	871,394	866,493	(4,901)	-0.6%
368	Debt Service 1997 COP	730,527	732,150	733,434	1,284	0.2%
431	City COP Capital Projects	140,412	-	-	-	-
435	Capital Projects	7,846,988	2,715,000	4,920,000	2,205,000	81.2%
641	Motor Vehicle Pool	1,157,862	1,476,555	1,557,088	80,533	5.5%
647	Information Technology Pool	1,350,107	2,007,316	1,968,251	(39,065)	-1.9%
690	Worker's Compensation Insurance	537,366	639,202	593,717	(45,485)	-7.1%
794	Museum Donations	-	-	-	-	-
795	Recreation Grants	7,000	7,000	-	(7,000)	-100.0%
797	Senior Center Donations	-	-	-	-	-
	<b>Total Expenditures &amp; Transfers-Out</b>	<b>\$ 67,135,724</b>	<b>\$ 64,169,672</b>	<b>\$ 71,854,858</b>	<b>\$ 7,685,186</b>	<b>12.0%</b>

## Total City Expenditures by Type

Description	FY 2015 Actual	FY 2016 Adopted	% Change	FY 2017 Adopted	% Change
Employee Services	\$ 26,745,234	\$ 30,328,237	13.4%	\$ 32,581,089	7.4%
Supplies, Services & Capital Outlay	19,236,698	21,535,992	12.0%	22,477,287	4.4%
Debt Service	1,604,600	1,603,544	-0.1%	1,599,927	-0.2%
Capital Projects	7,846,988	2,715,000	-65.4%	4,920,000	81.2%
Transfers Out (Operating & Capital)	11,702,204	7,986,899	-31.7%	10,276,555	28.7%
<b>Total Expenditures</b>	<b>\$ 67,135,724</b>	<b>\$ 64,169,672</b>	<b>-4.4%</b>	<b>\$ 71,854,858</b>	<b>12.0%</b>

**Total City Expenditures by Type - \$71,854,858**



**Schedule of Interfund Transfers (Operating & Capital)**

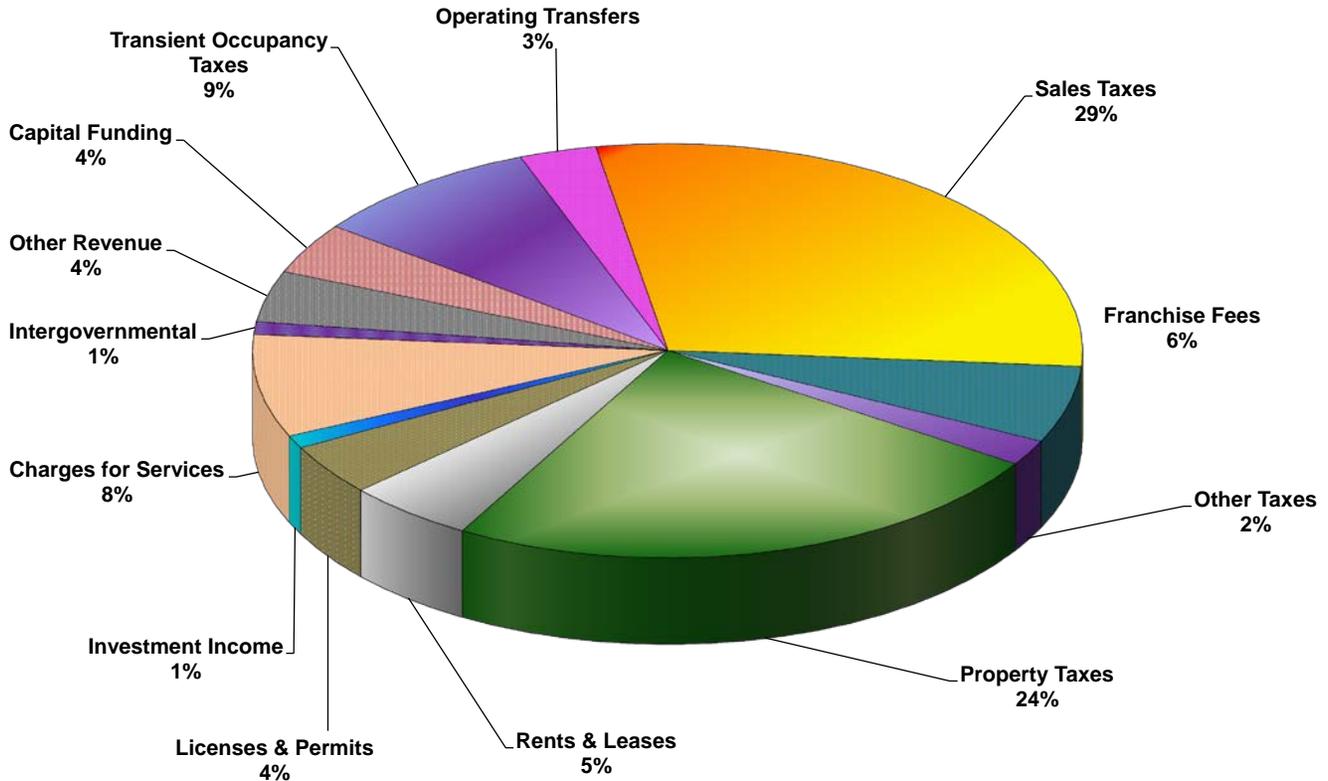
**Fiscal Year 2016-2017**

Fund	Fund Description	Adopted		Adopted	
		FY 2016 Transfers-In	FY 2016 Transfers-Out	FY 2017 Transfers-In	FY 2017 Transfers-Out
101	General Fund	\$ 1,390,978	\$ 4,057,001	\$ 1,354,777	\$ 6,147,858
<b>Special Revenue Funds</b>					
202	Vehicle Impact Fees	-	370,000	-	630,000
204	Gas Tax	504,300	77,300	484,300	78,200
205	Asset Forfeiture (Drug Enforcement)	-	8,500	-	8,500
207	Lighting District	1,401,788	111,300	1,687,765	111,300
208	Housing & Community Development	-	-	-	-
209	Environmental Services	511,500	1,411,778	511,500	1,448,677
210	Supplemental Law Enforcement	-	-	-	-
212	State/County Grants	-	695,000	-	1,210,000
216	TDA Grant	-	20,000	-	20,000
218	Federal Grants	-	22,000	-	5,000
233	Housing Assistance	-	-	-	-
236	Community Facilities District #1	-	140,000	-	140,000
237	Community Facilities District #2	-	15,020	-	15,020
295	Parkland Dedication	-	965,000	-	375,000
<b>Debt Service Funds</b>					
366	Debt Service 2002 COP	511,382	-	508,510	-
368	Debt Service 1997 COP	429,951	-	430,703	-
435	<b>Capital Projects Fund</b>	2,715,000	-	4,920,000	-
<b>Internal Service Funds</b>					
641	Motor Vehicle Pool	35,000	45,000	130,000	45,000
647	Information Technology Pool	487,000	42,000	240,000	42,000
690	Worker's Compensation Insurance	-	-	-	-
<b>Fiduciary Funds</b>					
794	Museum Donations	-	-	-	-
795	Recreation Grants	-	7,000	-	-
797	Senior Center Donations	-	-	-	-
<b>Total Transfers</b>		<b>\$ 7,986,899</b>	<b>\$ 7,986,899</b>	<b>\$ 10,267,555</b>	<b>\$ 10,276,555</b>

## General Fund Revenue Summary

Revenue Source	FY 2015 Actual	FY 2016 Adopted	% Change	FY 2017 Adopted	% Change
<b>Taxes:</b>					
Property	\$ 11,240,729	\$ 11,233,000	-0.1%	\$ 12,320,000	9.7%
Sales	13,915,291	14,850,000	6.7%	15,022,000	1.2%
Franchise	3,322,031	2,850,500	-14.2%	3,310,000	16.1%
Transient Occupancy Taxes	4,091,923	4,300,000	5.1%	4,750,000	10.5%
Other Taxes	1,254,550	1,254,000	-	1,246,000	-0.6%
Total Taxes	<u>33,824,524</u>	<u>34,487,500</u>	2.0%	<u>36,648,000</u>	6.3%
<b>Licenses &amp; Permits</b>	1,620,778	2,293,092	41.5%	2,183,410	-4.8%
<b>Fines &amp; Forfeitures</b>	293,290	300,000	2.3%	300,000	-
<b>Investment Income</b>	187,941	223,000	18.7%	173,000	-22.4%
<b>Intergovernmental Revenue:</b>					
In-Lieu Tax	26,321	18,000	-31.6%	18,000	-
Other	328,807	339,802	3.3%	358,247	5.4%
Total Intergovernmental Revenue	<u>355,128</u>	<u>357,802</u>	0.8%	<u>376,247</u>	5.2%
<b>Charges for Services</b>	4,549,040	4,022,765	-11.6%	4,259,836	5.9%
<b>Rentals/Leases</b>	2,571,409	2,498,179	-2.8%	2,672,743	7.0%
<b>Other Revenue</b>	117,502	70,700	-39.8%	84,800	19.9%
<b>Operating Fund Reserves (Beg. Fund Balance)</b>	-	1,525,000	-	1,473,610	-3.4%
<b>Interfund Operating Transfers</b>	1,302,493	1,390,978	6.8%	1,354,777	-2.6%
Total Operating Revenue	<u>44,822,105</u>	<u>47,169,016</u>	5.2%	<u>49,526,423</u>	5.0%
<b>Capital Project Funding</b>	50,711	745,000	-	2,695,000	-
Total General Fund Revenue	<u>\$ 44,872,816</u>	<u>\$ 47,914,016</u>	6.8%	<u>\$ 52,221,423</u>	9.0%

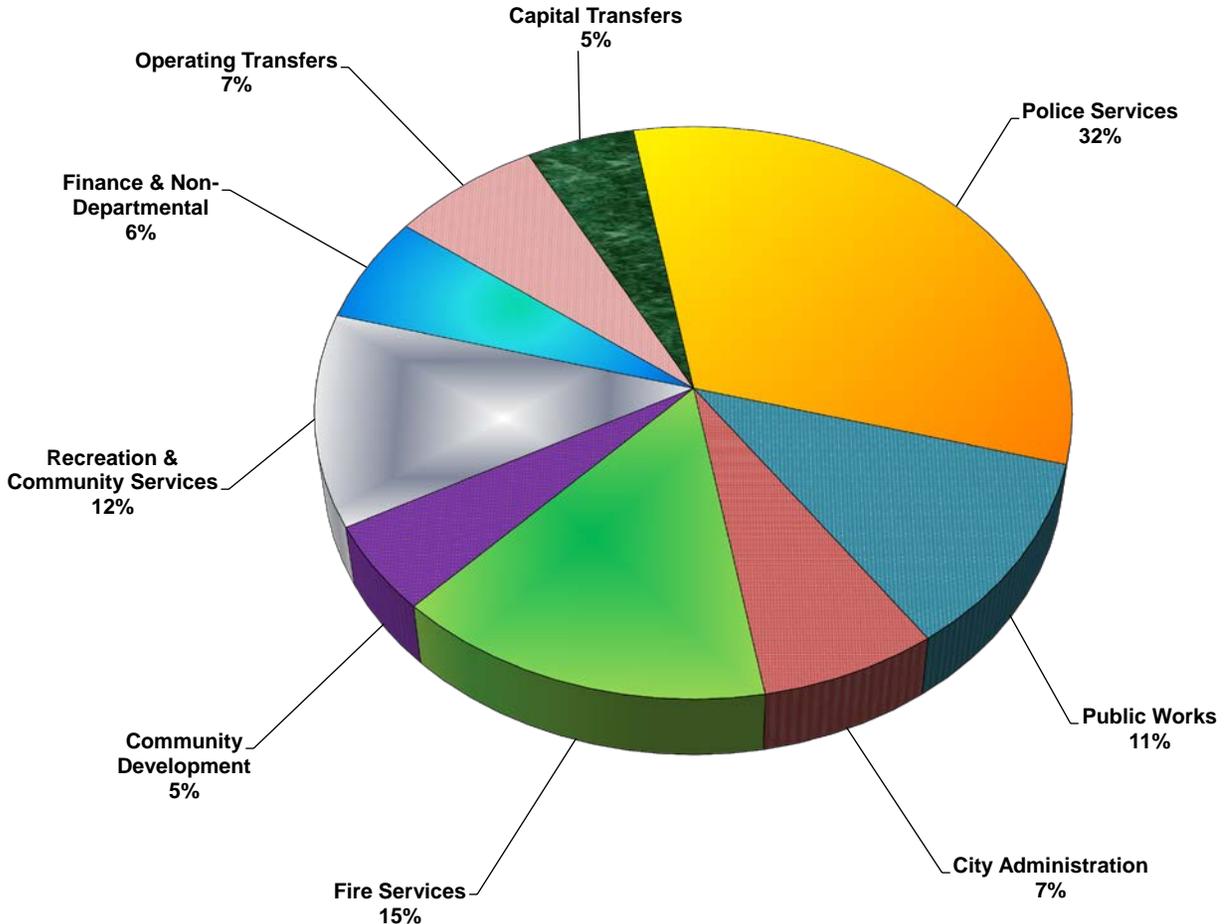
### General Fund Revenue Summary - \$52,221,423



## General Fund Expenditure Summary

Description	FY 2015 Actual	FY 2016 Adopted	% Change	FY 2017 Adopted	% Change
City Council	\$ 244,472	\$ 270,915	10.8%	\$ 292,369	7.9%
City Manager	1,625,159	1,732,468	6.6%	1,904,843	9.9%
City Clerk	426,386	397,713	-6.7%	484,662	21.9%
City Attorney	342,352	382,066	11.6%	384,380	0.6%
Recreation & Community Services	5,340,790	5,728,695	7.3%	6,043,140	5.5%
Finance	1,303,434	1,545,326	18.6%	1,566,727	1.4%
Non-Departmental	1,455,041	1,642,300	12.9%	1,688,600	2.8%
Community Development	2,008,688	2,839,224	41.3%	2,835,199	-0.1%
Police	13,845,931	15,417,217	11.3%	16,797,684	9.0%
Fire	7,096,862	7,515,180	5.9%	7,815,787	4.0%
Public Works	4,745,051	5,364,022	13.0%	5,745,476	7.1%
Interfund Operating Transfers	2,633,846	3,312,001	25.7%	3,452,858	4.3%
<b>Total Operating Expenditures</b>	<b>41,068,012</b>	<b>46,147,127</b>	<b>12.4%</b>	<b>49,011,725</b>	<b>6.2%</b>
Interfund Capital Transfers	3,115,484	745,000	-76.1%	2,695,000	261.7%
<b>Total Expenditures</b>	<b>\$ 44,183,496</b>	<b>\$ 46,892,127</b>	<b>6.1%</b>	<b>\$ 51,706,725</b>	<b>10.3%</b>

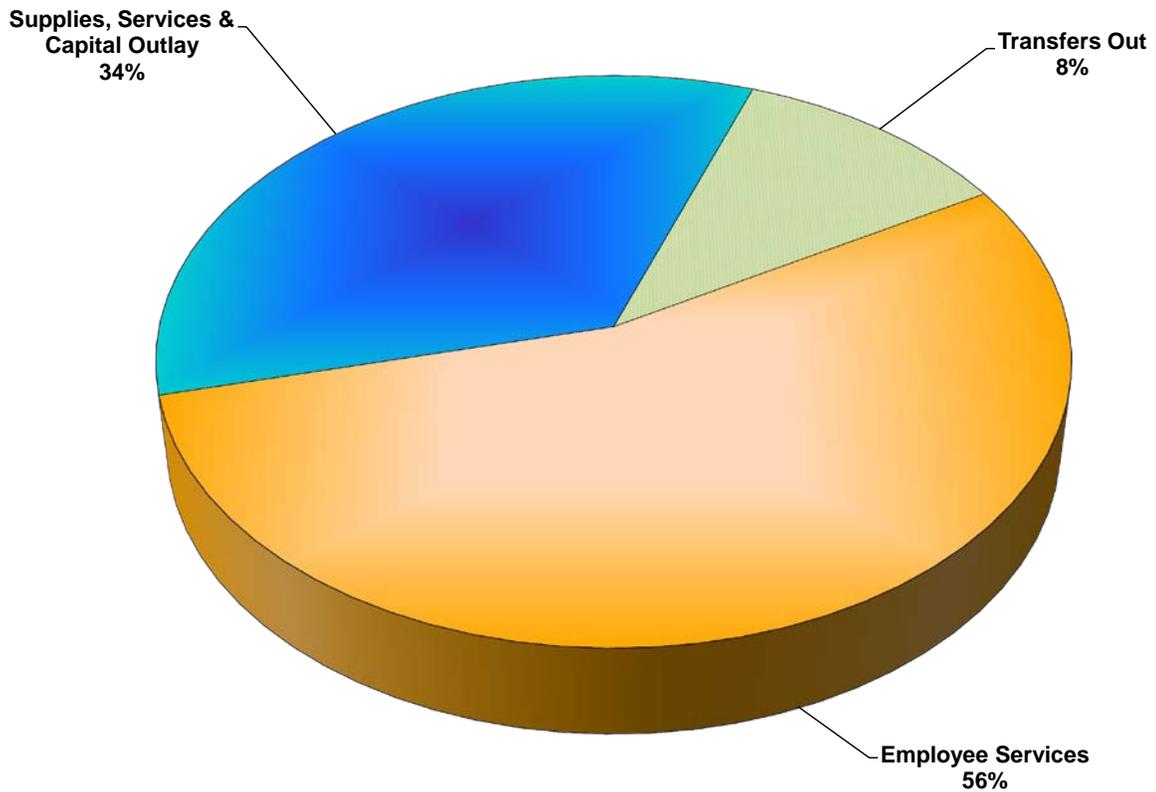
### General Fund Expenditures Summary - \$51,706,725



## General Fund Expenditures by Type

Description	FY 2015 Actual	FY 2016 Adopted	% Change	FY 2017 Adopted	% Change
Employee Services	\$ 22,971,856	\$ 26,031,148	13.3%	\$ 28,047,848	7.7%
Supplies, Services & Capital Outlay	15,462,310	16,803,978	8.7%	17,511,019	4.2%
Transfers Out (Operating & Capital)	5,749,330	4,057,001	-29.4%	6,147,858	51.5%
<b>Total Expenditures</b>	<b>\$ 44,183,496</b>	<b>\$ 46,892,127</b>	<b>6.1%</b>	<b>\$ 51,706,725</b>	<b>10.3%</b>

**General Fund Expenditures by Type - \$51,706,725**

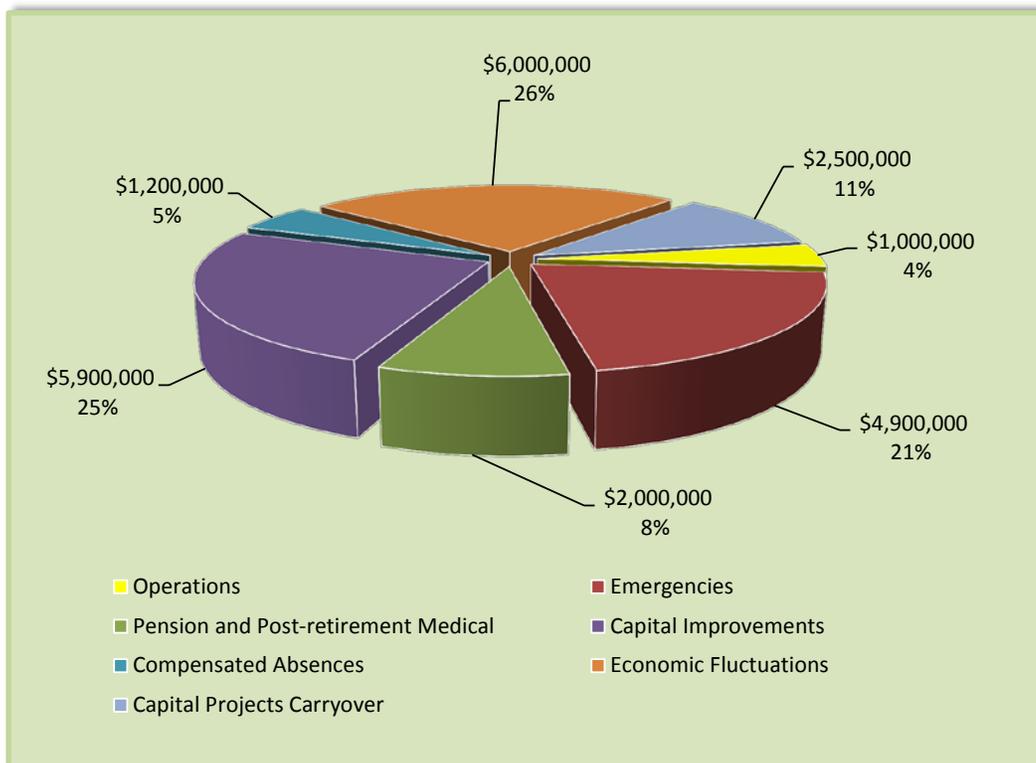


## Major General Fund Reserves / Designations - Comparative Statistics (Fiscal Years 12/13 thru 16/17)

<u>Reserves &amp; Designations</u>	<u>Actual 06/30/13</u>	<u>Actual 06/30/14</u>	<u>Actual 06/30/15</u>	<u>Estimated 06/30/16</u>	<u>Estimated 06/30/17</u>
Operations	\$ 987,225	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Emergencies	3,791,278	4,114,600	4,484,210	4,800,000	4,900,000
OPEB/PERS Retirement	1,352,000	1,552,000	1,852,000	2,000,000	2,000,000
Capital Improvements	5,014,779	5,984,523	7,737,438	6,500,000	5,900,000
Long Term Vacation & Sick Leave	864,283	817,171	994,681	1,100,000	1,200,000
Economic Fluctuations	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000
Carryover Capital Projects	3,756,643	4,072,318	2,184,579	1,829,579	2,500,000

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

### Major General Fund Reserves & Designations - 6/30/17 (Estimated)





**City of Campbell - Operating/Capital Budget**  
**Fiscal Year 2016 - 2017**  
**All Funds Estimated Revenues**

AC #	Description	Actual FY 2013	Actual FY 2014	Actual FY 2015	Adopted FY 2016	Adopted FY 2017
<b>Property Taxes:</b>						
4001	Current Year: Secured - General Fund	\$ 8,344,861	\$ 9,420,890	\$ 10,043,817	10,940,000	11,889,000
4001	Secured - Lighting District Fund	612,168	734,991	792,564	690,000	690,000
4002	Unsecured - General Fund	493,460	509,670	548,169	-	-
4002	Unsecured - Lighting District Fund	59,718	61,171	106,986	-	-
4005	Other Property Taxes - General Fund	7,965	-	-	-	-
4005	Other Property Taxes - All Funds except Gen. Fund	1,033	-	-	-	-
4006	Penalties - Delinquent Property Taxes	4,061	4,144	-	-	-
4007	RPTTF Pass Thru - General Fund	2,151	35,191	39,620	43,000	45,000
4007	RPTTF Pass Thru - Lighting District Fund	79,904	93,784	101,993	80,000	80,000
4008	Residual RPTTF Distribute - General Fund	876,407	215,240	309,832	250,000	386,000
4008	Residual RPTTF Distribute - Lighting District Fund	93,305	-	-	3,000	3,000
4011	Property Tax - ERAF	-	11,721	314,017	-	-
5001	Street Lighting Assessments	1,139,132	1,165,350	1,165,911	1,142,000	1,165,000
5004	Special Assessments - CFD #1 (Cambrian 36)	-	144,400	146,971	145,000	145,000
5005	Special Assessments - CFD #2	-	-	16,754	16,094	16,094
5002	Special Assessments	-	88	-	-	-
Sub-Total		11,714,165	12,396,640	13,586,634	13,309,094	14,419,094
<b>Taxes Other Than Property Taxes:</b>						
4110	Sales and Use Tax - General Fund	7,670,301	8,071,741	8,658,768	10,300,000	12,322,000
4112	Transactions & Use Tax - General Fund	2,368,402	2,499,154	2,605,347	2,650,000	2,700,000
4115	Sales Tax Backfill	2,611,065	2,544,368	2,651,176	1,900,000	-
4120	Franchises: P G & E - Electric	373,355	400,570	400,359	400,000	400,000
4121	P G & E - Gas	83,550	89,625	86,538	90,000	90,000
4122	Cable TV	395,995	414,436	636,933	404,500	650,000
4123	Garbage	1,629,248	1,696,744	1,816,356	1,602,000	1,800,000
4124	San Jose Water	155,427	169,183	193,225	180,000	180,000
4125	AT&T	138,617	146,705	188,620	174,000	190,000
4150	Motel Tax (Transient Lodging)	2,875,976	3,417,412	4,091,923	4,300,000	4,750,000
4151	Construction Tax	67,920	212,523	50,710	-	-
4152	Business Licenses	625,050	647,873	662,787	663,000	674,000
4153	Property Transfer Tax	285,293	354,112	526,054	579,000	560,000
4155	Farmers Market In Lieu (Business License)	12,000	12,000	15,000	12,000	12,000
Sub-Total		19,292,199	20,676,446	22,583,796	23,254,500	24,328,000
<b>Licenses and Permits - General Fund</b>						
4210	Construction Permits	1,046,860	1,857,564	1,180,622	1,591,497	1,614,000
4211	Advanced Plan Check Fee	443,251	272,904	274,086	494,349	400,000
4212	Building Dept General Revenue	9,792	9,365	11,167	32,856	20,000
4213	Plan Check Fee - Title 24 Energy	36,826	68,205	39,150	98,890	73,910
4241	Fire Permits	88,837	127,762	114,601	75,000	75,000
4271	Truck Permits	896	1,472	1,152	500	500
Sub-Total		1,626,462	2,337,272	1,620,778	2,293,092	2,183,410
<b>Fines, Forfeitures and Penalties - General Fund</b>						
4310	Vehicle Code Fines-City	52,742	58,797	71,610	300,000	100,000
4320	Vehicle Code Fines-County	170,488	164,317	163,053	-	100,000
4330	Vehicle Code Fines-State	33,017	36,015	39,005	-	100,000
4371	Code Enforcement Fines	-	13,745	19,482	-	-
4390	Misc Fines	-	32	141	-	-
Sub-Total		256,247	272,906	293,291	300,000	300,000

**City of Campbell - Operating/Capital Budget**  
**Fiscal Year 2016 - 2017**  
**All Funds Estimated Revenues**

AC #	Description	Adopted Fiscal Year 2017 Budget				
		General	Special Revenue	Debt Service	Internal Service	Other
	<b><u>Property Taxes:</u></b>					
4001	Current Year: Secured - General Fund	\$ 11,889,000	\$ -	\$ -	\$ -	\$ -
4001	Secured - Lighting District Fund	-	690,000	-	-	-
4002	Unsecured - General Fund	-	-	-	-	-
4002	Unsecured - Lighting District Fund	-	-	-	-	-
4005	Other Property Taxes - General Fund	-	-	-	-	-
4005	Other Property Taxes - All Funds except Gen. Fund	-	-	-	-	-
4006	Penalties - Delinquent Property Taxes	-	-	-	-	-
4007	RPTTF Pass Thru - General Fund	45,000	-	-	-	-
4007	RPTTF Pass Thru - Lighting District Fund	-	80,000	-	-	-
4008	Residual RPTTF Distribute - General Fund	386,000	-	-	-	-
4008	Residual RPTTF Distribute - Lighting District Fund	-	3,000	-	-	-
4011	Property Tax - ERAF	-	-	-	-	-
5001	Street Lighting Assessments	-	1,165,000	-	-	-
5004	Special Assessments - CFD #1 (Cambrian 36)	-	145,000	-	-	-
5005	Special Assessments - CFD #2	-	16,094	-	-	-
5002	Special Assessments	-	-	-	-	-
	Sub-Total	<b>12,320,000</b>	<b>2,099,094</b>	-	-	-
	<b><u>Taxes Other Than Property Taxes:</u></b>					
4110	Sales and Use Tax - General Fund	12,322,000	-	-	-	-
4112	Transactions & Use Tax - General Fund	2,700,000	-	-	-	-
4115	Sales Tax Backfill	-	-	-	-	-
4120	Franchises: P G & E - Electric	400,000	-	-	-	-
4121	P G & E - Gas	90,000	-	-	-	-
4122	Cable TV	650,000	-	-	-	-
4123	Garbage	1,800,000	-	-	-	-
4124	San Jose Water	180,000	-	-	-	-
4125	AT&T	190,000	-	-	-	-
4150	Motel Tax (Transient Lodging)	4,750,000	-	-	-	-
4151	Construction Tax	-	-	-	-	-
4152	Business Licenses	674,000	-	-	-	-
4153	Property Transfer Tax	560,000	-	-	-	-
4155	Farmers Market In Lieu (Business License)	12,000	-	-	-	-
	Sub-Total	<b>24,328,000</b>	-	-	-	-
	<b><u>Licenses and Permits - General Fund</u></b>					
4210	Construction Permits	1,614,000	-	-	-	-
4211	Advanced Plan Check Fee	400,000	-	-	-	-
4212	Building Dept General Revenue	20,000	-	-	-	-
4213	Plan Check Fee - Title 24 Energy	73,910	-	-	-	-
4241	Fire Permits	75,000	-	-	-	-
4271	Truck Permits	500	-	-	-	-
	Sub-Total	<b>2,183,410</b>	-	-	-	-
	<b><u>Fines, Forfeitures and Penalties - General Fund</u></b>					
4310	Vehicle Code Fines-City	100,000	-	-	-	-
4320	Vehicle Code Fines-County	100,000	-	-	-	-
4330	Vehicle Code Fines-State	100,000	-	-	-	-
4371	Code Enforcement Fines	-	-	-	-	-
4390	Misc Fines	-	-	-	-	-
	Sub-Total	<b>300,000</b>	-	-	-	-

**City of Campbell - Operating/Capital Budget**  
**Fiscal Year 2016 - 2017**  
**All Funds Estimated Revenues**

AC #	Description	Actual FY 2013	Actual FY 2014	Actual FY 2015	Adopted FY 2016	Adopted FY 2017
	<b><u>Revenue From Use of Money &amp; Property:</u></b>					
4410	Investment Earnings - General Fund	176,307	161,181	148,014	220,000	170,000
4410	Investment Earnings - Gas Tax Fund	10,299	10,085	10,480	-	-
4410	Investment Earnings - Housing & Comm. Dev. Fund	(15)	6	10	-	-
4410	Investment Earnings - Environmental Services	2,180	1,847	1,916	-	-
4410	Investment Earnings - Supplemental Law Enforcement	487	351	421	-	-
4410	Investment Earnings - Parkland Dedication Fund	4,856	11,072	17,377	-	-
4410	Investment Earnings - Debt Service Funds (COP)	-	-	2	-	-
4410	Investment Earnings - Housing Assistance Fund	20,142	5,571	6,815	1,000	1,000
4410	Investment Earnings - Parks & Museum Fund	1,033	884	781	-	-
4410	Investment Earnings - Senior Center Fund	94	69	68	-	-
4410	Investment Earnings - Recreation Grant Fund	118	76	78	-	-
4431	GASB 31 Market Value Adjustment - General Fund	(214,972)	104,321	36,796	-	-
4431	GASB 31 Market Value Adjustment - Other Funds	(17,363)	6,947	5,122	-	-
4450	Other Interest - General Fund	-	685	3,130	3,000	3,000
4450	Other Interest - All Funds except General Fund	350,096	390,084	370,996	336,871	320,884
5101	User Fees - Motor Pool	882,375	932,743	957,316	1,006,578	1,156,573
5104	User Fees - IT Pool	822,408	877,000	1,027,000	1,157,000	1,212,000
	Sub-Total	2,038,045	2,502,922	2,586,322	2,724,449	2,863,457
	<b><u>Revenues From Other Agencies:</u></b>					
4510	Gasoline Tax 2105	176,790	275,963	247,986	240,000	261,000
4511	Gasoline Tax 2106	141,464	144,932	168,470	128,500	132,000
4512	Gasoline Tax 2107	289,695	295,382	318,873	328,000	363,000
4513	Gasoline Tax 2107.5	6,000	6,000	12,000	6,000	6,000
4516	Gasoline Tax 2103 - Gas Excise Tax	321,007	565,608	-	190,200	99,000
4520	Community Development Block Grant	60,150	71,338	431,987	10,000	10,000
4523	Other Grants	50,076	222,718	10,000	400,000	-
4525	TDA Grants	-	19,552	1,544,120	20,000	20,000
4526	Supplemental Law Enforcement	100,000	100,000	107,062	100,000	100,000
4528	VTA Funded Grant	631,521	1,479,886	-	-	750,000
4529	HES Grant	-	-	(526)	-	-
4531	DOJ Grant	405	5,945	3,449	4,000	5,000
4533	Beverage Container Grant	10,959	10,848	-	-	-
4535	Surface Transportation Program	-	232,357	-	-	-
4542	Signal Maint Cost Sharing	7,214	4,851	8,805	2,500	2,500
4543	Other State Grants	-	-	73,920	-	-
4544	Transit Shelter Advertising	4,729	7,236	5,071	6,000	6,000
4546	Highway Safety Improvement (HSIP)	164,767	(48,247)	-	-	-
4547	ARRA - American Recovery & Reinvestment Act	1,274	-	-	-	-
4549	ARRA - Tobacco Prevention Grant	-	-	-	-	-
4550	ABAG Grant	86,031	21,840	119	10,000	10,000
4554	One Bay Area Grant (OBAG)	-	5,429	5,429	-	-
4556	AB 109 Public Safety Realignment	-	140,000	70,000	70,000	50,000
4557	High Intensity Drug Trafficking Area Grant	-	-	-	18,000	-
4561	Senior Nutrition Program	45,275	48,751	63,069	73,802	77,247
4563	Water District Grant	87,339	307,290	71,521	-	-
4565	Bay Area Air Quality Management District - Veh Registration	-	116,851	1,212	-	-
4571	VTA Meas B Vehicle Registration	222,551	285,384	252,055	215,000	215,000
4572	VTA Meas B Regionla Project	-	42,133	-	-	-
4580	Motor Vehicle In Lieu Fees - General Fund	20,946	17,335	26,321	18,000	18,000
4581	Homeowners' Property Tax Relief - General Fund	41,692	42,809	36,275	45,000	45,000
4581	Homeowners' Property Tax Relief - Except Gen. Fund	5,030	5,116	4,347	-	-
4582	Abandoned Vehicle Fees - General Fund	93,796	79,842	102,942	80,000	80,000
4584	Mandated Costs - General Fund	9,193	19,176	101,821	15,000	30,000
4588	Post Reimbursements - General Fund	48,756	27,941	18,629	20,000	20,000
	Sub-Total	2,626,660	4,554,266	3,684,957	2,000,002	2,299,747

**City of Campbell - Operating/Capital Budget**  
**Fiscal Year 2016 - 2017**  
**All Funds Estimated Revenues**

AC #	Description	Adopted Fiscal Year 2017 Budget				
		General	Special Revenue	Debt Service	Internal Service	Other
	<b><u>Revenue From Use of Money &amp; Property:</u></b>					
4410	Investment Earnings - General Fund	170,000	-	-	-	-
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 - Parkland Dedication Fund	-	-	-	-	-
4410	Investment Earnings - Debt Service Funds (COP)	-	-	-	-	-
4410	Investment Earnings - Housing Assistance Fund	-	1,000	-	-	-
4410	Investment Earnings - Parks & Museum Fund	-	-	-	-	-
4410	Investment Earnings - Senior Center Fund	-	-	-	-	-
4410	Investment Earnings - Recreation Grant Fund	-	-	-	-	-
4431	GASB 31 Market Value Adjustment - General Fund	-	-	-	-	-
4431	GASB 31 Market Value Adjustment - Other Funds	-	-	-	-	-
4450	Other Interest - General Fund	3,000	-	-	-	-
4450	Other Interest - All Funds except General Fund	-	10,000	310,884	-	-
5101	User Fees - Motor Pool	-	-	-	1,156,573	-
5104	User Fees - IT Pool	-	-	-	1,212,000	-
	Sub-Total	<b>173,000</b>	<b>11,000</b>	<b>310,884</b>	<b>2,368,573</b>	-
	<b><u>Revenues From Other Agencies:</u></b>					
4510	Gasoline Tax 2105	-	261,000	-	-	-
4511	Gasoline Tax 2106	-	132,000	-	-	-
4512	Gasoline Tax 2107	-	363,000	-	-	-
4513	Gasoline Tax 2107.5	-	6,000	-	-	-
4516	Gasoline Tax 2103 - Gas Excise Tax	-	99,000	-	-	-
4520	Community Development Block Grant	-	10,000	-	-	-
4523	Other Grants	-	-	-	-	-
4525	TDA Grants	-	20,000	-	-	-
4526	Supplemental Law Enforcement	100,000	-	-	-	-
4528	VTA Funded Grant	-	750,000	-	-	-
4529	HES Grant	-	-	-	-	-
4531	DOJ Grant	-	5,000	-	-	-
4533	Beverage Container Grant	-	-	-	-	-
4535	Surface Transportation Program	-	-	-	-	-
4542	Signal Maint Cost Sharing	-	2,500	-	-	-
4543	Other State Grants	-	-	-	-	-
4544	Transit Shelter Advertising	6,000	-	-	-	-
4546	Highway Safety Improvement (HSIP)	-	-	-	-	-
4547	ARRA - American Recovery & Reinvestment Act	-	-	-	-	-
4549	ARRA - Tobacco Prevention Grant	-	-	-	-	-
4550	ABAG Grant	-	10,000	-	-	-
4554	One Bay Area Grant (OBAG)	-	-	-	-	-
4556	AB 109 Public Safety Realignment	-	50,000	-	-	-
4557	High Intensity Drug Trafficking Area Grant	-	-	-	-	-
4561	Senior Nutrition Program	77,247	-	-	-	-
4563	Water District Grant	-	-	-	-	-
4565	Bay Area Air Quality Management District - Veh Registration	-	-	-	-	-
4571	VTA Meas B Vehicle Registration	-	215,000	-	-	-
4572	VTA Meas B Regionla Project	-	-	-	-	-
4580	Motor Vehicle In Lieu Fees - General Fund	18,000	-	-	-	-
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	30,000	-	-	-	-
4588	Post Reimbursements - General Fund	20,000	-	-	-	-
	Sub-Total	<b>376,247</b>	<b>1,923,500</b>	-	-	-

**City of Campbell - Operating/Capital Budget**  
**Fiscal Year 2016 - 2017**  
**All Funds Estimated Revenues**

AC #	Description	Actual FY 2013	Actual FY 2014	Actual FY 2015	Adopted FY 2016	Adopted FY 2017
	<b>Charges for Current Services:</b>					
4609	Program Fees - Museum - General Fund	25,116	26,188	28,763	32,910	28,685
4610	Comm. Services - Ainsley House Rental - General Fund	29,857	34,686	33,192	49,365	38,725
4611	Comm Services - Museum Admission Fee - General Fund	6,455	6,701	7,362	7,000	7,000
4612	Comm Services - Sr Citizen Program - General Fund	164,053	175,673	179,855	179,781	186,854
4613	Program Fees: Sports - General Fund	349,520	373,319	358,044	409,202	380,241
4614	Program Fees: Aquatics - General Fund	245,500	265,229	238,626	265,466	230,500
4616	Program Fees: Picnic Fees - General Fund	22,971	24,113	25,115	23,304	28,420
4617	Program Fees: Day Camps - General Fund	395,296	426,304	385,879	378,860	396,735
4619	Program Fees: Classes - General Fund	430,900	363,956	353,632	353,542	355,869
4620	Program Fees: Preschool - General Fund	341,728	379,630	361,963	353,935	353,935
4621	Program Fees: Special Events - General Fund	1,085	185	1,050	-	-
4622	Program Fees: Fitness - General Fund	288,471	203,454	204,090	203,455	186,946
4625	Fund Raising - General Fund	4,966	1,924	1,280	-	-
4626	Program Fees: Classes - Adult Services - General Fund	146,427	114,137	137,456	129,780	124,205
4627	Vending Machine Sales - General Fund	7,625	3,983	2,447	2,400	2,400
4628	Comm Services - Skate Park Income	21,602	25,670	26,895	35,000	26,969
4629	Comm Services - Drop In Classes	-	134,928	135,666	130,000	149,338
4630	Comm Group - Special Events - General Fund	44,326	65,487	46,151	42,040	54,910
4631	Comm Group - Theatre Revenue	28,479	29,030	1,081	4,000	3,500
4632	Comm Group - Theatre Preservation Charge	59,413	70,680	66,121	-	-
4633	Comm Serves - Facility Fee	6,164	11,845	11,703	46,780	17,559
4643	Comm. Services - Concession & Merchandise	2,604	3,506	3,543	3,125	3,125
4644	Comm. Services - Theater Ticket Sales	191,650	195,719	222,313	191,820	256,020
4645	Sponsor/Program Advertising	43,345	68,402	41,645	54,700	52,400
4646	Theatre Program Ads	3,975	7,050	4,075	6,000	7,500
4660	Zoning Application Fees Planning - General Fund	241,787	395,379	337,525	235,300	325,000
4661	Microfilming Fee - General Fund	15,950	18,640	22,494	15,000	20,000
4663	Rental Dispute Resolution Fees - General Fund	-	59,635	57,370	54,000	55,000
4670	General Plan Maintenance Fee	60,264	113,865	64,305	-	-
4671	Code Enforcement Fee - General Fund	1,000	1,100	-	1,000	-
4690	Other Filing Fees - General Fund	9,143	8,988	5,385	10,000	5,000
4691	Special Police Department Services - General Fund	33,049	30,364	37,501	30,000	35,000
4692	Hazardous Materials Response Charges	57,025	-	-	130,000	130,000
4693	False Alarm Fees-PD - General Fund	25,406	43,374	45,198	25,000	30,000
4698	Cost Recovery - DUI - General Fund	16,982	15,821	15,956	18,000	18,000
4701	Cost Recovery - General Fund	431	25,603	-	-	-
4701	Cost Recovery-Public Works	9,177	2,425	-	-	-
4704	Cost Recovery - Police Department	6,761	7,838	15,406	14,000	14,000
4705	Contract Revenue	5,792	7,200	-	5,000	5,000
4706	SCCSET Data Queries - Police Department	2,000	2,000	2,000	2,000	4,000
4707	CAL NENA Reimbursement - Police Department	-	-	4,622	3,000	3,000
4708	Phone System Maint Reimbursement - 911	2,311	7,944	3,467	7,000	-
4709	Vehicle Charging Stations	-	-	16,687	18,000	20,000
4710	Successor Agency Reimbursement	-	-	-	2,000	-
4720	Storm Water Fee	373,059	381,978	382,383	387,700	379,400
4721	Storm Drain Fees	29,564	30,105	11,245	15,000	15,000
4722	Eng & Subdivision Filing Fees - General Fund	344,504	323,577	438,418	300,000	350,000
4724	Solid Waste Rate Fees	158,560	273,328	387,863	394,607	404,607
4725	Project Salaries Revenue - General Fund	482,640	427,588	619,899	275,000	380,000
4725	Project Salaries Revenue - All Funds Except General Fund	-	-	-	85,000	50,000
4727	Motor Pool Reimbursement	-	4,000	-	-	-
4728	Traffic Engineering Fees - General Fund	75	100	-	-	-
4731	Vehicle Impact Fees (Construction)	129,509	247,354	136,919	140,000	300,000
4732	Vehicle Impact Fees (Garbage)	225,000	229,999	235,931	230,000	330,000
4760	Sale of Maps & Publications - General Fund	1,838	4,188	1,546	1,000	1,000
	<b>Sub-Total</b>	<b>5,156,300</b>	<b>5,674,192</b>	<b>5,720,067</b>	<b>5,300,072</b>	<b>5,765,843</b>

**City of Campbell - Operating/Capital Budget  
Fiscal Year 2016 - 2017  
All Funds Estimated Revenues**

AC #	Description	Adopted Fiscal Year 2017 Budget				
		General	Special Revenue	Debt Service	Internal Service	Other
	<b>Charges for Current Services:</b>					
4609	Program Fees - Museum - General Fund	28,685	-	-	-	-
4610	Comm. Services - Ainsley House Rental - General Fund	38,725	-	-	-	-
4611	Comm Services - Museum Admission Fee - General Fund	7,000	-	-	-	-
4612	Comm Services - Sr Citizen Program - General Fund	186,854	-	-	-	-
4613	Program Fees: Sports - General Fund	380,241	-	-	-	-
4614	Program Fees: Aquatics - General Fund	230,500	-	-	-	-
4616	Program Fees: Picnic Fees - General Fund	28,420	-	-	-	-
4617	Program Fees: Day Camps - General Fund	396,735	-	-	-	-
4619	Program Fees: Classes - General Fund	355,869	-	-	-	-
4620	Program Fees: Preschool - General Fund	353,935	-	-	-	-
4621	Program Fees: Special Events - General Fund	-	-	-	-	-
4622	Program Fees: Fitness - General Fund	186,946	-	-	-	-
4625	Fund Raising - General Fund	-	-	-	-	-
4626	Program Fees: Classes - Adult Services - General Fund	124,205	-	-	-	-
4627	Vending Machine Sales - General Fund	2,400	-	-	-	-
4628	Comm Services - Skate Park Income	26,969	-	-	-	-
4629	Comm Services - Drop In Classes	149,338	-	-	-	-
4630	Comm Group - Special Events - General Fund	54,910	-	-	-	-
4631	Comm Group - Theatre Revenue	3,500	-	-	-	-
4632	Comm Group - Theatre Preservation Charge	-	-	-	-	-
4633	Comm Serves - Facility Fee	17,559	-	-	-	-
4643	Comm. Services - Concession & Merchandise	3,125	-	-	-	-
4644	Comm. Services - Theater Ticket Sales	256,020	-	-	-	-
4645	Sponsor/Program Advertising	52,400	-	-	-	-
4646	Theatre Program Ads	7,500	-	-	-	-
4660	Zoning Application Fees Planning - General Fund	325,000	-	-	-	-
4661	Microfilming Fee - General Fund	20,000	-	-	-	-
4663	Rental Dispute Resolution Fees - General Fund	55,000	-	-	-	-
4670	General Plan Maintenance Fee	-	-	-	-	-
4671	Code Enforcement Fee - General Fund	-	-	-	-	-
4690	Other Filing Fees - General Fund	5,000	-	-	-	-
4691	Special Police Department Services - General Fund	35,000	-	-	-	-
4692	Hazardous Materials Response Charges	130,000	-	-	-	-
4693	False Alarm Fees-PD - General Fund	30,000	-	-	-	-
4698	Cost Recovery - DUI - General Fund	18,000	-	-	-	-
4701	Cost Recovery - General Fund	-	-	-	-	-
4701	Cost Recovery-Public Works	-	-	-	-	-
4704	Cost Recovery - Police Department	14,000	-	-	-	-
4705	Contract Revenue	-	-	-	5,000	-
4706	SCCSET Data Queries - Police Department	2,000	-	-	2,000	-
4707	CAL NENA Reimbursement - Police Department	3,000	-	-	-	-
4708	Phone System Maint Reimbursement - 911	-	-	-	-	-
4709	Vehicle Charging Stations	-	20,000	-	-	-
4710	Successor Agency Reimbursement	-	-	-	-	-
4720	Storm Water Fee	-	379,400	-	-	-
4721	Storm Drain Fees	-	15,000	-	-	-
4722	Eng & Subdivision Filing Fees - General Fund	350,000	-	-	-	-
4724	Solid Waste Rate Fees	-	404,607	-	-	-
4725	Project Salaries Revenue - General Fund	380,000	-	-	-	-
4725	Project Salaries Revenue - All Funds Except General Fund	-	50,000	-	-	-
4727	Motor Pool Reimbursement	-	-	-	-	-
4728	Traffic Engineering Fees - General Fund	-	-	-	-	-
4731	Vehicle Impact Fees (Construction)	-	300,000	-	-	-
4732	Vehicle Impact Fees (Garbage)	-	330,000	-	-	-
4760	Sale of Maps & Publications - General Fund	1,000	-	-	-	-
	<b>Sub-Total</b>	<b>4,259,836</b>	<b>1,499,007</b>	<b>-</b>	<b>7,000</b>	<b>-</b>

**City of Campbell - Operating/Capital Budget**  
**Fiscal Year 2016 - 2017**  
**All Funds Estimated Revenues**

AC #	Description	Actual FY 2013	Actual FY 2014	Actual FY 2015	Adopted FY 2016	Adopted FY 2017
	<b>Other Revenues:</b>					
4810	Rents & Leases - General Fund	1,452,170	1,597,382	1,587,848	1,615,000	1,727,000
4810	Rents & Leases - All funds except General Fund	4,163	-	-	-	-
4812	Donations - Historical Museum	42,474	38,218	2,186	-	-
4813	Donations - Senior Citizens Center	3,009	(600)	8,134	-	-
4816	Donations - Meal	13,124	14,176	19,365	19,000	19,000
4817	Donations - Misc. - General Fund	-	-	6,587	-	3,000
4818	Donations - Parks	-	-	400	-	-
4819	Other Rental Income	773,395	935,374	983,561	883,179	945,743
4821	Donations - Youth Scholar - General Fund	(1,021)	109	(1,151)	-	-
4824	Recreation Grant - Private	824	-	-	-	-
4825	Donations - Recreation	-	-	1,010	11,000	11,000
4827	Donations - State of the City	5,200	-	-	-	-
4828	CMBL Police Foundation	-	-	5,983	-	-
4890	Successor Agency ROPS Admin Reimb	-	-	18,464	11,000	11,000
4892	Asset Seizures	23,413	8,706	19,351	8,500	8,500
4920	Park Dedication Fees	701,114	1,795,324	443,149	-	-
4921	Project Revenue - Capital Project. Fund	30,314	77,569	249,493	-	-
4922	AB 939 Recycling - SCC	77,327	48,254	66,537	44,000	49,356
4924	Notice/Improvement/Obligation	3,393	4,374	5,325	2,000	2,000
4960	Sale of Real or Personal Property - General Fund	-	-	69	3,000	3,000
4960	Sale of Real or Personal Property. - All Funds except Gen. Fund	12,050	12,423	22,741	8,500	8,500
4961	Gain on Sale	-	-	-	5,000	-
4962	Insurance Recovery - General Fund	1,712	62,791	4,782	-	5,000
4962	Insurance Recovery - Lighting District Fund	-	20,832	12,851	5,000	5,000
4962	Insurance Recovery - Motor Vehicle Pool Fund	84,872	50	244	10,000	10,000
4962	Insurance Recovery - Workers' Compensation Fund	-	-	8	-	-
4965	Other Revenue - General Fund	372,577	41,069	61,544	19,700	30,800
4965	Other Revenue - All Funds except General Fund	90,059	8,820	7,701	2,500	2,500
4966	Principal Repayment	-	-	-	385,340	399,830
4968	Expense Abatement - Misc.	-	-	36	-	-
5142	Premiums - Workers' Compensation Insurance	357,535	403,941	608,898	642,000	847,000
6070	Cash Over/Short - General Fund	-	49	3	-	-
	Sub-Total	4,047,704	5,068,861	4,135,119	3,674,719	4,088,229
	<b>Total Revenues - All Funds (Exhibit A)</b>	<b>46,757,782</b>	<b>53,483,505</b>	<b>54,210,964</b>	<b>52,855,928</b>	<b>56,247,780</b>
	Transfers-In - General Fund	1,496,704	1,680,371	1,302,493	1,390,978	1,354,777
	Transfers-In - All Funds except General Fund	6,212,859	6,243,323	10,399,711	6,595,921	8,912,778
6090	Beginning Fund Balance- <b>Operating</b> - General Fund	-	-	-	1,525,000	1,473,610
6090	Beg. Fund Balance - <b>Operating</b> - All Funds except Gen. Fund	-	-	-	966,123	1,127,718
6091	Beginning Fund Balance - <b>Capital</b> - General Fund	-	-	-	745,000	2,695,000
6091	Beg. Fund Balance - <b>Capital</b> - All Funds except Gen. Fund	-	-	-	965,000	610,000
	<b>Total Sources of Revenues</b>	<b>\$ 54,467,345</b>	<b>\$ 61,407,199</b>	<b>\$ 65,913,168</b>	<b>\$ 65,043,950</b>	<b>\$ 72,421,663</b>

**City of Campbell - Operating/Capital Budget**  
**Fiscal Year 2016 - 2017**  
**All Funds Estimated Revenues**

AC #	Description	Adopted Fiscal Year 2017 Budget				
		General	Special Revenue	Debt Service	Internal Service	Other
	<b>Other Revenues:</b>					
4810	Rents & Leases - General Fund	1,727,000	-	-	-	-
4810	Rents & Leases - All funds except General Fund	-	-	-	-	-
4812	Donations - Historical Museum	-	-	-	-	-
4813	Donations - Senior Citizens Center	-	-	-	-	-
4816	Donations - Meal	19,000	-	-	-	-
4817	Donations - Misc. - General Fund	3,000	-	-	-	-
4818	Donations - Parks	-	-	-	-	-
4819	Other Rental Income	945,743	-	-	-	-
4821	Donations - Youth Scholar - General Fund	-	-	-	-	-
4824	Recreation Grant - Private	-	-	-	-	-
4825	Donations - Recreation	11,000	-	-	-	-
4827	Donations - State of the City	-	-	-	-	-
4828	CMBL Police Foundation	-	-	-	-	-
4890	Successor Agency ROPS Admin Reimb	11,000	-	-	-	-
4892	Asset Seizures	-	8,500	-	-	-
4920	Park Dedication Fees	-	-	-	-	-
4921	Project Revenue - Capital Project. Fund	-	-	-	-	-
4922	AB 939 Recycling - SCC	-	49,356	-	-	-
4924	Notice/Improvement/Obligation	2,000	-	-	-	-
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	-	5,000	-	-	-
4962	Insurance Recovery - Motor Vehicle Pool Fund	-	-	-	10,000	-
4962	Insurance Recovery - Workers' Compensation Fund	-	-	-	-	-
4965	Other Revenue - General Fund	30,800	-	-	-	-
4965	Other Revenue - All Funds except General Fund	-	2,500	-	-	-
4966	Principal Repayment	-	50,000	349,830	-	-
4968	Expense Abatement - Misc.	-	-	-	-	-
5142	Premiums - Workers' Compensation Insurance	-	-	-	847,000	-
6070	Cash Over/Short - General Fund	-	-	-	-	-
	<b>Sub-Total</b>	<b>2,757,543</b>	<b>115,356</b>	<b>349,830</b>	<b>865,500</b>	<b>-</b>
	<b>Total Revenues - All Funds (Exhibit A)</b>	<b>46,698,036</b>	<b>5,647,957</b>	<b>660,714</b>	<b>3,241,073</b>	<b>-</b>
	Transfers-In - General Fund	1,354,777	-	-	-	-
	Transfers-In - All Funds except General Fund	-	2,683,565	939,213	370,000	4,920,000
6090	Beginning Fund Balance- <b>Operating</b> - General Fund	1,473,610	-	-	-	-
6090	Beg. Fund Balance - <b>Operating</b> - All Funds except Gen. Fund	-	575,703	-	552,015	-
6091	Beginning Fund Balance - <b>Capital</b> - General Fund	2,695,000	-	-	-	-
6091	Beg. Fund Balance - <b>Capital</b> - All Funds except Gen. Fund	-	610,000	-	-	-
	<b>Total Sources of Revenues</b>	<b>\$ 52,221,423</b>	<b>\$ 9,517,225</b>	<b>\$ 1,599,927</b>	<b>\$ 4,163,088</b>	<b>\$ 4,920,000</b>

**City of Campbell - Operating/Capital Budget**  
**Fiscal Year 2016 - 2017**  
**Summary of Expenditures by Governmental Function Fund Type**

	Employee Services	Supplies & Services	Capital Improvements	Debt Service	Transfers Out	Adopted FY 2017
<b>General Government Administration:</b>						
501 City Council	\$ 117,869	\$ 174,500	-	-	-	\$ 292,369
510 CM - Administration	784,560	193,353	-	-	-	977,913
511 CM - City Clerk	274,840	209,822	-	-	-	484,662
515 CM - Human Resources	435,113	491,817	-	-	-	926,930
516 CM - Workers Compensation	45,417	548,300	-	-	-	593,717
535 Finance - Accounting	1,292,566	274,161	-	-	-	1,566,727
540 Finance - Non-Departmental	300,000	1,388,600	-	-	-	1,688,600
543 Finance - 2002 COP Debt Svc.	-	-	-	866,493	-	866,493
544 Finance - 1997 COP Debt Svc.	-	-	-	733,434	-	733,434
547 CM - IT Services	841,241	1,085,010	-	-	-	1,926,251
549 Finance - CFD #1	-	5,000	-	-	-	5,000
560 City Attorney	375,563	8,817	-	-	-	384,380
<b>Sub-total</b>	<b>4,467,169</b>	<b>4,379,380</b>	<b>-</b>	<b>1,599,927</b>	<b>-</b>	<b>10,446,476</b>
<b>Recreation &amp; Community Services:</b>						
524 Administration	623,084	117,268	-	-	-	740,352
525 Senior Nutrition	100,695	118,054	-	-	-	218,749
526 Adult Services	513,903	155,714	-	-	-	669,617
527 Community Center	545,919	304,629	-	-	-	850,548
528 Museum	239,116	146,689	-	-	-	385,805
529 Theater	-	936,490	-	-	-	936,490
531 Sports & Aquatics	877,058	258,098	-	-	-	1,135,156
532 Pre-School, Day Camp & Enrich Classes	732,430	373,993	-	-	-	1,106,423
<b>Sub-total</b>	<b>3,632,205</b>	<b>2,410,935</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,043,140</b>
<b>Public Safety:</b>						
601 PD - Administration	554,559	357,544	-	-	-	912,103
602 PD - Communications	1,752,200	430,927	-	-	-	2,183,127
603 PD - Records	1,171,923	165,694	-	-	-	1,337,617
604 PD - Special Enforcement Svcs.	3,716,009	216,354	-	-	-	3,932,363
605 PD - Field Services	7,492,302	940,172	-	-	-	8,432,474
610 Fire Administration	-	7,815,787	-	-	-	7,815,787
<b>Sub-total</b>	<b>14,686,993</b>	<b>9,926,478</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>24,613,471</b>
<b>Community Development:</b>						
550 CD - Planning	379,663	329,022	-	-	-	708,685
551 CD - Current Planning	635,491	51,117	-	-	-	686,608
552 CD - Policy Development	132,577	10,206	-	-	-	142,783
553 CD - CDBG Housing	10,088	-	-	-	-	10,088
554 CD - Building	1,026,741	363,309	-	-	-	1,390,050
556 CD - Economic Development	144,789	14,758	-	-	-	159,547
557 CD - Housing Assistance	-	-	-	-	-	-
<b>Sub-total</b>	<b>2,329,349</b>	<b>768,412</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,097,761</b>
<b>Public Works:</b>						
701 PW - Administration	675,423	99,094	-	-	-	774,517
715 PW - Environmental Services	-	-	-	-	-	-
720 PW - Transportation Eng.	308,190	85,872	-	-	-	394,062
730 PW - Engineering	1,095,419	83,748	-	-	-	1,179,167
740 PW - Land Development	679,649	541,173	-	-	-	1,220,822
745 PW - Maint. Administration	448,397	62,913	-	-	-	511,310
750 PW - Vehicle & Equip. Maint..	393,162	1,118,926	-	-	-	1,512,088
760 PW - Street Maintenance	933,996	673,931	-	-	-	1,607,927
770 PW - Signals & Lighting Maint.	419,414	458,200	-	-	-	877,614
775 PW - Park Maintenance	1,855,450	858,901	-	-	-	2,714,351
780 PW - Building Maintenance	656,274	1,009,324	-	-	-	1,665,598
741 PW - CFD #2	-	-	-	-	-	-
<b>Sub-total</b>	<b>7,465,374</b>	<b>4,992,082</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>12,457,456</b>
980 Operating Transfers Out (GF)	-	-	-	-	3,452,858	3,452,858
980 Transfers Out (Misc. Funds)	-	-	-	-	1,903,697	1,903,697
950 Capital Projects	-	-	4,920,000	-	-	4,920,000
990 Capital Transfers Out	-	-	-	-	4,920,000	4,920,000
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>4,920,000</b>	<b>-</b>	<b>10,276,555</b>	<b>15,196,555</b>
<b>Total - City</b>	<b>\$ 32,581,090</b>	<b>\$ 22,477,287</b>	<b>\$ 4,920,000</b>	<b>\$ 1,599,927</b>	<b>\$ 10,276,555</b>	<b>\$ 71,854,859</b>

**City of Campbell - Operating/Capital Budget**  
**Fiscal Year 2016 - 2017**  
**Summary of Expenditures by Governmental Function Fund Type**

	General Fund	Special Revenue	Debt Service	Capital Projects	Internal Service	Trust & Agency
<b>General Government Administration:</b>						
501 City Council	\$ 292,369	-	-	-	-	-
510 CM - Administration	977,913	-	-	-	-	-
511 CM - City Clerk	484,662	-	-	-	-	-
515 CM - Human Resources	926,930	-	-	-	-	-
516 CM - Workers Compensation	-	-	-	-	593,717	-
535 Finance - Accounting	1,566,727	-	-	-	-	-
540 Finance - Non-Departmental	1,688,600	-	-	-	-	-
543 Finance - 2002 COP Debt Svc.	-	-	866,493	-	-	-
544 Finance - 1997 COP Debt Svc.	-	-	733,434	-	-	-
547 CM - IT Services	-	-	-	-	1,926,251	-
549 Finance - CFD #1	-	5,000	-	-	-	-
560 City Attorney	384,380	-	-	-	-	-
<b>Sub-total</b>	<b>6,321,581</b>	<b>5,000</b>	<b>1,599,927</b>	<b>-</b>	<b>2,519,968</b>	<b>-</b>
<b>Recreation &amp; Community Services:</b>						
524 Administration	740,352	-	-	-	-	-
525 Senior Nutrition	218,749	-	-	-	-	-
526 Adult Services	669,617	-	-	-	-	-
527 Community Center	850,548	-	-	-	-	-
528 Museum	385,805	-	-	-	-	-
529 Theater	936,490	-	-	-	-	-
531 Sports & Aquatics	1,135,156	-	-	-	-	-
532 Pre-School, Day Camp & Enrich Classes	1,106,423	-	-	1	-	-
<b>Sub-total</b>	<b>6,043,140</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Public Safety:</b>						
601 PD - Administration	912,103	-	-	-	-	-
602 PD - Communications	2,183,127	-	-	-	-	-
603 PD - Records	1,337,617	-	-	-	-	-
604 PD - Special Enforcement Svcs.	3,932,363	-	-	-	-	-
605 PD - Field Services	8,432,474	-	-	-	-	-
610 Fire Administration	7,815,787	-	-	-	-	-
<b>Sub-total</b>	<b>24,613,471</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Community Development:</b>						
550 CD - Planning	456,211	252,474	-	-	-	-
551 CD - Current Planning	686,608	-	-	-	-	-
552 CD - Policy Development	142,783	-	-	-	-	-
553 CD - CDBG Housing	-	10,088	-	-	-	-
554 CD - Building	1,390,050	-	-	-	-	-
556 CD - Economic Development	159,547	-	-	-	-	-
557 CD - Housing Assistance	-	-	-	-	-	-
<b>Sub-total</b>	<b>2,835,199</b>	<b>262,562</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Public Works:</b>						
701 PW - Administration	774,517	-	-	-	-	-
715 PW - Environmental Services	-	-	-	-	-	-
720 PW - Transportation Eng.	394,062	-	-	-	-	-
730 PW - Engineering	1,179,167	-	-	-	-	-
740 PW - Land Development	1,220,822	-	-	-	-	-
745 PW - Maint. Administration	511,310	-	-	-	-	-
750 PW - Vehicle & Equip. Maint..	-	-	-	-	1,512,088	-
760 PW - Street Maintenance	-	1,607,927	-	-	-	-
770 PW - Signals & Lighting Maint.	-	877,614	-	-	-	-
775 PW - Park Maintenance	-	2,714,351	-	-	-	-
780 PW - Building Maintenance	1,665,598	-	-	-	-	-
741 PW - CFD #2	-	-	-	-	-	-
<b>Sub-total</b>	<b>5,745,476</b>	<b>5,199,892</b>	<b>-</b>	<b>-</b>	<b>1,512,088</b>	<b>-</b>
980 Operating Transfers Out (GF)	3,452,858	-	-	-	-	-
980 Transfers Out (Misc. Funds)	-	1,816,697	-	-	87,000	-
950 Capital Projects	-	-	-	4,920,000	-	-
990 Capital Transfers Out	2,695,000	2,225,000	-	-	-	-
<b>Sub-total</b>	<b>6,147,858</b>	<b>4,041,697</b>	<b>-</b>	<b>4,920,000</b>	<b>87,000</b>	<b>-</b>
<b>Total - City</b>	<b>\$ 51,706,725</b>	<b>\$ 9,509,151</b>	<b>\$ 1,599,927</b>	<b>\$ 4,920,000</b>	<b>\$ 4,119,056</b>	<b>\$ -</b>

## DEBT MANAGEMENT

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

**Legal Debt Limit and General Obligation Debt:** The City's most recently calculated debt limit was \$286.9 million with \$0 of debt subject to the limit. The City also has no general obligation debt.

**Certificates of Participation:** The City has two outstanding debt issues totaling \$17.0 million. The proceeds of the debt were used to fund various capital improvements to City facilities and provide for needed street maintenance projects. The certificates, which mature in 2028 and 2032, respectively, are payable from a combination of City operating revenues (58%) and property tax increment (42%) provided to the Campbell Redevelopment Successor Agency from the Redevelopment Property Tax Trust Fund (RPTTF) administered by the Santa Clara County Auditor-Controller. However, per terms of its debt covenants, the City appropriates 100% of the debt service obligation in its annual budget.

In June, 2016 the certificates received ratings of AA+ from Standard and Poor's Global Ratings (S&P). The rating agency noted the City's impressive program of financial risk management and the well-reasoned allocation of reserve levels. At the same time, S&P reaffirmed the City's issuer credit rating of AAA which it has maintained since 2009.

### Certificates of Participation FY 17 to Maturity

Description	Final Maturity Date	Amount of Original Issue	Outstanding Principal	Outstanding Interest	Total
1997 Certificates of Participation	2028	\$ 13,480,000	\$ 12,565,000	\$ 5,463,841	\$ 18,028,841
2002 Certificates of Participation	2032	11,930,843	3,665,843	5,387,672	9,053,515
<b>Total</b>		<b>\$ 25,410,843</b>	<b>\$ 16,230,843</b>	<b>\$ 10,851,513</b>	<b>\$ 27,082,356</b>

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

**Annual Debt Service Payments to Maturity**

<b>Fiscal Year</b>	<b>Total Principal</b>	<b>Total Interest</b>	<b>Total Debt Service</b>
2017	\$ 845,000	\$ 750,927	\$ 1,595,927
2018	885,000	711,016	1,596,016
2019	925,000	668,231	1,593,231
2020	970,000	621,256	1,591,256
2021	1,020,000	569,625	1,589,625
Thereafter	11,585,843	7,530,458	19,116,301
<b>Total</b>	<b>\$ 16,230,843</b>	<b>\$ 10,851,513</b>	<b>\$ 27,082,356</b>

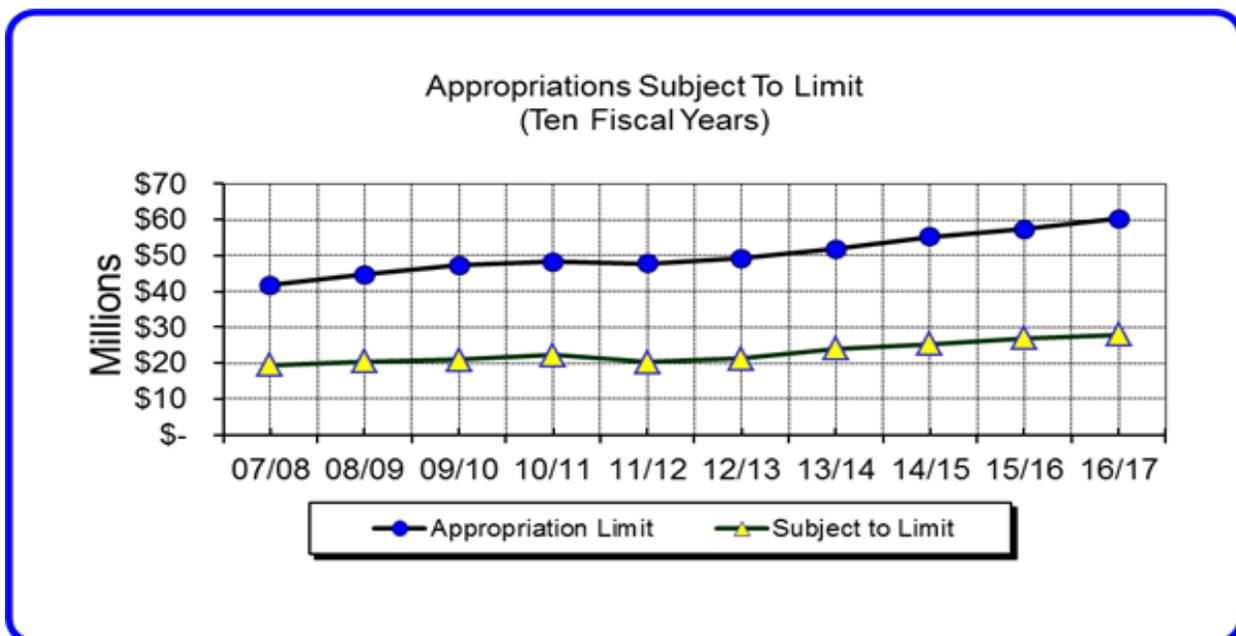
At the time the City adopted the budget, the 1997 and 2002 certificates were in the process of being refinanced with refunding lease revenue bonds to take advantage of lower available interest rates. The refunding debt is expected to close in August and is expected to generate debt service savings in excess of \$2 million over the remaining life of the bonds. As the amounts adopted in the FY 17 budget reflect the existing debt service amounts, it is expected there will be a budgetary savings once the refunding is completed and the old debt is replaced.

## 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.

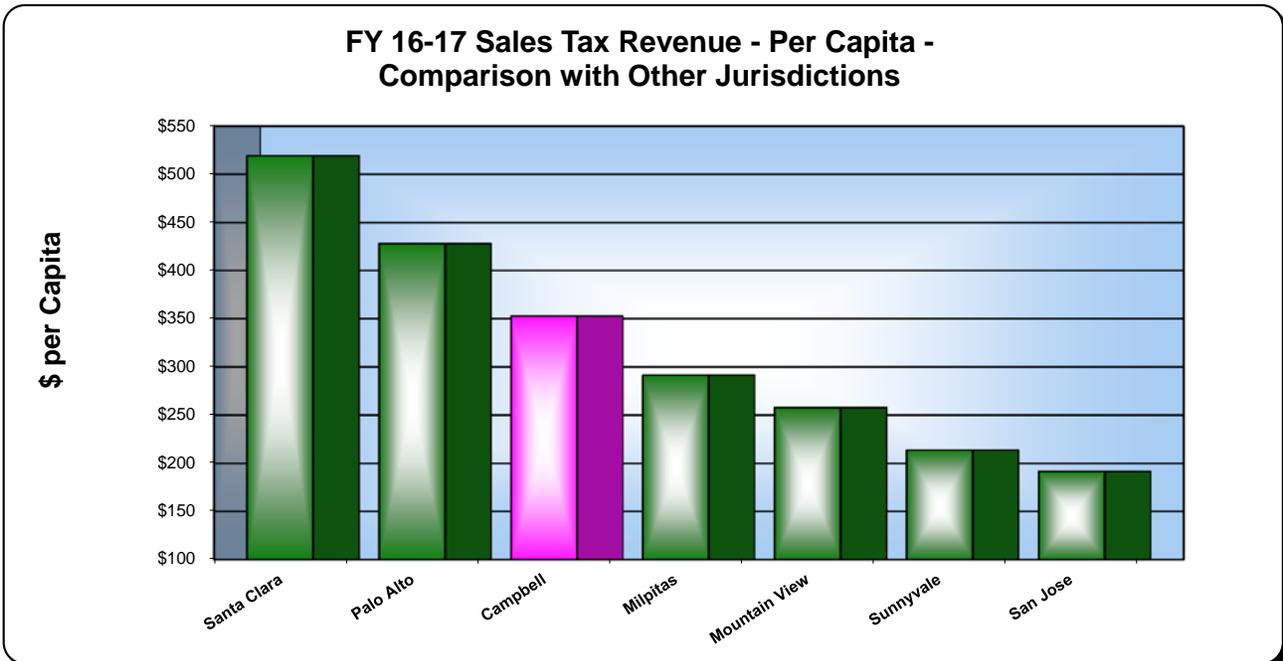
The limit is different for each agency and the limit changes each year. Each year's limit is based on the amount of tax proceeds that were authorized to be spent in fiscal year 1978-79 in each agency, modified for changes in inflation and population in each subsequent year. Proposition 111 has modified 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 2016-17 of \$64.4 million was adopted by Council via Resolution #12008, on June 21, 2016.

When a city's proceeds of taxes (less statutory exclusions) exceed the legal limit, excess tax revenue must be returned to the State or citizens through a process of refunds, rebates, or other means that may be determined at that time. The fiscal year 2016-17 calculations indicate the City of Campbell will again be significantly below the appropriations or spending limit. The City's appropriations limit of \$64.4 million for fiscal year 2016-17 is approximately \$4.1 million higher than the fiscal 2015-16 limit of \$60.3 million. For fiscal 2016-17, the City's proceeds of taxes subject to the appropriations limit are projected to be \$33.9 million. This is 52.6% of the legal appropriations limit. Any future amendments to the adopted appropriations from "proceeds of taxes" will be subject to the limit and will be calculated accordingly. As a result of the City's Gann calculations being so far under the legal limit, restraints on current or future budget deliberations are not contemplated.



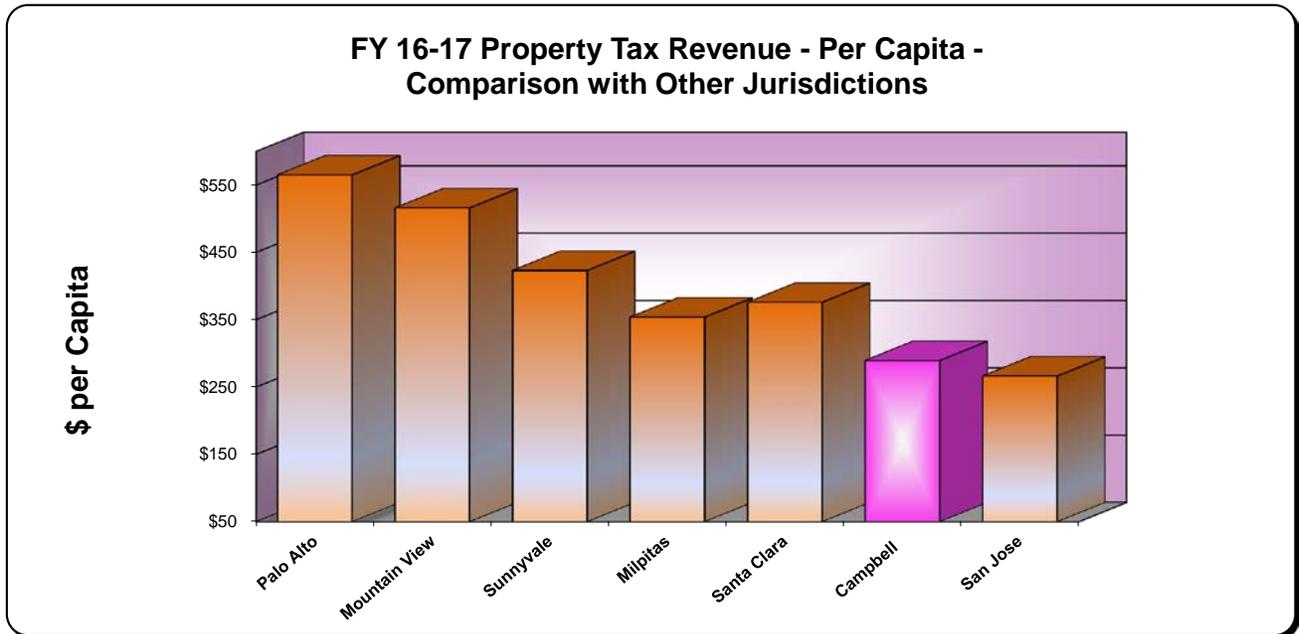
**Sales Tax Revenue  
Comparison With Other Jurisdictions  
FY 12-13 through FY 16-17**

City	Actual 2012-13	Actual 2013-14	Actual 2014-15	Budgeted 2015-16	Budgeted 2016-17
<b>Campbell</b>	\$12,649,769	\$13,115,263	\$13,915,291	\$14,850,000	\$15,022,000
% of General Fund	32%	31%	31%	33%	31%
Per Capita	309.59	324.85	331.37	354.78	352.76
<b>Milpitas</b>	\$20,908,000	\$19,766,138	\$19,572,356	\$21,490,000	\$22,019,000
% of General Fund	32%	27%	29%	28%	27%
Per Capita	312.69	291.34	269.57	289.86	291.56
<b>Mountain View</b>	\$16,744,001	\$16,935,660	\$19,773,384	\$19,379,690	\$20,090,800
% of General Fund	17%	17%	18%	18%	17%
Per Capita	222.44	222.08	257.53	248.73	257.82
<b>Palo Alto</b>	\$25,606,000	\$29,424,000	\$29,675,408	\$28,430,000	\$28,668,000
% of General Fund	15%	17%	16%	15%	15%
Per Capita	397.59	448.92	443.01	424.42	427.97
<b>San Jose</b>	\$163,751,105	\$173,411,643	\$180,406,910	\$190,260,000	\$194,695,553
% of General Fund	19%	17%	17%	16%	19%
Per Capita	166.49	176.31	180.31	190.16	191.54
<b>Santa Clara</b>	\$44,351,000	\$46,735,959	\$49,933,155	\$52,690,000	\$64,267,475
% of General Fund	28%	27%	27%	29%	32%
Per Capita	373.28	401.28	411.89	435.55	519.32
<b>Sunnyvale</b>	\$30,028,067	\$30,194,827	\$29,676,176	\$30,352,481	\$31,698,678
% of General Fund	20%	19%	20%	17%	18%
Per Capita	210.14	205.33	202.39	204.57	213.64



**Property Tax Revenue  
Comparison With Other Jurisdictions  
FY 12-13 through FY 16-17**

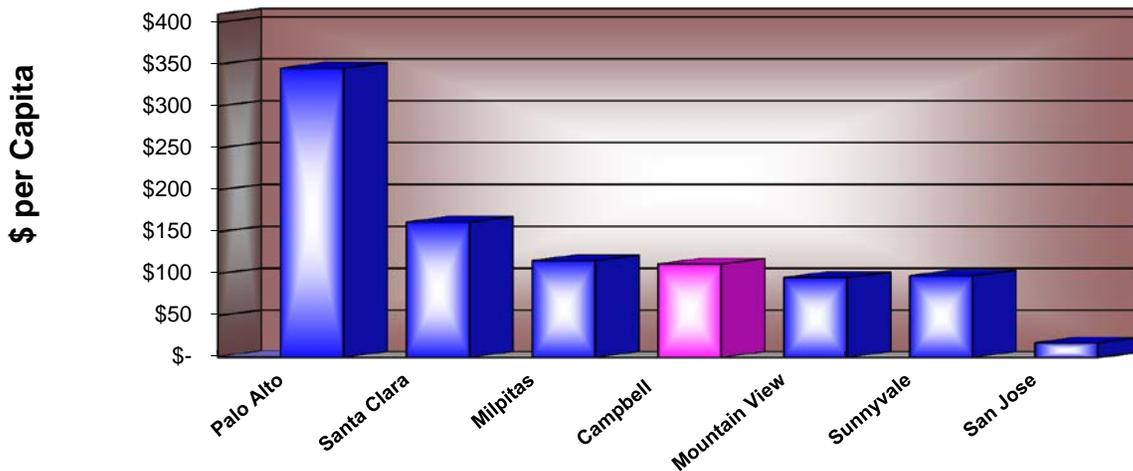
City	Actual 2012-13	Actual 2013-14	Budgeted 2014-15	Budgeted 2015-16	Budgeted 2016-17
<b>Campbell</b>	\$9,728,905	\$10,195,501	\$11,240,729	\$11,731,000	\$12,320,000
% of General Fund	25%	24%	25%	25%	26%
Per Capita	238.10	252.53	267.68	280.26	289.31
<b>Milpitas</b>	\$16,509,264	\$27,607,560	\$24,926,915	\$24,680,000	\$26,716,000
% of General Fund	26%	38%	36%	32%	32%
Per Capita	246.91	406.92	343.32	332.88	353.76
<b>Mountain View</b>	\$28,122,360	\$31,120,547	\$35,173,321	\$35,932,400	\$40,208,100
% of General Fund	29%	30%	33%	34%	34%
Per Capita	373.59	408.08	458.10	461.18	515.98
<b>Palo Alto</b>	\$28,742,000	\$30,587,000	\$34,116,747	\$35,967,000	\$37,853,000
% of General Fund	17%	18%	18%	20%	19%
Per Capita	446.28	466.66	509.31	536.93	565.09
<b>San Jose</b>	\$205,016,137	\$233,644,896	\$247,258,146	\$255,210,000	\$270,625,000
% of General Fund	23%	23%	24%	22%	26%
Per Capita	208.44	237.55	247.13	251.07	266.24
<b>Santa Clara</b>	\$31,747,458	\$39,138,491	\$37,576,165	\$38,704,661	\$46,503,477
% of General Fund	20%	23%	21%	21%	23%
Per Capita	267.21	336.05	309.96	319.94	375.78
<b>Sunnyvale</b>	\$44,555,857	\$50,293,385	\$54,940,570	\$61,748,736	\$62,777,052
% of General Fund	29%	31%	37%	35%	36%
Per Capita	311.81	342.00	374.69	416.18	423.11



**Transient Occupancy Tax Revenue  
Comparison With Other Jurisdictions  
FY 12-13 through FY 16-17**

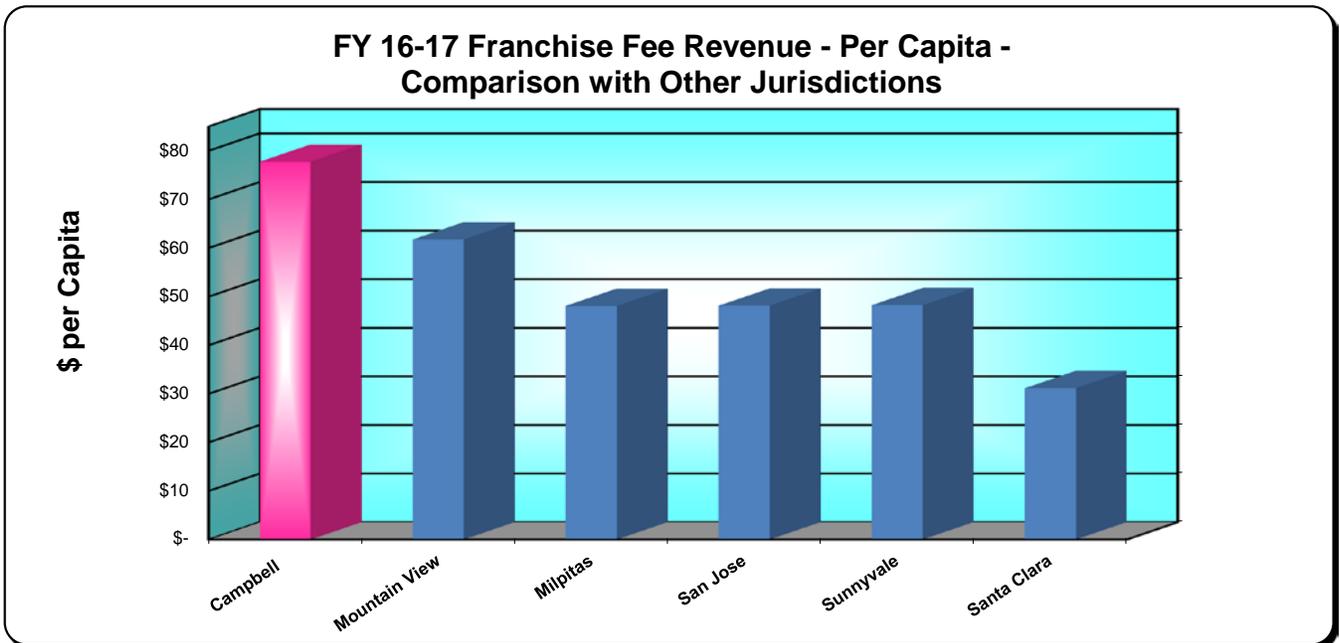
City	Actual 2012-13	Actual 2013-14	Actual 2014-15	Budgeted 2015-16	Budgeted 2016-17
<b>Campbell</b>	\$2,875,976	\$3,417,412	\$4,091,923	\$4,500,000	\$4,750,000
% of General Fund	7%	8%	9%	10%	10%
Per Capita	70.39	84.65	97.44	107.51	111.54
<b>Milpitas</b>	\$6,343,000	\$7,473,691	\$8,733,319	\$8,018,000	\$8,731,000
% of General Fund	10%	10%	13%	10%	11%
Per Capita	94.86	110.16	120.28	108.15	115.61
<b>Mountain View</b>	\$4,668,303	\$5,594,909	\$6,559,072	\$6,486,200	\$7,429,200
% of General Fund	5%	5%	6%	6%	6%
Per Capita	62.02	73.37	85.43	83.25	95.34
<b>Palo Alto</b>	\$10,794,000	\$12,255,000	\$16,699,331	\$21,991,000	\$23,134,000
% of General Fund	6%	7%	9%	12%	12%
Per Capita	167.60	186.97	249.30	328.29	345.36
<b>San Jose</b>	\$10,103,383	\$11,873,017	\$14,797,674	\$14,700,000	\$17,821,000
% of General Fund	1%	1%	1%	1%	2%
Per Capita	10.27	12.07	14.79	14.46	17.53
<b>Santa Clara</b>	\$13,046,576	\$15,140,910	\$17,843,363	\$17,300,000	\$20,000,000
% of General Fund	8%	9%	10%	9%	10%
Per Capita	109.81	130.00	147.19	143.01	161.61
<b>Sunnyvale</b>	\$9,016,052	\$10,858,671	\$14,137,069	\$16,383,291	\$14,471,479
% of General Fund	6%	7%	9%	9%	8%
Per Capita	63.10	73.84	96.41	110.42	97.54

**FY 16-17 Transient Occupancy Tax Revenue - Per Capita -  
Comparison with Other Jurisdictions**



**Franchise Fee Revenue  
Comparison With Other Jurisdictions  
FY 12-13 through FY 16-17**

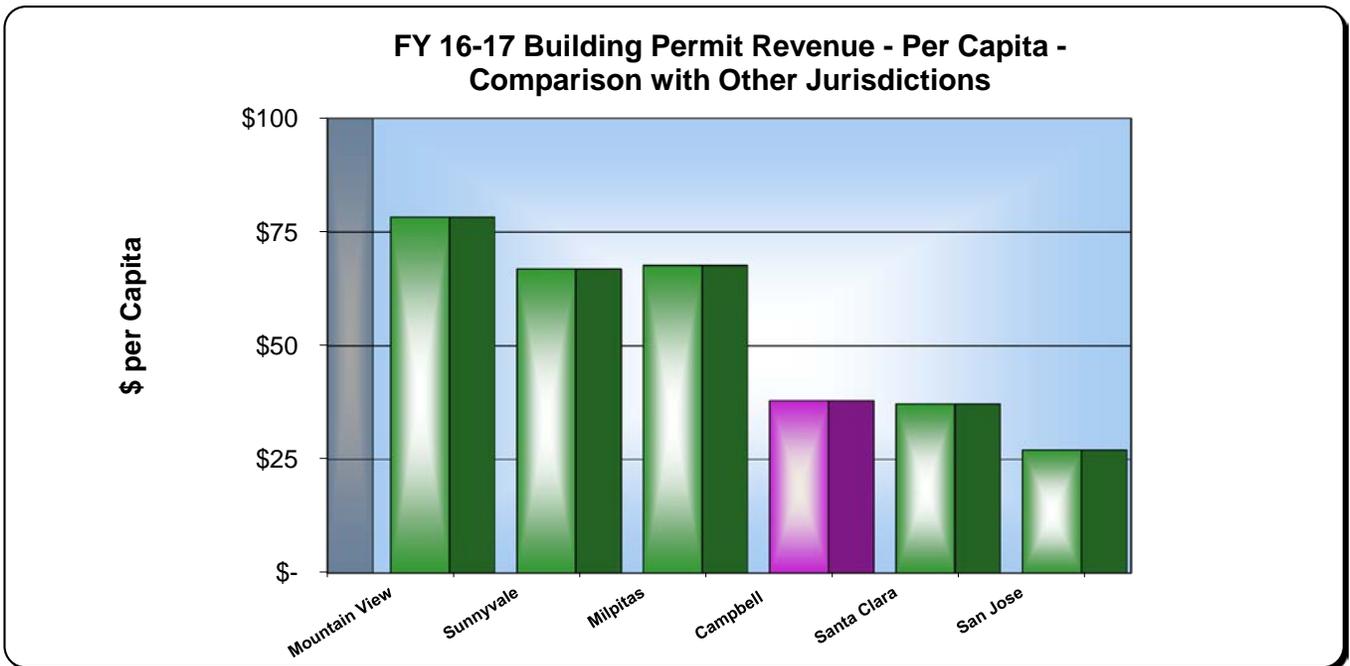
City	Actual 2012-13	Actual 2013-14	Actual 2014-15	Budgeted 2015-16	Budgeted 2016-17
<b>Campbell</b>	\$2,620,764	\$2,917,263	\$4,091,923	\$2,850,500	\$3,310,000
% of General Fund	7%	7%	9%	6%	7%
Per Capita	64.14	72.26	97.44	68.10	77.73
<b>Milpitas</b>	\$3,270,000	\$3,453,140	\$3,658,729	\$3,520,000	\$3,631,000
% of General Fund	5%	5%	5%	5%	4%
Per Capita	48.91	50.90	50.39	47.48	48.08
<b>Mountain View</b>	\$4,001,224	\$4,364,961	\$4,529,685	\$4,673,110	\$4,811,920
% of General Fund	4%	4%	4%	4%	4%
Per Capita	53.15	57.24	58.99	59.98	61.75
<b>Palo Alto</b>	\$1,201,000	\$465,480	\$1,860,312	\$1,700,000	N/A
% of General Fund	0.72%	0.27%	1.00%	0.92%	N/A
Per Capita	18.65	7.10	27.77	25.38	N/A
<b>San Jose</b>	\$43,741,122	\$45,748,758	\$46,908,554	\$47,582,232	\$48,916,811
% of General Fund	5%	5%	4%	4%	5%
Per Capita	44.47	46.51	46.88	46.81	48.12
<b>Santa Clara</b>	\$3,342,501	\$3,515,786	\$3,698,326	\$3,593,935	\$3,853,800
% of General Fund	2%	2%	2%	2%	2%
Per Capita	28.13	30.19	30.51	29.71	31.14
<b>Sunnyvale</b>	\$6,461,568	\$6,694,336	\$6,897,803	\$7,011,274	\$7,153,717
% of General Fund	4%	4%	5%	4%	4%
Per Capita	45.22	45.52	47.04	47.25	48.21



Note: Data was not available for the City of Palo Alto

**Building Permit Revenue  
Comparison With Other Jurisdictions  
FY 12-13 through FY 16-17**

City	Actual 2012-13	Actual 2013-14	Actual 2014-15	Budgeted 2015-16	Budgeted 2016-17
<b>Campbell</b>	\$1,046,860	\$1,857,564	\$1,180,622	\$1,591,497	\$1,614,000
% of General Fund	3%	4%	3%	3%	3%
Per Capita	25.62	46.01	28.11	38.02	37.90
<b>Milpitas</b>	\$4,143,000	\$5,881,934	\$4,934,766	\$4,755,808	\$5,109,000
% of General Fund	6%	8%	7%	6%	6%
Per Capita	61.96	86.70	67.97	64.15	67.65
<b>Mountain View</b>	\$4,187,401	\$5,545,293	\$6,222,485	\$5,818,000	\$6,100,000
% of General Fund	4%	5%	6%	5%	5%
Per Capita	55.63	72.72	81.04	74.67	78.28
<b>Palo Alto</b>	\$5,773,982	\$5,085,894	\$4,641,442	\$5,635,015	N/A
% of General Fund	3%	3%	3%	3%	N/A
Per Capita	89.65	77.60	69.29	84.12	N/A
<b>San Jose</b>	\$27,065,790	\$32,457,234	\$27,437,791	\$26,000,000	\$27,500,000
% of General Fund	3%	3%	3%	2%	3%
Per Capita	27.52	33.00	27.42	25.58	27.05
<b>Santa Clara</b>	\$2,769,715	\$2,881,893	\$2,700,000	\$4,500,000	\$4,500,000
% of General Fund	2%	2%	2%	2%	2%
Per Capita	23.31	24.74	22.32	37.20	37.20
<b>Sunnyvale</b>	\$3,586,960	\$11,734,734	\$11,682,497	\$9,900,421	\$9,900,421
% of General Fund	2%	7%	7%	6%	6%
Per Capita	25.10	79.80	78.92	66.88	66.88



Note: Data was not available for the City of Palo Alto



## Fund Balance Analysis Fiscal Year 2016 - 2017

Fund Description	Fund #	Beginning Fund Balance Estimated	Total Revenues & Transfers Adopted*	Total Expenditures & Transfers Adopted	Ending Fund Balance Estimated
General Fund	101	\$ 26,211,853	\$ 48,052,813	\$ 51,706,725	\$ 22,557,941
Gas Tax	202, 203, 204	1,152,363	1,977,800	2,316,127	814,036
Drug Enforcement	205	34,817	8,500	8,500	34,817
Lighting and Landscaping District	207	-	3,703,265	3,703,265	-
Community Development Block Grant	208	574	10,000	10,088	486
Environmental Services	209	736,841	1,359,863	1,448,677	648,027
Supplemental Law Enforcement	210	103,251	-	-	103,251
State/Other Grants	212	6,540	1,025,000	1,210,000	(178,460)
T.D.A.	216	(148)	20,000	20,000	(148)
Other Federal Grants	218	369	5,000	5,000	369
Housing Assistance Fund	233	9,463,442	61,000	252,474	9,271,968
Community Facilities District #1	236	1,157	145,000	145,000	1,157
Community Facilities District #2	237	5,377	16,094	15,020	6,451
Parkland Dedication Trust	295	5,048,778	-	375,000	4,673,778
2002 C.O.P. Debt Service	366	6,539,130	866,493	866,493	6,539,130
L.I.D. Debt Service	367	30,307	-	-	30,307
1997 C.O.P. Debt Service	368	-	733,434	733,434	-
Capital Projects	435	1,228,797	4,920,000	4,920,000	1,228,797
Motor Vehicle Pool	641	619,200	1,305,073	1,557,088	367,185
Information Technologies Pool	647	1,462,924	1,459,000	1,968,251	953,673
Worker's Compensation Pool	690	1,063,629	847,000	593,717	1,316,912
Parks and Museum Trust	794	137,596	-	-	137,596
Recreation Grants-Private	795	1,385	-	-	1,385
Senior Citizen Trust	797	15,645	-	-	15,645
<b>Total</b>		<b><u>\$ 53,863,827</u></b>	<b><u>\$ 66,515,335</u></b>	<b><u>\$ 71,854,859</u></b>	<b><u>\$ 48,524,303</u></b>

\* Total revenues exclude beginning fund balance amounts.

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

## Fund Balance Analysis Fiscal Year 2015 - 2016

Fund Description	Fund #	Beginning Fund Balance Actual	Total Revenues & Transfers Estimated*	Total Expenditures & Transfers Estimated	Ending Fund Balance Estimated
General Fund	101	\$ 26,068,215	\$ 45,644,016	\$ 45,500,378	\$ 26,211,853
Gas Tax	202, 203, 204	1,372,698	1,769,500	1,989,835	1,152,363
Drug Enforcement	205	35,109	11,916	12,208	34,817
Lighting and Landscaping District	207	-	3,427,288	3,427,288	-
Community Development Block Grant	208	10,264	-	9,690	574
Environmental Services	209	795,812	1,352,807	1,411,778	736,841
Supplemental Law Enforcement	210	93,122	110,129	100,000	103,251
State/Other Grants	212	(70,460)	2,177,000	2,100,000	6,540
T.D.A.	216	(148)	378,149	378,149	(148)
Other Federal Grants	218	(997,532)	2,664,901	1,667,000	369
Housing Assistance Fund	233	9,522,259	61,000	119,817	9,463,442
Community Facilities District #1	236	2,513	143,644	145,000	1,157
Community Facilities District #2	237	4,303	16,094	15,020	5,377
Parkland Dedication Trust	295	3,199,197	2,009,244	159,663	5,048,778
2002 C.O.P. Debt Service	366	6,539,130	871,394	871,394	6,539,130
L.I.D. Debt Service	367	30,307	-	-	30,307
1997 C.O.P. Debt Service	368	-	732,150	732,150	-
Capital Projects	435	(166,226)	6,630,153	5,235,130	1,228,797
Motor Vehicle Pool	641	882,520	1,060,078	1,323,398	619,200
Information Technologies Pool	647	1,340,920	1,699,464	1,577,460	1,462,924
Worker's Compensation Pool	690	808,651	703,531	448,553	1,063,629
Parks and Museum Trust	794	135,565	2,031	-	137,596
Recreation Grants-Private	795	6,891	1,494	7,000	1,385
Senior Citizen Trust	797	15,645	-	-	15,645
<b>Total</b>		<b>\$ 49,628,755</b>	<b>\$ 71,465,983</b>	<b>\$ 67,230,911</b>	<b>\$ 53,863,827</b>

\* Total revenues exclude beginning fund balance amounts.

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

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

<b>Description</b>	<b>13/14 Actual</b>	<b>14/15 Actual</b>	<b>15/16 Estimated</b>	<b>16/17 Adopted</b>
<b>Fund balance, July 1</b>	<u>\$ 23,429,315</u>	<u>\$ 25,429,609</u>	<u>\$ 26,068,215</u>	<u>\$ 26,211,853</u>
Total beginning fund balances	<u>23,429,315</u>	<u>25,429,609</u>	<u>26,068,215</u>	<u>26,211,853</u>
 <b>REVENUES:</b>				
Property Taxes	10,237,769	11,277,004	11,812,000	12,880,000
Sales and Use Taxes	13,115,263	13,915,291	14,850,000	15,022,000
Franchise and other taxes	7,561,182	8,668,505	7,825,500	8,746,000
Licenses and permits	3,057,428	2,396,721	2,293,092	2,183,410
Fines and forfeitures	332,100	354,445	300,000	300,000
Investment income	266,187	187,940	223,000	173,000
Intergovernmental revenues	209,500	323,475	357,802	376,247
Charges for services	3,522,570	3,574,524	4,022,765	4,259,836
Other revenues	3,028,587	2,821,707	2,568,879	2,757,543
Operating transfers-in	1,494,992	1,302,493	1,390,978	1,354,777
Total operating revenues	<u>42,825,578</u>	<u>44,822,105</u>	<u>45,644,016</u>	<u>48,052,813</u>
 <b>EXPENDITURES:</b>				
General Government	11,916,306	12,743,753	13,345,758	15,199,920
Public Safety	20,199,917	20,942,791	22,932,397	24,613,471
Public Works	4,176,238	4,747,625	5,364,022	5,745,476
Operating transfers-out	2,591,060	2,633,846	3,358,201	3,452,858
Total operating expenditures	<u>38,883,521</u>	<u>41,068,015</u>	<u>45,000,378</u>	<u>49,011,725</u>
Capital transfers-out	1,941,763	3,115,484	500,000	2,695,000
Total expenditures	<u>40,825,284</u>	<u>44,183,499</u>	<u>45,500,378</u>	<u>51,706,725</u>
 <b>FUND BALANCES:</b>				
Committed	22,443,923	22,930,342	23,411,853	19,757,941
Assigned	1,881,401	2,176,615	1,800,000	1,800,000
Unassigned	1,104,285	961,258	1,000,000	1,000,000
Total reserves or designations:	<u>25,429,609</u>	<u>26,068,215</u>	<u>26,211,853</u>	<u>22,557,941</u>
 <b>Fund balance - June 30</b>	 <u><u>\$ 25,429,609</u></u>	 <u><u>\$ 26,068,215</u></u>	 <u><u>\$ 26,211,853</u></u>	 <u><u>\$ 22,557,941</u></u>

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

<b>Description</b>	<b>13/14 Actual</b>	<b>14/15 Actual</b>	<b>15/16 Estimated</b>	<b>16/17 Adopted</b>
<b>Fund balance, July 1</b>	\$ 1,441,146	\$ 1,763,329	\$ 1,372,698	\$ 1,152,363
<b>REVENUES:</b>				
Special Gas Tax 2105	275,963	247,986	240,000	261,000
Special Gas Tax 2106	144,932	168,470	128,500	132,000
Special Gas Tax 2107	295,382	318,873	328,000	363,000
Special Gas Tax 2107.5	55,594	12,000	6,000	6,000
Proposition 42 Gas Tax	516,014	431,987	-	-
Vehicle Impact Fees	477,353	372,849	370,000	630,000
Gas Tax 7360	-	-	190,200	99,000
Investment earnings	14,189	12,419	-	-
Other revenues	3,820	2,458	2,500	2,500
Operating transfers-in	349,500	439,300	504,300	484,300
Total revenues	<u>2,132,747</u>	<u>2,006,342</u>	<u>1,769,500</u>	<u>1,977,800</u>
<b>EXPENDITURES:</b>				
PW-Street Maintenance	1,229,181	1,432,798	1,542,535	1,607,927
Operating transfers-out	282,551	77,109	77,300	78,200
Total operating expenditures	<u>1,511,732</u>	<u>1,509,907</u>	<u>1,619,835</u>	<u>1,686,127</u>
Capital transfers-out	298,832	887,066	370,000	630,000
Total expenditures	<u>1,810,564</u>	<u>2,396,973</u>	<u>1,989,835</u>	<u>2,316,127</u>
<b>FUND BALANCES:</b>				
Nonspendable	1,763,329	1,372,698	1,152,363	814,036
Total reserves or designations	<u>1,763,329</u>	<u>1,372,698</u>	<u>1,152,363</u>	<u>814,036</u>
<b>Fund balance - June 30</b>	<u>\$ 1,763,329</u>	<u>\$ 1,372,698</u>	<u>\$ 1,152,363</u>	<u>\$ 814,036</u>

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

<b>Description</b>	<b>13/14 Actual</b>	<b>14/15 Actual</b>	<b>15/16 Estimated</b>	<b>16/17 Adopted</b>
<b>Fund balance, July 1</b>	\$ -	\$ -	\$ -	\$ -
<b>REVENUES:</b>				
Lighting & Landscaping Assessments	1,165,350	1,165,911	1,142,000	1,165,000
Property tax	891,300	1,020,617	770,000	770,000
Insurance claims refund	20,832	12,851	5,000	5,000
Residual RPTTF Distribution	-	-	3,000	3,000
Project Revenue Overhead Offset	-	-	85,000	50,000
Other revenues	12,392	26,314	20,500	22,500
Operating transfers-in	955,510	901,807	1,401,788	1,687,765
Total revenues	<u>3,045,384</u>	<u>3,127,500</u>	<u>3,427,288</u>	<u>3,703,265</u>
<b>EXPENDITURES:</b>				
PW-signals & lighting maintenance	725,122	812,402	830,963	877,614
PW-Park Maintenance	2,213,962	2,238,798	2,485,025	2,714,351
Operating transfers-out	106,300	76,300	111,300	111,300
Total expenditures	<u>3,045,384</u>	<u>3,127,500</u>	<u>3,427,288</u>	<u>3,703,265</u>
<b>FUND BALANCES:</b>				
Restricted	-	-	-	-
Total reserves or designations:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund balance - June 30</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

<b>Description</b>	<b>13/14 Actual</b>	<b>14/15 Actual</b>	<b>15/16 Estimated</b>	<b>16/17 Adopted</b>
<b>Fund balance, July 1</b>	\$ 269,076	\$ 275,147	\$ 10,264	\$ 574
Adjustment - loans transfer to Santa Clara County	-	(240,525)	-	-
Fund balance - adjusted	<u>269,076</u>	<u>34,622</u>	<u>10,264</u>	<u>574</u>
<b>REVENUES:</b>				
Investment income	6	10	-	-
CDBG Grants	40,000	10,000	-	10,000
Other revenues	-	-	-	-
Operating transfers-in	-	-	-	-
Total revenues	<u>40,006</u>	<u>10,010</u>	<u>-</u>	<u>10,000</u>
<b>EXPENDITURES:</b>				
Housing	33,935	34,368	9,690	10,088
Rehabilitation	-	-	-	-
Total expenditures	<u>33,935</u>	<u>34,368</u>	<u>9,690</u>	<u>10,088</u>
<b>FUND BALANCES:</b>				
Nonspendable	275,147	10,264	574	486
Unassigned	-	-	-	-
Total reserves or designations:	<u>275,147</u>	<u>10,264</u>	<u>574</u>	<u>486</u>
<b>Fund balance - June 30</b>	<u>\$ 275,147</u>	<u>\$ 10,264</u>	<u>\$ 574</u>	<u>\$ 486</u>

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

<u>Description</u>	<u>13/14 Actual</u>	<u>14/15 Actual</u>	<u>15/16 Estimated</u>	<u>16/17 Adopted</u>
<b>Fund balance, July 1</b>	\$ 664,889	\$ 730,815	\$ 795,812	\$ 736,841
<b>REVENUES:</b>				
Solid waste fees	273,328	387,863	394,607	404,607
AB939 recycling	48,254	66,537	44,000	49,356
Storm water fees	381,978	382,383	387,700	379,400
Storm drain fees	30,105	11,245	15,000	15,000
Beverage container grant	10,848	-	-	-
Investment income	2,750	2,271	-	-
Operating transfers-in	511,940	521,500	511,500	511,500
Total revenues	<u>1,259,203</u>	<u>1,371,799</u>	<u>1,352,807</u>	<u>1,359,863</u>
<b>EXPENDITURES:</b>				
Public Works	-	48	-	-
Operating transfers-out	1,183,202	1,306,754	1,411,778	1,398,677
Total operating expenditures	<u>1,183,202</u>	<u>1,306,802</u>	<u>1,411,778</u>	<u>1,398,677</u>
Capital transfers-out	10,075	-	-	50,000
Total expenditures	<u>1,193,277</u>	<u>1,306,802</u>	<u>1,411,778</u>	<u>1,448,677</u>
<b>FUND BALANCES:</b>				
Nonspendable	730,815	795,812	736,841	648,027
Total reserves or designations:	<u>730,815</u>	<u>795,812</u>	<u>736,841</u>	<u>648,027</u>
<b>Fund balance - June 30</b>	<u>\$ 730,815</u>	<u>\$ 795,812</u>	<u>\$ 736,841</u>	<u>\$ 648,027</u>

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

<b>Description</b>	<b>13/14 Actual</b>	<b>14/15 Actual</b>	<b>15/16 Estimated</b>	<b>16/17 Adopted</b>
<b>Fund balance, July 1</b>	\$ 9,534,451	\$ 9,542,005	\$ 9,522,259	\$ 9,463,442
Residual equity transfer in				
Fund balance - adjusted	<u>9,534,451</u>	<u>9,542,005</u>	<u>9,522,259</u>	<u>9,463,442</u>
<b>REVENUES:</b>				
Investment income	5,571	6,815	11,000	11,000
Other revenues	<u>34,249</u>	<u>28,388</u>	<u>50,000</u>	<u>50,000</u>
Total revenues	<u>39,820</u>	<u>35,203</u>	<u>61,000</u>	<u>61,000</u>
<b>EXPENDITURES:</b>				
Housing assistance	32,266	29,949	69,817	202,474
Housing grant & loans	-	25,000	50,000	50,000
Total operating expenditures	<u>32,266</u>	<u>54,949</u>	<u>119,817</u>	<u>252,474</u>
Capital transfers-out	-	-	-	-
Total expenditures	<u>32,266</u>	<u>54,949</u>	<u>119,817</u>	<u>252,474</u>
<b>FUND BALANCES:</b>				
Nonspendable	8,764,548	8,764,548	8,764,548	8,764,548
Restricted	<u>777,457</u>	<u>757,711</u>	<u>698,894</u>	<u>507,420</u>
Total reserves or designations:	<u>9,542,005</u>	<u>9,522,259</u>	<u>9,463,442</u>	<u>9,271,968</u>
<b>Fund balance - June 30</b>	<u>\$ 9,542,005</u>	<u>\$ 9,522,259</u>	<u>\$ 9,463,442</u>	<u>\$ 9,271,968</u>

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

<b>Description</b>	<b>13/14 Actual</b>	<b>14/15 Actual</b>	<b>15/16 Estimated</b>	<b>16/17 Adopted</b>
<b>Fund balance, July 1</b>	\$ -	\$ -	\$ 4,303	\$ 5,377
Fund balance - adjusted	-	-	4,303	5,377
<b>REVENUES:</b>				
Special assessment		16,754	16,094	16,094
Total revenues	-	16,754	16,094	16,094
<b>EXPENDITURES:</b>				
Community facility district		167	-	-
Operating transfers-out	-	12,284	15,020	15,020
Total operating expenditures	-	12,451	15,020	15,020
Capital transfer-out	-	-	-	-
Total expenditures	-	12,451	15,020	15,020
<b>FUND BALANCES:</b>				
Nonspendable	-	4,303	5,377	6,451
Total reserves or designations:	-	4,303	5,377	6,451
<b>Fund balance - June 30</b>	<b>\$ -</b>	<b>\$ 4,303</b>	<b>\$ 5,377</b>	<b>\$ 6,451</b>

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

<b>Description</b>	<b>13/14 Actual</b>	<b>14/15 Actual</b>	<b>15/16 Estimated</b>	<b>16/17 Adopted</b>
<b>Fund balance, July 1</b>	\$ 7,166,346	\$ 6,859,980	\$ 6,539,130	\$ 6,539,130
<b>REVENUES:</b>				
Interest payments	79,436	67,239	53,652	39,203
Principal repayment	(26,910)	(26,910)	306,360	318,780
Operating transfers-in	509,506	512,894	511,382	508,510
Total revenues	<u>562,032</u>	<u>553,223</u>	<u>871,394</u>	<u>866,493</u>
<b>EXPENDITURES:</b>				
Principal repayments	675,000	710,000	740,000	770,000
Interest and fiscal charges	191,874	162,432	129,594	94,693
Administration fees	1,524	1,641	1,800	1,800
Total expenditures	<u>868,398</u>	<u>874,073</u>	<u>871,394</u>	<u>866,493</u>
<b>FUND BALANCES:</b>				
Nonspendable	<u>6,859,980</u>	<u>6,539,130</u>	<u>6,539,130</u>	<u>6,539,130</u>
Total reserves or designations:	<u>6,859,980</u>	<u>6,539,130</u>	<u>6,539,130</u>	<u>6,539,130</u>
<b>Fund balance - June 30</b>	<u>\$ 6,859,980</u>	<u>\$ 6,539,130</u>	<u>\$ 6,539,130</u>	<u>\$ 6,539,130</u>

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

<u>Description</u>	<u>13/14 Actual</u>	<u>14/15 Actual</u>	<u>15/16 Estimated</u>	<u>16/17 Adopted</u>
<b>Fund balance, July 1</b>	\$ -	\$ -	\$ -	\$ -
<b>REVENUES:</b>				
Investment income	276,014	274,652	273,219	271,681
Other revenue	26,910	26,910	28,980	31,050
Operating transfers-in	430,622	428,965	429,951	430,703
Total revenues	<u>733,546</u>	<u>730,527</u>	<u>732,150</u>	<u>733,434</u>
<b>EXPENDITURES:</b>				
Principal retirement	65,000	65,000	70,000	75,000
Interest and fiscal charges	668,546	665,527	662,150	658,434
Total expenditures	<u>733,546</u>	<u>730,527</u>	<u>732,150</u>	<u>733,434</u>
<b>FUND BALANCES:</b>				
Unassigned	-	-	-	-
Total reserves or designations:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Fund balance - June 30</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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

<b>Description</b>	<b>13/14 Actual</b>	<b>14/15 Actual</b>	<b>15/16 Estimated</b>	<b>16/17 Adopted</b>
<b>Fund balance, July 1</b>	\$ 191,066	\$ 271,324	\$ (166,226)	\$ 1,228,797
Prior year adjustment	-	-	-	-
Fund balance - adjusted	<u>191,066</u>	<u>271,324</u>	<u>(166,226)</u>	<u>1,228,797</u>
<b>REVENUES:</b>				
Project revenues	51,291	249,493	164,993	-
Other revenues	-	-	1,230,030	-
Capital transfers-in	3,238,145	7,159,945	5,235,130	4,920,000
Total revenues	<u>3,289,436</u>	<u>7,409,438</u>	<u>6,630,153</u>	<u>4,920,000</u>
<b>EXPENDITURES:</b>				
Capital outlay	3,209,178	7,846,988	5,235,130	4,920,000
Total expenditures	<u>3,209,178</u>	<u>7,846,988</u>	<u>5,235,130</u>	<u>4,920,000</u>
<b>FUND BALANCES:</b>				
Assigned	271,324	-	1,230,030	1,230,030
Unassigned	-	(166,226)	(1,233)	(1,233)
Total reserves or designations	<u>271,324</u>	<u>(166,226)</u>	<u>1,228,797</u>	<u>1,228,797</u>
<b>Fund balance - June 30</b>	<u>\$ 271,324</u>	<u>\$ (166,226)</u>	<u>\$ 1,228,797</u>	<u>\$ 1,228,797</u>

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

<u>Description</u>	<u>13/14 Actual</u>	<u>14/15 Actual</u>	<u>15/16 Estimated</u>	<u>16/17 Adopted</u>
<b>Net position at beginning of year</b>	\$ 1,125,070	\$ 958,770	\$ 882,520	\$ 619,200
<b>REVENUES:</b>				
Users fees and charges	932,743	957,316	1,006,578	1,156,573
Other revenue	4,050	244	10,000	10,000
Gain (loss) from sale of assets	12,423	22,052	8,500	8,500
Operating transfers - in	45,000	102,000	35,000	130,000
Total revenues	<u>994,216</u>	<u>1,081,612</u>	<u>1,060,078</u>	<u>1,305,073</u>
<b>EXPENSES:</b>				
Personnel services	304,182	338,146	376,892	393,162
Services and supplies	679,400	589,726	901,506	1,118,926
Depreciation	131,934	184,990	-	-
Operating transfers-out	45,000	45,000	45,000	45,000
Total operating expenses	<u>1,160,516</u>	<u>1,157,862</u>	<u>1,323,398</u>	<u>1,557,088</u>
Total expenses	<u>1,160,516</u>	<u>1,157,862</u>	<u>1,323,398</u>	<u>1,557,088</u>
Net income (loss)	<u>(166,300)</u>	<u>(76,250)</u>	<u>(263,320)</u>	<u>(252,015)</u>
<b>NET POSITION:</b>				
Invested in capital assets	587,490	587,490	587,490	587,490
Unrestricted	<u>371,280</u>	<u>295,030</u>	<u>31,710</u>	<u>(220,305)</u>
<b>Total net position</b>	<u>\$ 958,770</u>	<u>\$ 882,520</u>	<u>\$ 619,200</u>	<u>\$ 367,185</u>

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

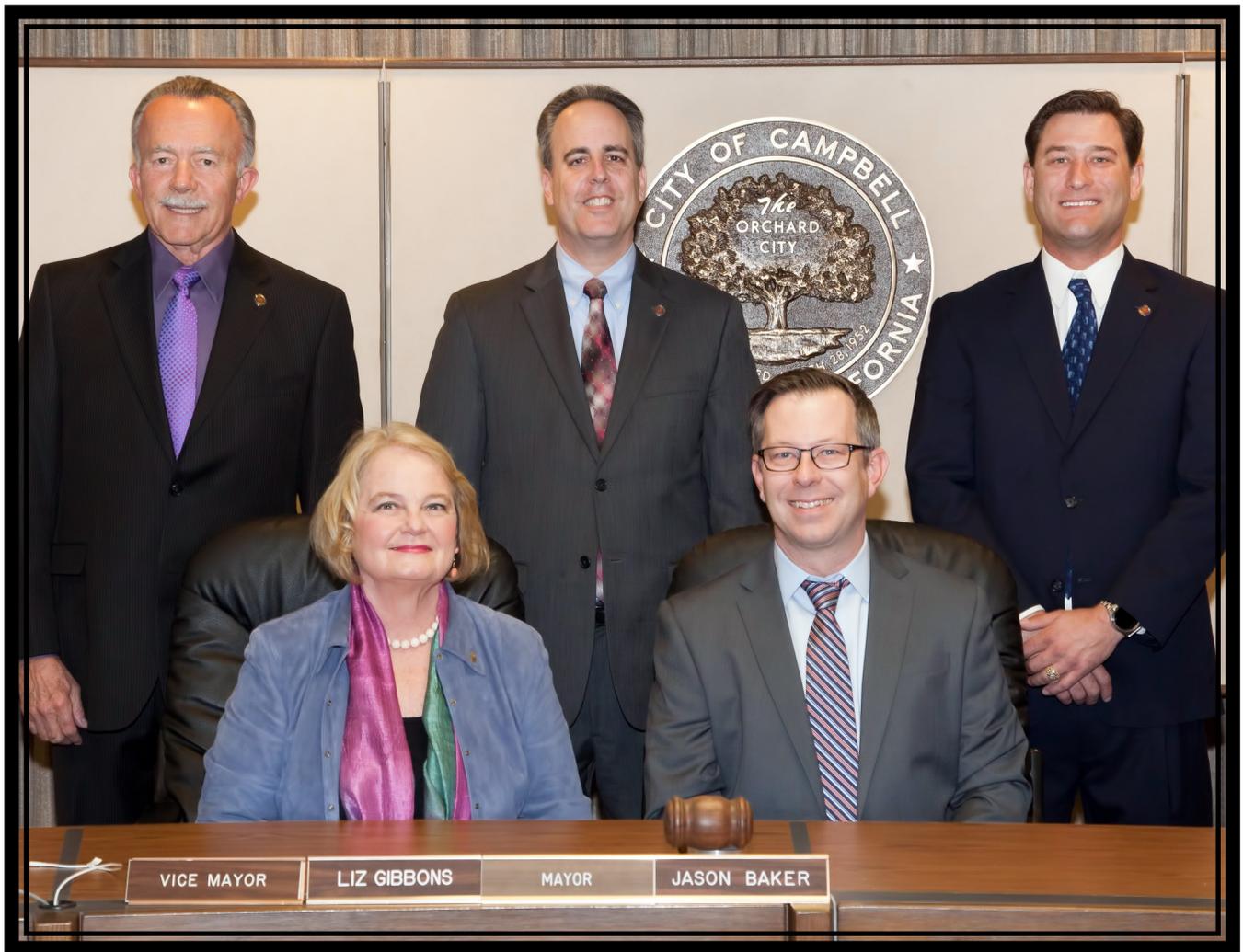
<b>Description</b>	<b>13/14 Actual</b>	<b>14/15 Actual</b>	<b>15/16 Estimated</b>	<b>16/17 Adopted</b>
Net position at beginning of year	\$ 1,371,725	\$ 1,326,474	\$ 1,340,920	\$ 1,462,924
<b>REVENUES:</b>				
Users fees and charges	877,000	1,027,000	1,157,000	1,212,000
Successor agency reimbursement	-	3,467	1,383	2,000
Other income	7,200	786	7,881	5,000
Operating transfers-in	203,100	333,300	533,200	240,000
Total revenues	<u>1,087,300</u>	<u>1,364,553</u>	<u>1,699,464</u>	<u>1,459,000</u>
<b>EXPENSES:</b>				
Personnel Services	506,920	583,163	672,476	838,264
Services and supplies	544,258	583,384	862,984	1,087,987
Depreciation	56,473	45,860	-	-
Operating transfers-out	24,900	137,700	42,000	42,000
Total operating expenditures	<u>1,132,551</u>	<u>1,350,107</u>	<u>1,577,460</u>	<u>1,968,251</u>
Capital transfers-out	-	-	-	-
Total expenditures	<u>1,132,551</u>	<u>1,350,107</u>	<u>1,577,460</u>	<u>1,968,251</u>
Net income (loss)	<u>(45,251)</u>	<u>14,446</u>	<u>122,004</u>	<u>(509,251)</u>
<b>NET POSITION:</b>				
Invested in capital assets	113,033	113,033	113,033	113,033
Unrestricted	<u>1,213,441</u>	<u>1,227,887</u>	<u>1,349,891</u>	<u>840,640</u>
<b>Total net position</b>	<u><u>\$ 1,326,474</u></u>	<u><u>\$ 1,340,920</u></u>	<u><u>\$ 1,462,924</u></u>	<u><u>\$ 953,673</u></u>

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

<b>Description</b>	<b>13/14 Actual</b>	<b>14/15 Actual</b>	<b>15/16 Estimated</b>	<b>16/17 Adopted</b>
Net position at beginning of year	\$ 227,272	\$ 737,111	\$ 808,651	\$ 1,063,629
<b>REVENUES:</b>				
Charges to operating departments	403,941	608,898	703,531	847,000
Insurance claims reimbursements	-	8	-	-
Total revenues	<u>403,941</u>	<u>608,906</u>	<u>703,531</u>	<u>847,000</u>
<b>EXPENSES:</b>				
Personnel services	39,294	41,428	44,742	45,417
Services and supplies	539,931	325,480	403,811	548,300
Change in accrued liability	<u>(685,123)</u>	<u>170,458</u>	<u>-</u>	<u>-</u>
Total expenses	<u>(105,898)</u>	<u>537,366</u>	<u>448,553</u>	<u>593,717</u>
Net income (loss)	<u>509,839</u>	<u>71,540</u>	<u>254,978</u>	<u>253,283</u>
<b>NET POSITION:</b>				
Unrestricted	<u>\$ 737,111</u>	<u>\$ 808,651</u>	<u>\$ 1,063,629</u>	<u>\$ 1,316,912</u>

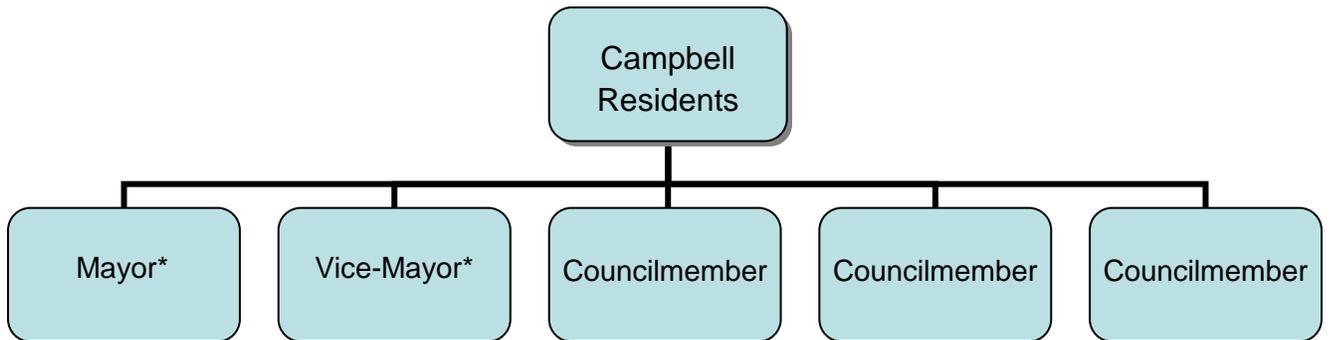


# City Council



# Campbell City Council

## 2016 - 2017



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

## CITY COUNCIL SUMMARY

### Expenditure Summary

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 120,985	\$ 121,294	\$ 128,915	\$ 117,869
Supplies, Services & Capital Outlay (Exhibit C)	155,706	123,178	142,000	174,500
Debt Service (Exhibit D)	-	-	-	-
<b>Total Before Transfers</b>	<b>276,692</b>	<b>244,472</b>	<b>270,915</b>	<b>292,369</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 276,692</b>	<b>\$ 244,472</b>	<b>\$ 270,915</b>	<b>\$ 292,369</b>

### Revenue Summary

Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	50,529	52,300	52,300	53,200
Use of Reserves	-	-	-	30,000
Additional Fund Revenue	226,163	192,172	218,615	209,169
<b>Funding Source Total</b>	<b>\$ 276,692</b>	<b>\$ 244,472</b>	<b>\$ 270,915</b>	<b>\$ 292,369</b>

### Staffing (Full-Time Equivalents)

Permanent Position	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Council Member *	5.00	5.00	5.00	5.00
<b>Permanent</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>Temporary Position</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Temporary</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Full Time Equivalents</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

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

**MISSION STATEMENT**

**Provide overall policy direction for the City of Campbell.**

**ONGOING RESPONSIBILITIES**

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

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

**EXHIBIT A  
101.501**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 120,985	\$ 121,294	\$ 128,915	\$ 117,869
Supplies, Services & Capital Outlay (Exhibit C)	155,706	123,178	142,000	174,500
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	276,692	244,472	270,915	292,369
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 276,692</b>	<b>\$ 244,472</b>	<b>\$ 270,915</b>	<b>\$ 292,369</b>

FUNDING SOURCE(s)				
Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	50,529	52,300	52,300	53,200
Use of Reserves	-	-	-	30,000
Additional Fund Revenue	226,163	192,172	218,615	209,169
<b>Funding Source Total</b>	<b>\$ 276,692</b>	<b>\$ 244,472</b>	<b>\$ 270,915</b>	<b>\$ 292,369</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Donation - State of the City	4827	\$ -	\$ -	\$ -	\$ -
<b>Program Revenue</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Gas Tax Fund (Congestion Management Dues)		\$ 50,529	\$ 52,300	\$ 52,300	\$ 53,200
<b>Transfers from Other Funds</b>		<b>\$ 50,529</b>	<b>\$ 52,300</b>	<b>\$ 52,300</b>	<b>\$ 53,200</b>
Council Priority Reserve	3699	-	-	-	30,000
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ 226,163</b>	<b>\$ 192,172</b>	<b>\$ 218,615</b>	<b>\$ 209,169</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 276,692</b>	<b>\$ 244,472</b>	<b>\$ 270,915</b>	<b>\$ 292,369</b>

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

**EXHIBIT B  
101.501**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
<b>7001</b> Personnel - Regular	\$ 37,295	\$ 38,229	\$ 38,130	\$ 40,092
<b>7002</b> Personnel - Temporary	-	-	-	-
<b>7003</b> Personnel - Overtime	-	-	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 37,295</b>	<b>\$ 38,229</b>	<b>\$ 38,130</b>	<b>\$ 40,092</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	4,857	6,040	7,230	7,765
<b>7107</b> Dental Insurance	9,300	10,019	10,140	10,125
<b>7108</b> Group Health Insurance	58,202	52,727	62,100	44,792
<b>7109</b> Group Life Insurance	930	3,568	960	930
<b>7110</b> Workers' Compensation Insurance	154	620	200	370
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	-	-	-	-
<b>7113</b> Medicare	621	660	555	595
<b>7114</b> Auto Allowance	9,626	9,430	9,600	13,200
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	-	-	-	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	-	-	-	-
<b>7122</b> Deferred Compensation Contribution	-	-	-	-
<b>7126</b> PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 83,690</b>	<b>\$ 83,065</b>	<b>\$ 90,785</b>	<b>\$ 77,777</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 120,985</b>	<b>\$ 121,294</b>	<b>\$ 128,915</b>	<b>\$ 117,869</b>

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

**EXHIBIT B-1  
 101.501**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Council Member *	5.00	5.00	5.00	5.00	\$ 40,092
* Council positions are not full-time					
<b>TOTAL</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>\$ 40,092</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

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

**EXHIBIT C  
101.501**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	381	2,152	500	500
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	16,257	11,332	14,200	45,000
<b>7428</b> Maint. of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	16,707	17,934	18,200	19,000
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	79,777	78,966	84,100	85,000
<b>7435</b> Professional Development & Meetings	42,624	12,794	25,000	25,000
<b>7437</b> Staff Development	(40)	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	-	-	-	-
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 155,706</b>	<b>\$ 123,178</b>	<b>\$ 142,000</b>	<b>\$ 174,500</b>



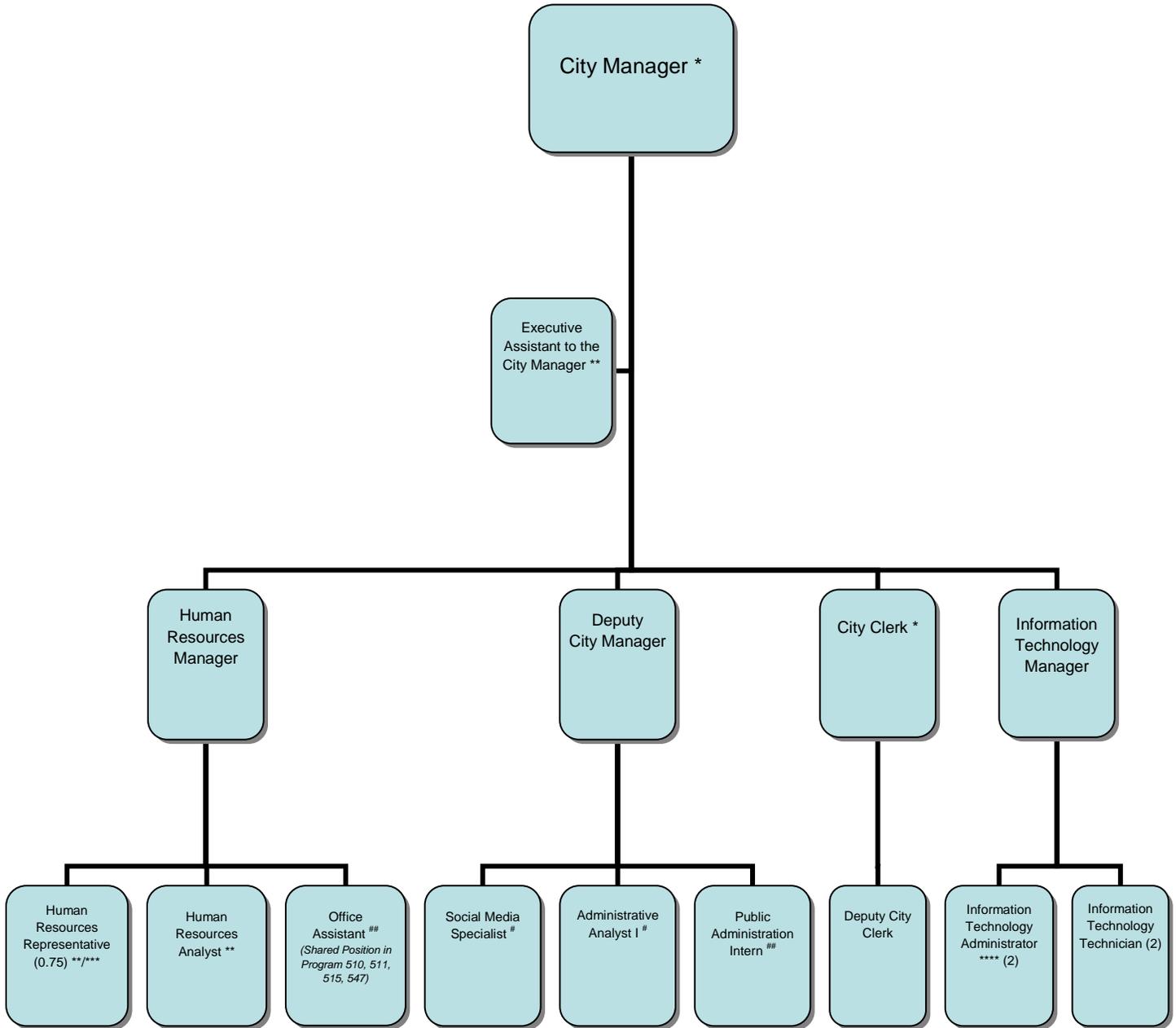


# City Manager



# City Manager's Office

2016 - 2017



- \* Appointed by City Council
- \*\* Confidential
- \*\*\* Permanent Part-Time
- \*\*\*\* 1 of 2 IT Admin. Positions @ 2-Year Limited Term
- # 2-Year Limited Term
- ## Temporary

**CITY MANAGER PROGRAM SUMMARY**

**Expenditure Summary**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 1,783,272	\$ 1,955,762	\$ 2,304,888	\$ 2,381,122
Supplies, Services & Capital Outlay (Exhibit C)	1,124,351	1,845,400	2,429,811	2,528,352
Debt Service (Exhibit D)	-	-	-	-
<b>Total Before Transfers</b>	<b>2,907,623</b>	<b>3,801,162</b>	<b>4,734,699</b>	<b>4,909,474</b>
Transfers Out (Exhibit E)	24,900	102,000	42,000	42,000
<b>Appropriation Total</b>	<b>\$ 2,932,523</b>	<b>\$ 3,903,162</b>	<b>\$ 4,776,699</b>	<b>\$ 4,951,474</b>

**Revenue Summary**

Program Revenue	\$ 3,344,936	\$ 3,945,590	\$ 3,894,500	\$ 4,519,000
Transfers from Other Funds	217,529	216,250	261,300	279,000
Use of Reserves	(464,588)	12,864	192,702	179,717
Additional Fund Revenue	1,088,574	1,210,534	1,679,578	1,606,844
<b>Funding Source Total</b>	<b>\$ 4,186,451</b>	<b>\$ 5,385,237</b>	<b>\$ 6,028,080</b>	<b>\$ 6,584,561</b>

**Staffing (Full-Time Equivalents)**

Permanent Position	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Administrative Analyst I (Limited Term)	-	-	0.20	0.50
Assistant to the City Manager	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
Deputy City Manager	-	-	1.00	1.00
Executive Assistant to the City Manager	0.90	1.00	1.00	1.00
Human Resources Analyst	-	-	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
Human Resources Representative	1.50	1.75	0.75	0.75
Information Technology Administrator	1.00	1.00	1.00	1.00
Information Technology Administrator (Limited Term)	-	1.00	1.00	1.00
Information Technology Manager	1.00	1.00	1.00	1.00
Information Technology Technician	1.00	1.00	2.00	2.00
Social Media Specialist (Limited Term)	-	-	0.50	0.50
<b>Permanent</b>	<b>10.40</b>	<b>11.75</b>	<b>13.45</b>	<b>13.75</b>
<b>Temporary Position</b>				
Human Resources Intern	-	-	0.06	0.06
Information Technology Intern	0.35	0.35	0.35	0.35
Information Technology Technician	0.60	1.00	-	-
Management Intern	-	-	-	-
Office Assistant	-	-	-	1.00
Public Administration Intern	-	0.40	0.75	0.75
Project Manager	0.45	0.45	-	-
SVRIP Summer Intern	0.05	0.05	0.25	0.25
<b>Temporary</b>	<b>1.45</b>	<b>2.25</b>	<b>1.41</b>	<b>2.41</b>
<b>Total Full Time Equivalents</b>	<b>11.85</b>	<b>14.00</b>	<b>14.86</b>	<b>16.16</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2016 - 2017**

- Provide overall coordination with potential revenue ballot measure
- Assist with considerations for implementation options of park impact fees
- Coordinate, plan and staff for the 2016 State of the City event

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	Quarterly Council Agenda items presented as scheduled 90% of time	100%	100%	100%
<b>2</b>	City Manager’s Office will respond to citizen concerns within 2 business days 85% of time	97%	97%	100%
<b>3</b>	Review and process Purchase Orders within two business days 90% of time	100%	100%	100%
<b>4</b>	Civic Improvement Commission agenda packets will be completed and transmitted four business days prior to meeting 95% of time	100%	100%	100%
<b>5</b>	Civic Improvement Commission annual Workplan Items will meet timelines 90% of time	100%	100%	100%
<b>6</b>	Public Information Workplan Items will meet timelines 90% of time	100%	100%	N/A

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

**EXHIBIT A**  
**101.510**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 612,939	\$ 657,694	\$ 720,378	\$ 784,560
Supplies, Services & Capital Outlay (Exhibit C)	204,357	183,162	173,741	193,353
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	817,296	840,856	894,119	977,913
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 817,296</b>	<b>\$ 840,856</b>	<b>\$ 894,119</b>	<b>\$ 977,913</b>

FUNDING SOURCE(S)				
Program Revenue	\$ 2,052,445	\$ 2,305,431	\$ 2,088,500	\$ 2,453,000
Transfers from Other Funds	18,779	17,500	30,000	30,000
Use of Reserves	-	-	27,000	128,000
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 2,071,224</b>	<b>\$ 2,322,931</b>	<b>\$ 2,145,500</b>	<b>\$ 2,611,000</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Cable TV Franchise Fee	4122	\$ 414,436	\$ 636,933	\$ 404,500	\$ 650,000
AT&T Franchise Fee	4125	146,705	188,620	174,000	190,000
Tenant Lease Income	4810	1,491,304	1,476,791	1,510,000	1,610,000
Donations-Miscellaneous	4817	-	3,087	-	3,000
Other Revenue	4965	-	-	-	-
<b>Program Revenue</b>		<b>\$ 2,052,445</b>	<b>\$ 2,305,431</b>	<b>\$ 2,088,500</b>	<b>\$ 2,453,000</b>
Environmental Services Fund	209	\$ 17,500	\$ 17,500	\$ 17,500	\$ 17,500
Recreation Grant (Van Sickle - SALA)	795	-	-	-	-
County Tobacco Prevention Grant	212	1,279	-	-	-
Information Technolgy	647	-	-	12,500	12,500
<b>Transfers from Other Funds</b>		<b>\$ 18,779</b>	<b>\$ 17,500</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>
CIPR - Limited Term Positions		\$ -	\$ -	\$ 27,000	\$ 128,000
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,000</b>	<b>\$ 128,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 2,071,224</b>	<b>\$ 2,322,931</b>	<b>\$ 2,145,500</b>	<b>\$ 2,611,000</b>

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

**EXHIBIT B**  
**101.510**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 397,024	\$ 420,802	\$ 499,034	\$ 541,132
<b>7002</b> Personnel - Temporary	60,819	74,089	30,600	32,209
<b>7003</b> Personnel - Overtime	770	1,029	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 458,613</b>	<b>\$ 495,920</b>	<b>\$ 529,634</b>	<b>\$ 573,341</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	66,168	73,862	94,636	102,620
<b>7107</b> Dental Insurance	5,548	5,913	8,518	8,100
<b>7108</b> Group Health Insurance	48,654	47,964	59,476	67,182
<b>7109</b> Group Life Insurance	571	558	806	744
<b>7110</b> Workers' Compensation Insurance	1,677	2,414	2,797	4,196
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	2,168	2,219	3,554	3,402
<b>7113</b> Medicare	6,993	7,524	7,679	10,298
<b>7114</b> Auto Allowance	3,770	3,553	3,660	4,560
<b>7115</b> Cell Phone Allowance	860	810	840	840
<b>7118</b> Other Benefits Pay	9,459	8,151	-	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	-	-	-	-
<b>7122</b> Deferred Compensation Contribution	8,279	8,419	8,380	7,730
<b>7124</b> VEBA Health Deferred Compensation	-	26	-	1,040
<b>7126</b> PARS 457 Retirement	180	361	398	507
<b>Total Benefits</b>	<b>\$ 154,327</b>	<b>\$ 161,774</b>	<b>\$ 190,744</b>	<b>\$ 211,219</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 612,939</b>	<b>\$ 657,694</b>	<b>\$ 720,378</b>	<b>\$ 784,560</b>

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

**EXHIBIT B-1**  
**101.510**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
City Manager	1.00	1.00	1.00	1.00	\$ 209,591
Assistant to the City Manager *	1.00	1.00	-	-	-
Executive Assistant to the City Manager	0.90	1.00	1.00	1.00	97,260
Deputy City Manager *	-	-	1.00	1.00	143,998
Administrative Analyst I **	-	-	0.20	0.50	52,229
Social Media Specialist ***	-	-	0.50	0.50	38,054
* Position Retitled FY 16					
** Balance in 524 and 701 2-Yr. Limited Term					
*** 2-Year Limited Term					
<b>TOTAL</b>	<b>2.90</b>	<b>3.00</b>	<b>3.70</b>	<b>4.00</b>	<b>\$ 541,132</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Project Manager *	0.45	0.45	-	-	\$ -
Public Administration Intern	-	0.40	0.75	0.75	23,400
SVRIP Summer Intern	0.05	0.05	0.25	0.25	7,200
Office Assistant**	-	-	-	0.25	7,500
* Moved to Econ Dev Prog FY 16					
** Balance of Position in Programs 511, 515 & 547					
<b>TOTAL</b>	<b>0.50</b>	<b>0.90</b>	<b>1.00</b>	<b>1.25</b>	<b>\$ 38,100</b>

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

**EXHIBIT C**  
**101.510**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	1,271	1,118	1,300	2,500
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	3,867	5,904	4,500	5,550
<b>7428</b> Maint. of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	7,853	23,713	-	-
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	61,057	62,738	62,000	72,000
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	9,093	10,063	11,000	11,000
<b>7435</b> Professional Development & Meetings	23,262	34,807	25,000	30,000
<b>7437</b> Staff Development	(50)	200	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7443</b> Miscellaneous Expense	59,950	-	20,000	20,000
<b>7550</b> User Charges - Motor Pool	34	97	-	-
<b>7551</b> User Charges - IT Pool	38,019	44,522	49,941	52,303
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 204,357</b>	<b>\$ 183,162</b>	<b>\$ 173,741</b>	<b>\$ 193,353</b>

Description	FY 2017 Adopted
<b>7424 Office Expense</b>	
Office Supplies - Printed Forms	\$ 2,500
<b>7427 Special Departmental Expense</b>	
Citywide Employee Recognition	750
Civic Improvement Commission - Special Projects	500
Departmental Employee Recognition	200
Employees' Holiday Event/Annual Picnic Potluck	3,500
Special Supplies, Film Processing & Awards	600
	<b>5,550</b>
<b>7432 Other Contractual Services</b>	
Countywide 2-1-1 Initiative (United Way Silicon Valley)	2,000
Chamber of Commerce Information & Referral Contract	10,000
Social Service Grants:	60,000
	<b>72,000</b>
<b>7434 Memberships, Dues, Books</b>	
Dues:	11,000
Alliance for Innovation	
California Association of Public Information Officers (CAPIO)	
Campbell Chamber of Commerce	
Capitol Inquiry	
International City Management Association (ICMA)	
Joint Venture Silicon Valley	
Santa Clara County City Manager's Association	
States of California & Nevada Chapter of the National Association of Telecommunications Officers & Advisors (SCAN NATOA)	
	<b>\$ 11,000</b>
<b>SUBTOTAL page 1</b>	<b>\$ 91,050</b>

Description	FY 2017 Adopted
<b>7435 Professional Development &amp; Meetings</b> Conferences & Meetings (includes National League of Cities, League of California Cities, and Alliance for Innovation)	<b>\$ 30,000</b>
<b>7443 Miscellaneous Expense</b> Innovation Contingency	<b>20,000</b>
<b>7551 User Charges - IT Pool</b> Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>52,303</b>
<b>SUBTOTAL page 2</b>	<b>\$ 102,303</b>
<b>TOTAL - Exhibit C-1</b>	<b>\$ 193,353</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2016 - 2017**

- Conduct November 8, 2016 General Municipal Election
- Coordinate potential revenue and initiative ballot measures
- Coordinate biennial review and update of Statement of Values
- Evaluate Options for Automated Agenda Packet Creation and Distribution – Including Workflow

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	100% of legal notification requirements for Council Meetings are met	100%	100%	100%
<b>2</b>	90% of the Minutes, Resolutions and Ordinances will be scanned into document imaging within two weeks of City Council approval	100%	100%	100%
<b>3</b>	90% of the Minutes of City Council Meetings will be accurately prepared for approval at the next regular Council Meeting	100%	100%	100%
<b>4</b>	90% of the City Council meeting follow-up (correspondence, confirming documents, signatures, copy distribution, document filing) will be completed within two weeks of Council meeting date	100%	100%	100%

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

**EXHIBIT A  
101.511**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 268,081	\$ 293,273	\$ 294,602	\$ 274,840
Supplies, Services & Capital Outlay (Exhibit C)	92,483	132,958	103,111	209,822
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	360,564	426,231	397,713	484,662
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 360,564</b>	<b>\$ 426,231</b>	<b>\$ 397,713</b>	<b>\$ 484,662</b>

FUNDING SOURCE(s)				
Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	360,564	426,231	397,713	484,662
<b>Funding Source Total</b>	<b>\$ 360,564</b>	<b>\$ 426,231</b>	<b>\$ 397,713</b>	<b>\$ 484,662</b>

REVENUE DETAIL				
Description	Fund / Acct.			
Program Revenue		\$ -	\$ -	\$ -
Transfers from Other Funds		\$ -	\$ -	\$ -
Use of Fund Reserves		\$ -	\$ -	\$ -
Additional Fund Subsidy		\$ 360,564	\$ 426,231	\$ 397,713
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 360,564</b>	<b>\$ 426,231</b>	<b>\$ 397,713</b>

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

**EXHIBIT B  
101.511**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 188,143	\$ 198,980	\$ 211,244	\$ 188,717
<b>7002</b> Personnel - Temporary	121	7,056	-	6,000
<b>7003</b> Personnel - Overtime	2,988	1,746	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 191,252</b>	<b>\$ 207,782</b>	<b>\$ 211,244</b>	<b>\$ 194,717</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	31,353	36,793	40,060	35,788
<b>7107</b> Dental Insurance	3,720	3,942	4,056	4,050
<b>7108</b> Group Health Insurance	26,620	27,661	29,316	29,280
<b>7109</b> Group Life Insurance	372	372	384	372
<b>7110</b> Workers' Compensation Insurance	673	1,051	1,115	1,411
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Diasbility Insurance	1,386	1,412	1,704	1,701
<b>7113</b> Medicare	2,832	3,145	3,063	2,823
<b>7114</b> Auto Allowance	963	953	960	1,920
<b>7115</b> Cell Phone Allowance	361	347	360	360
<b>7118</b> Other Benefits Pay	4,469	7,468	-	-
<b>7119</b> Social Security	-	-	-	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	1,733	-	-	-
<b>7122</b> Deferred Compensation Contribution	2,346	2,321	2,340	1,300
<b>7124</b> VEBA Health Deferred Compensation	-	26	-	1,040
<b>7126</b> PARS 457 Retirement	-	-	-	78
<b>Total Benefits</b>	<b>\$ 76,829</b>	<b>\$ 85,490</b>	<b>\$ 83,358</b>	<b>\$ 80,123</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 268,081</b>	<b>\$ 293,273</b>	<b>\$ 294,602</b>	<b>\$ 274,840</b>

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

**EXHIBIT B-1  
 101.511**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
City Clerk	1.00	1.00	1.00	1.00	\$ 112,964
Deputy City Clerk	1.00	1.00	1.00	1.00	75,753
<b>TOTAL</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>\$ 188,717</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Office Assistant *	-	-	-	0.20	\$ 6,000
* Balance of Position in Programs 510, 515 & 547					
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.20</b>	<b>\$ 6,000</b>

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

**EXHIBIT C  
101.511**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7422</b> Advertising	22,551	21,745	16,000	22,000
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	29,845	34,347	40,500	40,500
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	543	243	700	700
<b>7428</b> Maint. of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	5,637	4,916	6,000	6,000
<b>7430</b> Professional & Specialized Services	8,345	1,950	8,000	8,000
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	1,080	1,965	1,100	1,100
<b>7435</b> Professional Development & Meetings	5,110	2,715	5,000	7,500
<b>7436</b> Election Expense	-	42,246	-	97,000
<b>7437</b> Staff Development	(125)	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	200	200
<b>7551</b> User Charges - IT Pool	19,497	22,832	25,611	26,822
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 92,483</b>	<b>\$ 132,958</b>	<b>\$ 103,111</b>	<b>\$ 209,822</b>

Description	FY 2017 Adopted
<b><u>7422 Advertising</u></b> Legal Notices, Ordinances, Resolutions, Notice to Bidders, Display Ads, Etc.	<b>\$ 22,000</b>
<b><u>7424 Office Expense</u></b> Office Supplies Postage for All Departments	 2,500 38,000 <b>40,500</b>
<b><u>7427 Special Departmental Expense</u></b> Frames for City Council Proclamations/Resolutions Office Equipment	 400 300 <b>700</b>
<b><u>7429 Maintenance &amp; Operation of Equipment</u></b> Mailing Machine (Year Three of Five-Year Lease) Supplies for Postage Machine U.S. Audio (Sony Recorder Maintenance & Supplies)	 4,000 1,500 500 <b>6,000</b>
<b><u>7430 Professional &amp; Specialized Services</u></b> Codification of Ordinances Amending Campbell Municipal Code	 <b>8,000</b>
<b><u>7434 Memberships, Dues, Books</u></b> CCAC, Notary, Newspaper	 <b>1,100</b>
<b><u>7435 Professional Development &amp; Meetings</u></b> NCCCA, CCAC	 <b>7,500</b>
<b><u>7436 Election Expense</u></b> November 8, 2016 General Municipal Election	 <b>97,000</b>
<b><u>7550 User Charges - Motor Pool</u></b> Pool Vehicle Rental	 <b>200</b>
<b><u>7551 User Charges - IT Pool</u></b> Use of Computer Hardware/Software; Phones & Photocopier/Fax	 <b>26,822</b>
<b>TOTAL</b>	<b>\$ 209,822</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2016 - 2017**

- Meet and confer with CPOA, CMEA, CPCEA
- Conduct classification audits/analysis for requested positions.
- Establish new Resolutions for Mid-Managers and Confidential Employee Groups
- Assist with implementation of Sungard Pentamation Financial System applications for: Employee Action Center

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	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%
<b>2</b>	90% of recruitments begin within two (2) weeks of approval to fill the position	100%	100%	100%
<b>3</b>	Provide 22,000 volunteer hours to City programs annually	24,545	23,074	23,999
<b>4</b>	Employee inquiries regarding benefits and compensation are addressed within 3 working days 90% of the time	100%	100%	100%

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

**EXHIBIT A**  
**101.515**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 356,039	\$ 379,803	\$ 407,392	\$ 435,113
Supplies, Services & Capital Outlay (Exhibit C)	371,971	404,500	430,957	491,817
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	728,010	784,303	838,349	926,930
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 728,010</b>	<b>\$ 784,303</b>	<b>\$ 838,349</b>	<b>\$ 926,930</b>

FUNDING SOURCE(s)				
Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	5,000
Additional Fund Revenue	728,010	784,303	838,349	921,930
<b>Funding Source Total</b>	<b>\$ 728,010</b>	<b>\$ 784,303</b>	<b>\$ 838,349</b>	<b>\$ 926,930</b>

REVENUE DETAIL					
Description	Fund / Acct.				
		\$ -	\$ -	\$ -	\$ -
<b>Program Revenue</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		\$ -	\$ -	\$ -	\$ -
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Council Priority Reserve - (Volunteer Recognition)	3699	\$ -	\$ -	\$ -	\$ 5,000
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ 728,010</b>	<b>\$ 784,303</b>	<b>\$ 838,349</b>	<b>\$ 921,930</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 728,010</b>	<b>\$ 784,303</b>	<b>\$ 838,349</b>	<b>\$ 926,930</b>

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

**EXHIBIT B  
101.515**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 254,252	\$ 270,629	\$ 290,102	\$ 304,860
<b>7002</b> Personnel - Temporary	221	1,849	3,000	12,000
<b>7003</b> Personnel - Overtime	-	-	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 254,473</b>	<b>\$ 272,478</b>	<b>\$ 293,102</b>	<b>\$ 316,860</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	42,053	47,165	55,014	57,813
<b>7107</b> Dental Insurance	5,465	5,655	5,678	5,670
<b>7108</b> Group Health Insurance	38,028	38,388	40,589	40,169
<b>7109</b> Group Life Insurance	532	536	538	475
<b>7110</b> Workers' Compensation Insurance	1,099	1,547	1,548	2,163
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,842	1,892	2,242	2,054
<b>7113</b> Medicare	4,035	4,420	4,251	4,594
<b>7114</b> Auto Allowance	770	759	768	1,536
<b>7115</b> Cell Phone Allowance	289	278	288	288
<b>7118</b> Other Benefits Pay	4,052	3,254	-	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	-	-	-	-
<b>7122</b> Deferred Compensation Contribution	3,398	3,382	3,335	2,503
<b>7124</b> VEBA Health Deferred Compensation	-	24	-	832
<b>7126</b> PARS 457 Retirement	3	24	39	156
<b>Total Benefits</b>	<b>\$ 101,567</b>	<b>\$ 107,326</b>	<b>\$ 114,290</b>	<b>\$ 118,253</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 356,039</b>	<b>\$ 379,803</b>	<b>\$ 407,392</b>	<b>\$ 435,113</b>

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

**EXHIBIT B-1**  
**101.515**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Human Resources Manager *	0.80	0.80	0.80	0.80	\$ 135,616
Human Resources Representative	1.50	1.75	0.75	0.75	67,470
Human Resources Analyst **	-	-	1.00	1.00	101,774
* Balance of Position in Program 516					
** Reclassify a HR Rep to Analyst					
<b>TOTAL</b>	<b>2.30</b>	<b>2.55</b>	<b>2.55</b>	<b>2.55</b>	<b>\$ 304,860</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Human Resources Intern	-	-	0.06	0.06	\$ 3,000
Office Assistant *	-	-	-	0.30	9,000
* Balance of Position in Programs 510, 511 & 547					
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>0.06</b>	<b>0.36</b>	<b>\$ 12,000</b>

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

**EXHIBIT C  
101.515**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7422</b> Advertising	275	859	1,000	1,000
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	884	626	750	1,000
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	5,028	8,884	6,200	6,700
<b>7428</b> Maint. of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	78,567	95,045	91,650	116,650
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	1,064	-	750	750
<b>7435</b> Professional Development & Meetings	9,082	4,099	6,000	6,500
<b>7437</b> Staff Development	21,968	23,750	41,600	58,800
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7441</b> Special Community Services	6,760	6,381	7,700	12,200
<b>7442</b> Insurance Claims Expense	37,415	27,562	30,000	30,000
<b>7550</b> User Charges - Motor Pool	35	-	100	100
<b>7551</b> User Charges - IT Pool	14,622	17,123	19,207	20,117
<b>7625</b> Retiree Health Rebate	196,270	220,169	226,000	238,000
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 371,971</b>	<b>\$ 404,500</b>	<b>\$ 430,957</b>	<b>\$ 491,817</b>

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

**EXHIBIT C-1**  
**101.515**  
**Page 1**

Description	FY 2017 Adopted
<b><u>7422 Advertising</u></b>	
Job Announcement Posting	\$ 1,000
<b><u>7424 Office Expense</u></b>	
Office Supplies & Forms	1,000
<b><u>7427 Special Departmental Expense</u></b>	
City-wide Safety Supplies / Respirator Program	1,300
Fingerprinting - All New Permanent Employees and Temporary Recreation Employees as Required by Law	3,000
Health Fair	700
Negotiations Lunches	400
Oral Board Expenses	1,000
Travel Reimbursement - Out of Area Job Candidates	300
	<b>6,700</b>
<b><u>7430 Professional &amp; Specialized Services</u></b>	
Attorney Fees - Labor Relations, CalPERS Appeal	50,000
Bilingual Testing	300
Cal Opps	1,500
CalPERS Health Administration Fee - CalPERS	4,500
CalPERS Retired Members Health	1,500
City-Wide Safety Program / Injury & Illness Prevention Program (IIPP) Contract	17,500
Employee Relations Service (Includes Dues & Special Projects)	8,850
Hearing Conservation Program	700
Hepatitis B Vaccinations	1,100
Pre-employment Physicals (Not Clerical/Administrative)	3,000
Psychological Services (Critical Incident Debriefing/Fitness for Duty Evaluation)	1,100
Public Agency Retirement Systems (PARS) - Alternative to Social Security	13,000
Section 125 Administration Fee - EBS	11,100
Test Rental and Administration Fees	2,500
	<b>116,650</b>
<b><u>7434 Memberships, Dues, Books</u></b>	
Books, Dues & Subscriptions	750
<b><u>7435 Professional Development &amp; Meetings</u></b>	
CALPELRA, CALPERS, LCW, PARMA	6,500
<b>SUBTOTAL page 1</b>	<b>\$ 132,600</b>

Description	FY 2017 Adopted
<b><u>7437 Staff Development</u></b>	
Annual Management Group/Department Head Training	\$ 4,000
Central Tuition Reimbursement	14,000
Employee Recognition	500
Employee Relations Consortium	4,200
Healthy Lifestyle ( CMEA & Conf., CPCEA based on No. of Employees)	9,000
Human Resources Training (Sexual Harassment - AB-1825) All Employees	10,000
Management Talent Exchange Program (MTEP) - Leadership Academy	3,800
Service & Retirement Awards Program / Values Program	7,000
Wellness Program	1,000
City-Wide Employee Training	5,000
All Employee Meetings	300
	<b>58,800</b>
<b><u>7441 Special Community Services</u></b>	
Volunteer Recognition (plus gifts) *	<b>12,200</b>
<b><u>7442 Insurance Claims Expense</u></b>	
Payment of Unemployment Claims (Extended Payment of Claims)	<b>30,000</b>
<b><u>7550 User Charges - Motor Pool</u></b>	
Pool Vehicle Rental	<b>100</b>
<b><u>7551 User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>20,117</b>
<b><u>7625 Retiree Health Rebate</u></b>	
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 (61 Participants).	<b>238,000</b>
<b>SUBTOTAL page 2</b>	<b>359,217</b>
* Partially funded with Council Priorities Reserve	
<b>TOTAL EXHIBIT C-1</b>	<b>\$ 491,817</b>

**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**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	90% of claims are responded to within 5 working days	100%	100%	100%
<b>2</b>	Number of recordable industrial injures	19	25	24
<b>3</b>	Percent of annual increase (decrease) in the number of recordable work related injuries	(17%)	32%	(1%)

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

EXHIBIT A  
 690.516

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 39,294	\$ 41,828	\$ 44,252	\$ 45,367
Supplies, Services & Capital Outlay (Exhibit C)	(145,192)	495,538	594,950	548,350
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	(105,898)	537,366	639,202	593,717
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ (105,898)</b>	<b>\$ 537,366</b>	<b>\$ 639,202</b>	<b>\$ 593,717</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 403,941	\$ 608,906	\$ 642,000	\$ 847,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	(509,839)	(71,540)	(2,798)	(253,283)
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ (105,898)</b>	<b>\$ 537,366</b>	<b>\$ 639,202</b>	<b>\$ 593,717</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Charges to Operating Departments	5142	\$ 403,941	\$ 608,898	\$ 642,000	\$ 847,000
Insurance Claims Reimbursements	4962	-	8	-	-
<b>Program Revenue</b>		<b>\$ 403,941</b>	<b>\$ 608,906</b>	<b>\$ 642,000</b>	<b>\$ 847,000</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Workers Comp Insurance Beginning Fund Balance		\$ (509,839)	\$ (71,540)	\$ (2,798)	\$ (253,283)
<b>Use of Fund Reserves</b>		<b>\$ (509,839)</b>	<b>\$ (71,540)</b>	<b>\$ (2,798)</b>	<b>\$ (253,283)</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ (105,898)</b>	<b>\$ 537,366</b>	<b>\$ 639,202</b>	<b>\$ 593,717</b>

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

EXHIBIT B  
 690.516

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
7001 Personnel - Regular	\$ 29,115	\$ 33,470	\$ 33,242	\$ 33,904
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	-	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 29,115</b>	<b>\$ 33,470</b>	<b>\$ 33,242</b>	<b>\$ 33,904</b>
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	4,905	3,070	6,304	6,430
7107 Dental Insurance	372	393	406	406
7108 Group Health Insurance	2,698	2,784	2,938	2,994
7109 Group Life Insurance	37	37	38	37
7110 Workers' Compensation Insurance	100	153	176	246
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	158	158	194	194
7113 Medicare	423	481	482	492
7114 Auto Allowance	193	190	192	384
7115 Cell Phone Allowance	72	69	72	72
7118 Other Benefits Pay	1,013	813	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	209	203	208	208
7124 VEBA Health Deferred Compensation	-	5	-	-
7126 PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 10,179</b>	<b>\$ 8,359</b>	<b>\$ 11,010</b>	<b>\$ 11,463</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 39,294</b>	<b>\$ 41,828</b>	<b>\$ 44,252</b>	<b>\$ 45,367</b>

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

EXHIBIT B-1  
 690.516

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Human Resources Manager *	0.20	0.20	0.20	0.20	\$ 33,904
* Balance of Position in Program 515					
<b>TOTAL</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>\$ 33,904</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
					\$ -
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

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

**EXHIBIT C  
 690.516**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	-	-	50	50
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	-	-	-	-
<b>7428</b> Maintenance of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	64,822	49,558	47,900	51,300
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	47,662	54,651	47,000	47,000
<b>7434</b> Memberships, Dues, Books	-	-	-	-
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	427,447	220,871	500,000	450,000
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	-	-	-	-
<b>7668</b> Change in Accrual W/C Losses	(685,123)	170,458	-	-
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ (145,192)</b>	<b>\$ 495,538</b>	<b>\$ 594,950</b>	<b>\$ 548,350</b>

Description	FY 2017 Adopted
<b>7424 Office Expense</b>	
Supplies, Forms, Etc.	\$ 50
<b>7430 Professional &amp; Specialized Services</b>	
Actuarial Review	3,300
Department of Industrial Relations (DOIR) Self-Insurance Fee	12,000
Third-Party Administrator Fees (Tri-Star)	36,000
	<b>51,300</b>
<b>7433 Insurance &amp; Surety Bonds</b>	
Excess Workers' Compensation Insurance over \$1,000,000 Self-Insured Retention (SIR)	<b>47,000</b>
<b>7442 Insurance Claims Expense</b>	
Disability Payments to Employees, Medical Fees, Legal Fees, Etc.	<b>450,000</b>
<b>7668 Change in Accrual W/C Losses</b>	
Workers' Compensation Losses *	-
<b>TOTAL</b>	<b>\$ 548,350</b>

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

**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:
  - Pentamation - Financial System
  - Advantage - Permitting System
  - Active.Net - Recreation Management System
  - Square Rigger - Automotive Maintenance System
  - Palladium - Computer Aided Dispatch (CAD) & Records Management Systems (RMS)
- Participate in all Emergency Operation Center (EOC) events
- Manage the City's Information Technology Systems, standardized software applications and workstation configurations
- Provide hardware and software support for City computer systems
- Perform periodic audits of City-owned workstations, laptops, and notebook computers to ensure only City-owned and authorized software applications are being utilized
- Maintain current computer hardware and software inventories
- Maintain current cable drawings
- Conduct a majority of computer hardware and software maintenance in-house
- Conduct a majority of phone system Moves, Adds & Changes (MAC) in-house
- Administer computer hardware, software and telecommunications maintenance contracts
- Maintain current systems documentation, policies and procedures
- Maintain flexibility in responding to unanticipated or unexpected IT work Requests
- Assist in on-going development and integration of County Basemap data into the City's Geosmart Graphical Information Systems (GIS) database layer
- Assist Departments with City website changes and on-going enhancements

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2016 - 2017**

- Replace City's Storage Area Network (SAN)
- Replace City's Core Network Switch
- Replace City's Department Network Switches
- Build technology infrastructure for CAD/RMS replacement and work with Police Department on implementation
- Replace Network Copiers (Service Center / City Manager's Office)
- Replace RainMaster Irrigation Controller System
- Implement Remote Backup / Replication for City's Data Store at Community Center
- Implement Web-based Building Inspections (carry over from FY16)
- Work with City Attorney to implement Email Retention
- Evaluate Options for Automated Agenda Packet Creation and Distribution – Including Workflow

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	Core Business Applications will be available 98% of scheduled up-time	99%	99%	99%
<b>2</b>	Network servers will be maintained to provide for reliability consistent with the Core Business Applications availability goal	100%	100%	100%
<b>3</b>	An accurate and current inventory of City assets (workstations, servers & mobile) will be maintained	100%	100%	100%
<b>4</b>	98% of all Network back-ups are completed as scheduled	100%	100%	100%
<b>5</b>	The City's total per copy cost for black and white photocopies does not exceed \$.05	≤.01¢	≤.01¢	≤.01¢
<b>6</b>	The City's total per copy cost for color photocopies does not exceed \$.30	≤.09¢	≤.09¢	≤.09¢
<b>7</b>	Photocopying equipment will be available 95% of normal business hours	95%	95%	95%
<b>8</b>	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	90%	95%	95%
<b>9</b>	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 : CITY MANAGER - INFORMATION TECHNOLOGY

EXHIBIT A  
 647.547

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 506,918	\$ 583,164	\$ 838,264	\$ 841,241
Supplies, Services & Capital Outlay (Exhibit C)	600,733	629,243	1,127,052	1,085,010
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,107,651	1,212,406	1,965,316	1,926,251
Transfers Out (Exhibit E)	24,900	102,000	42,000	42,000
<b>Appropriation Total</b>	<b>\$ 1,132,551</b>	<b>\$ 1,314,406</b>	<b>\$ 2,007,316</b>	<b>\$ 1,968,251</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 888,550	\$ 1,031,253	\$ 1,164,000	\$ 1,219,000
Transfers from Other Funds	198,750	198,750	231,300	249,000
Use of Reserves	45,251	84,403	168,500	300,000
Additional Fund Revenue	-	-	443,516	200,251
<b>Funding Source Total</b>	<b>\$ 1,132,551</b>	<b>\$ 1,314,406</b>	<b>\$ 2,007,316</b>	<b>\$ 1,968,251</b>

REVENUE DETAIL					
Description	Fund / Acct.				
IT Pool User Charges	5104	\$ 877,000	\$ 1,027,000	\$ 1,157,000	\$ 1,212,000
Contract Revenue	4705	7,200	-	5,000	5,000
Successor Agency Support	4710	4,350	4,253	2,000	2,000
<b>Program Revenue</b>		<b>\$ 888,550</b>	<b>\$ 1,031,253</b>	<b>\$ 1,164,000</b>	<b>\$ 1,219,000</b>
General Fund CIPR (New Equipment)	101	\$ 163,750	\$ 163,750	\$ 96,300	\$ 84,000
General Fund (Administrative Support)	101	35,000	35,000	135,000	156,000
State/Local Grant	212	-	-	-	-
General Plan Maintenance Reserve	101	-	-	-	9,000
<b>Transfers from Other Funds</b>		<b>\$ 198,750</b>	<b>\$ 198,750</b>	<b>\$ 231,300</b>	<b>\$ 249,000</b>
IT Pool Fund Reserves (Replacement Equipment)		\$ 45,251	\$ 84,403	\$ 168,500	\$ 300,000
<b>Use of Fund Reserves</b>		<b>\$ 45,251</b>	<b>\$ 84,403</b>	<b>\$ 168,500</b>	<b>\$ 300,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 443,516</b>	<b>\$ 200,251</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,132,551</b>	<b>\$ 1,314,406</b>	<b>\$ 2,007,316</b>	<b>\$ 1,968,251</b>

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

EXHIBIT B  
 647.547

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 342,229	\$ 365,701	\$ 597,458	\$ 588,598
<b>7002</b> Personnel - Temporary	31,026	73,642	8,640	16,140
<b>7003</b> Personnel - Overtime	139	1,045	3,000	3,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 373,393</b>	<b>\$ 440,387</b>	<b>\$ 609,098</b>	<b>\$ 607,738</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	56,541	63,478	113,302	111,622
<b>7107</b> Dental Insurance	5,580	5,913	10,140	10,125
<b>7108</b> Group Health Insurance	40,376	41,721	73,200	72,210
<b>7109</b> Group Life Insurance	558	558	960	930
<b>7110</b> Workers' Compensation Insurance	3,746	5,796	9,764	16,150
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,980	2,018	3,900	3,888
<b>7113</b> Medicare	5,572	6,713	8,788	8,768
<b>7114</b> Auto Allowance	963	949	960	1,920
<b>7115</b> Cell Phone Allowance	722	694	1,800	1,440
<b>7118</b> Other Benefits Pay	8,473	5,914	-	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	5,055	4,405	-	-
<b>7122</b> Deferred Compensation Contribution	3,650	3,624	6,240	5,200
<b>7124</b> VEBA Health Deferred Compensation	-	26	-	1,040
<b>7126</b> PARS 457 Retirement	310	967	112	210
<b>Total Benefits</b>	<b>\$ 133,525</b>	<b>\$ 142,777</b>	<b>\$ 229,166</b>	<b>\$ 233,503</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 506,918</b>	<b>\$ 583,164</b>	<b>\$ 838,264</b>	<b>\$ 841,241</b>

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

**EXHIBIT B-1**  
**647.547**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Information Technology Manager	1.00	1.00	1.00	1.00	\$ 147,992
Information Technology Administrator	1.00	1.00	1.00	1.00	130,562
Information Technology Administrator *	-	1.00	1.00	1.00	120,224
Information Technology Technician **	1.00	1.00	2.00	2.00	189,820
* Limited Term (extended from 2 years to 4 years)					
** Reclass Temp in FY 16					
<b>TOTAL</b>	<b>3.00</b>	<b>4.00</b>	<b>5.00</b>	<b>5.00</b>	<b>\$ 588,598</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Information Technology Intern	0.35	0.35	0.35	0.35	\$ 8,640
Information Technology Technician *	0.60	1.00	-	-	-
Office Assistant **	-	-	-	0.25	7,500
* Reclass as Permanent in FY 16					
** Balance of Position in Programs 510, 511 & 515					
<b>TOTAL</b>	<b>0.95</b>	<b>1.35</b>	<b>0.35</b>	<b>0.60</b>	<b>\$ 16,140</b>

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

**EXHIBIT C**  
**647.547**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	15,234	17,090	17,000	36,500
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	9,534	15,971	20,500	23,000
<b>7425</b> Minor Tools & Equipment	6,666	13,612	11,000	41,250
<b>7427</b> Special Departmental Expense	-	-	-	-
<b>7428</b> Maint. of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	275,688	410,502	748,700	453,760
<b>7430</b> Professional & Specialized Services	2,801	25,928	-	60,000
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	-	160	-	-
<b>7435</b> Professional Development & Meetings	-	338	7,000	7,000
<b>7437</b> Staff Development	1,314	3,385	10,000	10,000
<b>7438</b> Other Charges	33,754	33,694	23,000	23,000
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7444</b> Depreciation	56,473	45,860	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	-	-	-	-
<b>7884</b> Machinery & Equipment	199,269	62,703	289,852	430,500
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 600,733</b>	<b>\$ 629,243</b>	<b>\$ 1,127,052</b>	<b>\$ 1,085,010</b>

Description	FY 2017 Adopted
<b><u>7421 Communications - Phones</u></b>	
Internet Connection	\$ 35,000
Cellular Wi-Fi Access Points	1,500
	<b>36,500</b>
<b><u>7424 Office Expense</u></b>	
Laser Printer Toner Cartridges (Includes Plotter & Color Laser Printers)	19,000
Magnetic Media, IT Consumables	4,000
	<b>23,000</b>
<b><u>7425 Minor Tools &amp; Equipment</u></b>	
Apple TV Video Equipment for Public Works Conference Room	750
BlueBeam PDF Software for Public Works Engineering	1,000
Forensic Computer Equipment for Police Department	1,000
Pool Laptops for City Users	5,500
Printers for Community Development	3,000
Recreation Additional Workstations & Reconfiguration	3,500
Scanning Station for Police Department	6,500
Solid State Hard Drives for Public Works Engineering Workstations	6,000
Troy Check Printer	4,000
Uninterruptable Power Supplies	10,000
	<b>41,250</b>
<b><u>7429 Maintenance &amp; Operation of Equipment</u></b>	
Hardware:	
Cisco Router Support for CLETS	750
Dispatch Automated Map System	5,500
HP SAN Maintenance	9,000
Meridian Phone Switch Maintenance	15,000
Motorola Mobile Data Terminal Support Contract (Police Department)	25,000
Network Support Services	4,800
Past Perfect Museum Management System	500
Selectron IVR Maintenance	18,600
Small Parts & Supplies	5,000
<b>Hardware Total</b>	<b>84,150</b>
<b>SUBTOTAL page 1</b>	<b>\$ 184,900</b>

Description	FY 2017 Adopted
<b>7429 Maintenance &amp; Operation of Equipment (Continued)</b>	
Software:	
Access Data Maintenance	\$ 1,200
Adobe Creative Cloud Subscription	5,000
Autodesk AutoCAD Maintenance	6,000
ArcGIS & ArcView Support (ESRI)	2,700
Barracuda Archiver Maintenance	8,100
CAD/RMS & FRS Map Source Code Escrow	1,750
Choice Ticketing Annual Support Maintenance	5,100
Citrix Maintenance	2,000
Content Management System (CMS)	14,000
COPLINK Allocation	1,600
CopLogic On-Line Crime Reporting Maintenance	5,000
Critical Reach Support	400
Ecivis (Grant Finding & Tracking)	6,700
Emergency Notification System	5,000
ESET Anti-Virus Subscription	7,500
Evidence Barcode System	20,000
FTK Software Maintenance	900
GIS System	8,000
Go Daddy SSL Certificates	500
Graffiti Tracking Software Maintenance	600
Granicus Webcasting	5,000
Granicus Social Media	6,000
IWorQ (Work Orders, Citizen Request Management, Code Enforcement, Tree Inventory)	5,700
Justice Mobile MDM Smart Phones Police Department	500
<b>Software Subtotal</b>	<b>119,250</b>
<b>SUBTOTAL page 2</b>	<b>\$ 119,250</b>

Description	FY 2017 Adopted
<b>7429 Maintenance &amp; Operation of Equipment (Continued)</b>	
Software (Continued):	
LaserFiche - Document Management Maintenance	\$ 12,500
Liquidware Labs ProfileUnity	1,400
Miscellaneous Software Upgrades	15,000
Motorola Mobile Data Message Switch Interface (MSI) Software Maintenance	23,000
Munimetrix	700
Netmotion Maintenance	2,000
Online Municipal Code - Book Publishing Corp.	825
Open Data Project	5,000
Palladium CAD/RMS Support	80,000
Past Perfect Maintenance	600
Peak Democracy **	9,000
PredPol Software	5,000
ServLet Exec Annual Maintenance	1,000
Sophos UTM Maintenance (A/V & Spam Filter)	7,100
Square Rigger - Vehicle Maintenance System	2,750
StreetSaver / Asset Management Maintenance	1,250
Sungard Public Sector (Pentamotion) Software Maintenance	31,500
T model - Traffic Counts	750
Tidemark - Permit Plan (Permitting)	18,000
TMS Maintenance / Upgrade - ADD	3,150
TrackIT Help Desk Software Maintenance	1,000
VeriPic Maintenance - Police Department	7,500
Veritas Back-up Executive	5,000
Verizon Network Fleet	6,195
VieVu Maintenance	1,200
Visual Statement FX3 Software Maintenance	1,325
VMware ESX Maintenance & Support	7,615
<b>Software Total</b>	<b>369,610</b>
<b>Account 7429 Total</b>	<b>453,760</b>
<b>SUBTOTAL page 3</b>	<b>\$ 250,360</b>

\*\* Funded from General Plan Update Reserve

Description	FY 2017 Adopted
<b>7430 Professional &amp; Specialized Services</b> Information Technology Contract Support	<b>\$ 60,000</b>
<b>7435 Professional Development &amp; Meetings</b> Conferences & Meetings, Mileage Reimbursement	<b>7,000</b>
<b>7437 Staff Development</b> City-Wide Specialized Technical Training	<b>10,000</b>
<b>7438 Other Charges</b> Maintenance - Photocopiers / Fax Machines	10,000
Paper, Toner, Miscellaneous Supplies - Photocopier / Fax Machines	13,000
	<b>23,000</b>
<b>7884 Machinery &amp; Equipment</b> Bar Coding (Police Department) *	20,000
Copiers Lease	8,000
Copiers for City Manager's Office & Service Center - Replacement	15,000
Equipment for Secondary Data Site *	17,000
Networking Equipment for Video Cameras *	6,000
Network Switches - Replacement	150,000
Rainmaster Irrigation System *	20,000
Storage Area Network (SAN) Replacement	135,000
Switched Rack PDU *	5,000
VDI / Desktop Computers (Lease)	38,500
Workstations for Information Technology *	16,000
	<b>430,500</b>
* Funded by CIPR	
<b>SUBTOTAL page 4</b>	<b>530,500</b>
<b>TOTAL EXHIBIT C-1</b>	<b>\$ 1,085,010</b>

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

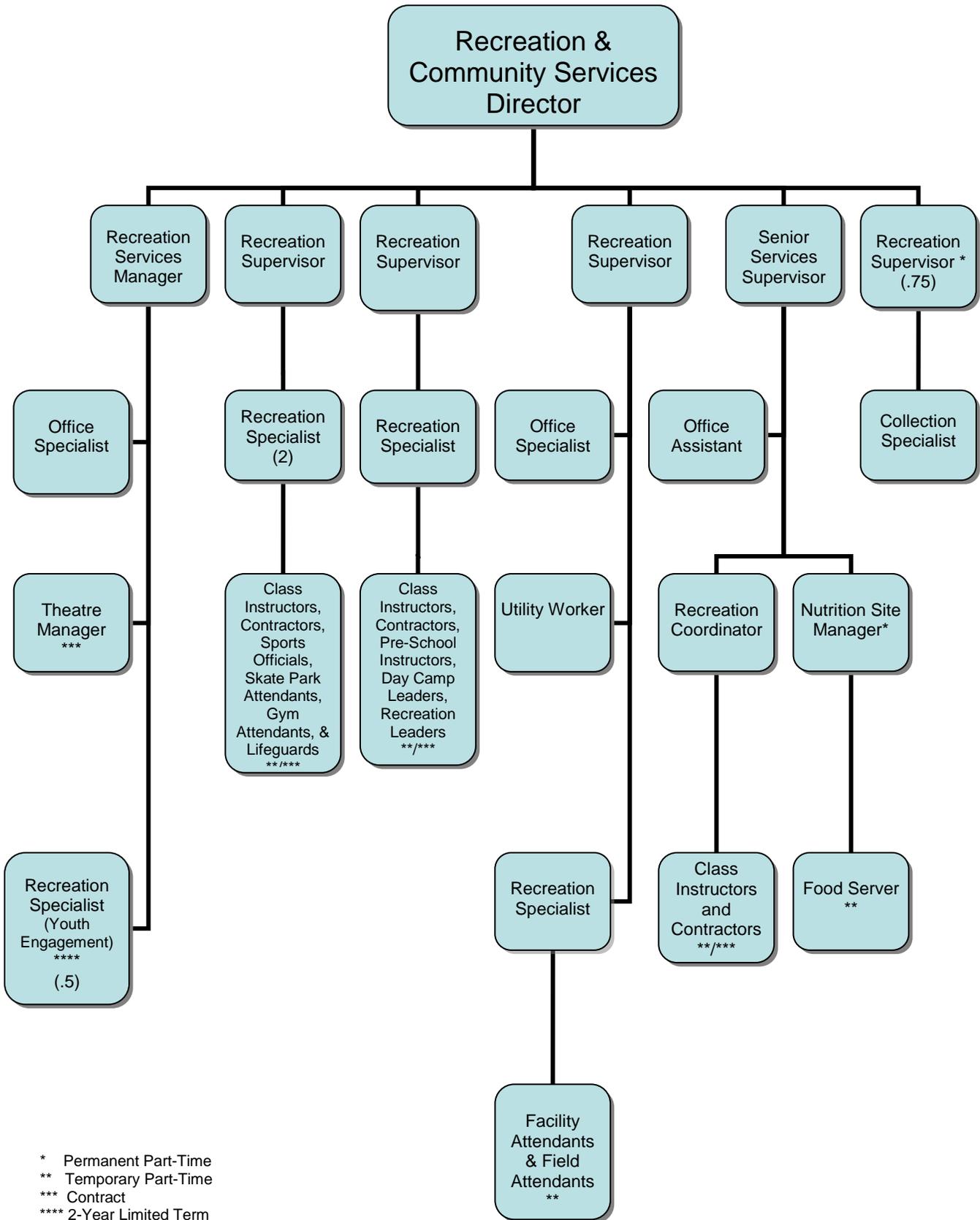
**EXHIBIT E  
 647.547**

Description	FY 2016 Adopted	FY 2017 Adopted
<b>9899</b> Transfers Out		
Finance - 535		
Accounting Clerk II - 15%	\$ 16,000	\$ 16,000
Accountant - 10%	13,500	13,500
City Manager - 510		
Executive Assistant to City Manager - 10%	12,500	12,500
<b>TOTAL EXHIBIT E</b>	<b>\$ 42,000</b>	<b>\$ 42,000</b>

# Recreation & Community Services



# Recreation & Community Services 2016 - 2017



\* Permanent Part-Time  
 \*\* Temporary Part-Time  
 \*\*\* Contract  
 \*\*\*\* 2-Year Limited Term

**RECREATION & COMMUNITY SERVICES SUMMARY**

**Expenditure Summary**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 2,937,615	\$ 3,127,678	\$ 3,515,791	\$ 3,632,205
Supplies, Services & Capital Outlay (Exhibit C)	2,036,375	2,213,112	2,212,904	2,410,935
Debt Service (Exhibit D)	-	-	-	-
<b>Total Before Transfers</b>	<b>4,973,990</b>	<b>5,340,790</b>	<b>5,728,695</b>	<b>6,043,140</b>
Transfers Out (Exhibit E)	39,976	1,500	7,000	-
<b>Appropriation Total</b>	<b>\$ 5,013,966</b>	<b>\$ 5,342,290</b>	<b>\$ 5,735,695</b>	<b>\$ 6,043,140</b>

**Revenue Summary**

Program Revenue	\$ 3,970,920	\$ 3,867,956	\$ 3,854,146	\$ 3,898,626
Transfers from Other Funds	41,193	7,000	7,000	-
Use of Reserves	1,328	(1,088)	34,000	135,610
Additional Fund Revenue	1,000,525	1,481,422	1,840,549	2,008,904
<b>Funding Source Total</b>	<b>\$ 5,013,966</b>	<b>\$ 5,355,290</b>	<b>\$ 5,735,695</b>	<b>\$ 6,043,140</b>

**Staffing (Full-Time Equivalents)**

Permanent Positions	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Administrative Analyst I (Limited Term)	-	-	0.20	0.20
Education Coordinator	0.75	0.75	-	-
Executive Assistant	1.00	1.00	-	-
Museum Collections Specialist	-	1.00	1.00	1.00
Nutrition Site Manager	0.50	0.50	0.50	0.50
Office Assistant	2.00	1.00	1.00	1.00
Office Specialist	-	1.00	1.00	1.00
Recreation & Community Services Director	1.00	1.00	1.00	1.00
Recreation Program Coordinator	1.00	1.00	1.00	1.00
Recreation Services Manager	1.00	1.00	1.00	1.00
Recreation Specialist	-	4.00	4.00	4.00
Recreation Specialist (Limited Term)	-	-	0.50	0.50
Recreation Supervisor	3.00	3.00	3.00	3.00
Senior Museum Specialist	1.00	1.00	0.75	0.75
Senior Office Assistant	1.00	1.00	1.00	1.00
Senior Services Supervisor	1.00	1.00	1.00	1.00
Utility Worker	1.00	1.00	1.00	1.00
<b>Permanent</b>	<b>14.25</b>	<b>19.25</b>	<b>17.95</b>	<b>17.95</b>

**RECREATION & COMMUNITY SERVICES SUMMARY**

**Staffing (Full-Time Equivalents) continued**

<b>Temporary Positions</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
Adult Sports League Officials	1.19	1.10	0.64	0.48
Aquatic Instructor/Lifeguard	1.95	1.83	1.95	2.46
Building Attendants	3.02	3.02	3.48	3.55
Case Management Support	-	-	-	0.29
Class Instructors	3.51	3.51	2.72	2.79
Clerical Relief	0.25	0.25	0.49	0.49
Collections Specialist	0.27	-	-	-
Customer Service Clerks	-	-	1.14	2.04
Day Camp Recreation Leader I, II, III	7.27	7.29	7.11	7.11
Day Camp Recreation Specialist	0.17	0.17	0.17	0.17
Day Camp Senior Recreation Specialist	0.56	0.25	0.25	0.25
Event Coordinator	-	-	0.57	0.47
Event Staff (was Building Attendant)	0.30	-	-	-
Facility Attendant Staff	0.12	0.19	0.20	0.20
Field Attendant	-	0.74	1.06	0.74
Fitness Program Class Instructors	1.15	0.83	0.92	0.74
Fitness Program Specialist	0.48	-	-	-
Fitness Program Staff (Drop-in)	3.41	3.05	3.80	4.11
Food Server	0.50	0.50	0.50	0.50
Guest Services Associate	-	-	0.49	0.47
Lifeguard/Instructor	0.11	0.11	0.11	0.13
MTEP Coverage	-	-	0.23	-
Preschool Aides	2.00	2.00	2.14	2.14
Preschool Teacher	2.49	1.93	1.99	1.99
Program Assistant	0.21	0.38	0.87	0.88
Recreation Intern	0.05	-	-	-
Recreation Leader	-	-	0.10	0.10
Recreation Specialist	1.20	1.22	1.22	1.44
Relief Food Server	0.03	0.03	-	-
Relief Site Manager	0.03	0.03	0.03	0.03
Reservation Support	-	-	-	0.38
Skate Park Attendant	0.76	0.76	0.70	1.03
Skate Park Instructor	0.31	0.31	0.31	0.31
Sports Class Instructors	0.61	1.00	0.74	0.98
Support Staff	0.29	0.08	0.20	0.21
Swim Team Coaches	3.25	2.24	2.24	2.17
Work Experience Leader	-	-	0.48	0.48
Youth League/Camp Leaders	0.98	1.50	1.37	0.41
<b>Temporary</b>	<b>36.46</b>	<b>34.31</b>	<b>38.22</b>	<b>39.54</b>
<b>Total Full Time Equivalents</b>	<b>50.71</b>	<b>53.56</b>	<b>56.17</b>	<b>57.49</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

- Provide direction to staff to produce high quality, cost effective recreation, senior citizen and cultural services for the citizens of Campbell
- Maintain cooperative relationships with the Campbell Union School District and the Campbell Union High School District to coordinate programs and issues concerning Campbell residents
- Set revenue and expenditure targets with staff
- Monitor departmental performance relating to customer service, financial and productivity measures
- Assist in the development of program work plans and monitor progress
- Serve as staff to the Parks and Recreation Commission
- Complete the departmental budget preparation process for fiscal year 2017-2018
- 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 2016
- Facilitate ongoing emergency preparedness training for staff

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2016 - 2017**

- Implement Community Center facility improvements as directed by City Council
- Youth Engagement Initiative review and ongoing sustainability
- Use of Park Impact fees

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	Percent actual to budgeted revenue for overall department	103%	100%	102%
<b>2</b>	Percent actual to budgeted expenditures for overall department	99%	96%	93%

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

**EXHIBIT A**  
**101.524**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 379,128	\$ 494,885	\$ 615,621	\$ 623,084
Supplies, Services & Capital Outlay (Exhibit C)	75,102	96,208	103,313	117,268
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	454,230	591,093	718,934	740,352
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 454,230</b>	<b>\$ 591,093</b>	<b>\$ 718,934</b>	<b>\$ 740,352</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 109	\$ (1,151)	\$ 11,000	\$ 11,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	27,000	76,000
Additional Fund Revenue	454,121	592,244	680,934	653,352
<b>Funding Source Total</b>	<b>\$ 454,230</b>	<b>\$ 591,093</b>	<b>\$ 718,934</b>	<b>\$ 740,352</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Donations - Youth Scholarships	4821	\$ 109	\$ (1,151)	\$ -	\$ -
Branding Merchandise	4643	-	-	-	-
Donations - School District & Library	4825	-	-	11,000	11,000
<b>Program Revenue</b>		<b>\$ 109</b>	<b>\$ (1,151)</b>	<b>\$ 11,000</b>	<b>\$ 11,000</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
CIPR - Limited Term Positions		\$ -	\$ -	\$ 27,000	\$ 76,000
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,000</b>	<b>\$ 76,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ 454,121</b>	<b>\$ 592,244</b>	<b>\$ 680,934</b>	<b>\$ 653,352</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 454,230</b>	<b>\$ 591,093</b>	<b>\$ 718,934</b>	<b>\$ 740,352</b>

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

**EXHIBIT B**  
**101.524**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 262,795	\$ 300,576	\$ 362,610	\$ 377,656
<b>7002</b> Personnel - Temporary	12,546	80,835	113,900	101,600
<b>7003</b> Personnel - Overtime	-	-	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 275,341</b>	<b>\$ 381,411</b>	<b>\$ 476,510</b>	<b>\$ 479,256</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	44,487	54,533	68,765	71,619
<b>7107</b> Dental Insurance	4,124	4,996	6,896	6,008
<b>7108</b> Group Health Insurance	30,192	33,028	43,262	42,819
<b>7109</b> Group Life Insurance	409	471	652	540
<b>7110</b> Workers' Compensation Insurance	992	1,907	2,648	3,442
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,670	1,847	2,968	2,600
<b>7113</b> Medicare	4,290	5,726	6,909	6,949
<b>7114</b> Auto Allowance	2,235	2,255	2,280	4,560
<b>7115</b> Cell Phone Allowance	-	738	-	720
<b>7118</b> Other Benefits Pay	8,406	4,717	-	-
<b>7120</b> Sick Leave Payout	1,480	-	-	-
<b>7121</b> Leave Balance Payout	3,001	-	-	-
<b>7122</b> Deferred Compensation Contribution	2,411	2,486	3,250	1,170
<b>7124</b> VEBA Health Deferred Compensation	-	42	-	2,080
<b>7126</b> PARS 457 Retirement	90	727	1,481	1,321
<b>Total Benefits</b>	<b>\$ 103,787</b>	<b>\$ 113,474</b>	<b>\$ 139,111</b>	<b>\$ 143,828</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 379,128</b>	<b>\$ 494,885</b>	<b>\$ 615,621</b>	<b>\$ 623,084</b>

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

**EXHIBIT B-1**  
**101.524**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Recreation & Community Svcs. Director	1.00	1.00	1.00	1.00	\$ 182,447
Executive Assistant *	0.20	0.20	-	-	-
Office Assistant **	0.20	-	-	-	-
Office Specialist **	-	0.20	0.20	0.20	16,111
Recreation Services Manager ***	1.00	1.00	1.00	1.00	132,060
Recreation Specialist (Youth Engagement) *****	-	-	0.50	0.50	26,146
Administrative Analyst I ****	-	-	0.20	0.20	20,892
*Balance in Programs 531 & 532					
** Position Reclassified during FY 14 Balance in Programs 531 & 532					
*** Re-allocated from Prog 529-532					
**** Balance in 510 & 701 2-Year Limited Term					
***** 2-Year Limited Term					
<b>TOTAL</b>	<b>2.40</b>	<b>2.40</b>	<b>2.90</b>	<b>2.90</b>	<b>\$ 377,656</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Clerical Relief (Vacation/Holiday)	0.17	0.17	0.41	0.41	\$ 17,500
Recreation Intern (One Year)	0.05	-	-	-	-
Customer Service Clerks	-	-	1.14	2.04	72,100
MTEP Coverage (One-Time Funding)	-	-	0.23	-	-
Recreation Leader *	-	-	0.10	0.10	2,000
Work Experience Leader *	-	-	0.48	0.48	10,000
*Youth Engagement Program					
<b>TOTAL</b>	<b>0.22</b>	<b>0.17</b>	<b>2.36</b>	<b>3.03</b>	<b>\$ 101,600</b>

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

**EXHIBIT C**  
**101.524**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	1,171	1,901	1,200	1,500
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	6,367	9,992	7,000	17,640
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	36,493	37,764	39,600	41,100
<b>7428</b> Maint. of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	192	-	700	700
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	475	640	800	800
<b>7435</b> Professional Development & Meetings	5,010	16,466	12,000	12,000
<b>7437</b> Staff Development	1,023	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7441</b> Special Community Services	-	906	10,000	10,000
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	24,371	28,539	32,013	33,528
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 75,102</b>	<b>\$ 96,208</b>	<b>\$ 103,313</b>	<b>\$ 117,268</b>

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

EXHIBIT C-1  
 101.524  
 Page 1

Description	FY 2017 Adopted
<b><u>7421 Communications - Phones</u></b>	
E-Mail Newsletter Fees	\$ 900
FAX Line	600
	<b>1,500</b>
<b><u>7424 Office Expense</u></b>	
Office Furniture (one-time)	8,000
Office Water	2,640
Office Supplies & Printing Expenses	7,000
	<b>17,640</b>
<b><u>7427 Special Departmental Expense</u></b>	
American Society of Composers, Authors & Performers (ASCAP) BMI Licensing Fee, SESAC	1,600
Department Meetings	500
Departmental Employee Recognition	450
Lettering Machine Supplies	300
Motion Picture License	500
Recreation Activities Brochure (3 Per Year)	35,750
Other Department Wide Supplies	2,000
	<b>41,100</b>
<b><u>7430 Professional &amp; Specialized Services</u></b>	
Hepatitis B Vaccines (Lifeguards/Building Attendants)	200
TB Testing - Lifeguards, Day Camp Leaders, Instructors, Etc.	500
	<b>700</b>
<b><u>7434 Memberships, Dues, Books</u></b>	
Books	100
Dues (Includes Parks & Recreation Commission)	500
Subscriptions	200
	<b>800</b>
<b><u>7435 Professional Development &amp; Meetings</u></b>	
Conferences, Workshops & Meetings	<b>12,000</b>
<b><u>7441 Special Community Services</u></b>	
Youth Engagement (Contract events, program supplies, YAC Attack)	<b>10,000</b>
<b><u>7551 User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>33,528</b>
<b>TOTAL</b>	<b>\$ 117,268</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

- Operate the Campbell Lunch Program for older adults
- Share funding of program costs with Santa Clara County
- Provide administration for the program with Santa Clara County
- Coordinate services provided by the caterer, vendors and social service agencies
- Provide 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
- Provide on-going training to staff and volunteers on health and safety standards for food handling and operations
- Provide on-going training for staff and volunteers in Universal Precautions and emergency procedures
- Seek donations from individuals and service groups
- Maintain attendance levels consistent with the City and County budget support

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	Total number of meals served as a percent of meals budgeted	98.87%	135.2%	101.2%
<b>2</b>	Average number of meals served per day as percent of meals budgeted	42 100%	61 135%	71 101%

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

EXHIBIT A  
 101.525

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 85,025	\$ 99,562	\$ 100,071	\$ 100,695
Supplies, Services & Capital Outlay (Exhibit C)	68,851	105,934	113,564	118,054
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	153,876	205,496	213,635	218,749
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 153,876</b>	<b>\$ 205,496</b>	<b>\$ 213,635</b>	<b>\$ 218,749</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 62,927	\$ 82,433	\$ 92,802	\$ 96,247
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	90,949	123,062	120,833	122,502
<b>Funding Source Total</b>	<b>\$ 153,876</b>	<b>\$ 205,496</b>	<b>\$ 213,635</b>	<b>\$ 218,749</b>

REVENUE DETAIL					
Description	Fund / Acct.				
County's Share of Nutrition Program	4561	\$ 48,751	\$ 63,069	\$ 45,163	\$ 47,409
County's Share of Room Usage	4561	-	-	8,437	8,437
County's Share of Personnel Costs	4561	-	-	20,202	21,401
Meal Donations	4816	14,176	19,365	19,000	19,000
<b>Program Revenue</b>		<b>\$ 62,927</b>	<b>\$ 82,433</b>	<b>\$ 92,802</b>	<b>\$ 96,247</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 90,949</b>	<b>\$ 123,062</b>	<b>\$ 120,833</b>	<b>\$ 122,502</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 153,876</b>	<b>\$ 205,496</b>	<b>\$ 213,635</b>	<b>\$ 218,749</b>

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

**EXHIBIT B**  
**101.525**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 45,102	\$ 51,557	\$ 54,948	\$ 56,611
<b>7002</b> Personnel - Temporary	11,670	11,548	14,280	14,280
<b>7003</b> Personnel - Overtime	-	38	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 56,772</b>	<b>\$ 63,143</b>	<b>\$ 69,228</b>	<b>\$ 70,891</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	90	90	90	90
<b>7106</b> Retirement	7,207	8,891	10,421	10,753
<b>7107</b> Dental Insurance	2,449	2,659	2,738	1,723
<b>7108</b> Group Health Insurance	11,192	12,176	12,554	12,323
<b>7109</b> Group Life Insurance	245	251	259	161
<b>7110</b> Workers' Compensation Insurance	790	1,207	1,500	1,812
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	419	446	988	621
<b>7113</b> Medicare	831	989	1,003	1,030
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	-	-	-	-
<b>7120</b> Sick Leave Payout	2,378	1,680	-	-
<b>7121</b> Leave Balance Payout	1,425	6,771	-	-
<b>7122</b> Deferred Compensation Contribution	1,063	1,108	1,105	1,105
<b>7126</b> PARS 457 Retirement	164	150	185	186
<b>Total Benefits</b>	<b>\$ 28,253</b>	<b>\$ 36,419</b>	<b>\$ 30,843</b>	<b>\$ 29,804</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 85,025</b>	<b>\$ 99,562</b>	<b>\$ 100,071</b>	<b>\$ 100,695</b>

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

**EXHIBIT B-1**  
**101.525**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Nutrition Site Manager	0.50	0.50	0.50	0.50	\$ 23,972
Senior Services Supervisor *	0.20	0.20	0.20	0.20	21,516
Utility Worker **	0.15	0.15	0.15	0.15	11,123
* Balance in Program 526					
** Balance in Prog 526, 527, 531 & 532					
<b>TOTAL</b>	<b>0.85</b>	<b>0.85</b>	<b>0.85</b>	<b>0.85</b>	<b>\$ 56,611</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Relief Site Manager	0.03	0.03	0.03	0.03	\$ 1,800
Relief Food Server	0.03	0.03	-	-	-
Food Server	0.50	0.50	0.50	0.50	12,480
<b>TOTAL</b>	<b>0.55</b>	<b>0.55</b>	<b>0.53</b>	<b>0.53</b>	<b>\$ 14,280</b>

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

**EXHIBIT C**  
**101.525**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	9,975	14,834	19,470	19,470
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	-	-	-	-
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	58,876	91,097	94,094	98,584
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	3	-	-
7438 Other Charges	-	-	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	-	-	-	-
7884 Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 68,851</b>	<b>\$ 105,934</b>	<b>\$ 113,564</b>	<b>\$ 118,054</b>



**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
- Serve as Adult Services Division representative to the Civic Improvement Commission
- Monitor senior oriented programs/services provided by Social Service sub-grant recipients
- Maintain existing and develop new partnerships with community-based organizations to enhance programs and services to senior adults
- Facilitate monthly volunteer opportunities Provide supervision for delivery of Case Management Services
- Continue marketing efforts to sustain participation levels
- Facilitate training for staff in CPR, Universal Precautions and Emergency Procedures
- Provide consistent, exceptional customer service in all program offerings

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2016 - 2017**

- Automate the membership renewal and purchase for adult center customers

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	Attain 90% or better of desired membership base of 1,200	107% (1288)	77% (928)	92% (1101)
<b>2</b>	Attain 80% enrollment in all classes	65%	88%	87%
<b>3</b>	45% of class participants are residents	41%	46%	40%
<b>4</b>	75% of surveyed participants rate activities as satisfactory or better	N/A	96%	90%
<b>5</b>	Ratio of gross revenues to division direct expenses is 40% or greater	51%	39%	47%

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

EXHIBIT A  
 101.526

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 439,810	\$ 463,989	\$ 494,068	\$ 513,903
Supplies, Services & Capital Outlay (Exhibit C)	133,005	165,508	147,864	155,714
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	572,815	629,497	641,932	669,617
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 572,815</b>	<b>\$ 629,497</b>	<b>\$ 641,932</b>	<b>\$ 669,617</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 291,734	\$ 318,591	\$ 309,561	\$ 311,059
Transfers from Other Funds	3,736	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	277,345	310,906	332,371	358,558
<b>Funding Source Total</b>	<b>\$ 572,815</b>	<b>\$ 629,497</b>	<b>\$ 641,932</b>	<b>\$ 669,617</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Classes	4612	\$ 175,673	\$ 179,855	\$ 179,781	\$ 186,854
Fund Raiser	4625	1,924	1,280	-	-
Program Fees	4626	114,137	137,456	129,780	124,205
<b>Program Revenue</b>		<b>\$ 291,734</b>	<b>\$ 318,591</b>	<b>\$ 309,561</b>	<b>\$ 311,059</b>
Senior Trust	797	\$ 3,736	\$ -	\$ -	\$ -
<b>Transfers from Other Funds</b>		<b>\$ 3,736</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 277,345</b>	<b>\$ 310,906</b>	<b>\$ 332,371</b>	<b>\$ 358,558</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 572,815</b>	<b>\$ 629,497</b>	<b>\$ 641,932</b>	<b>\$ 669,617</b>

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

**EXHIBIT B**  
**101.526**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 211,479	\$ 227,727	\$ 243,204	\$ 250,481
<b>7002</b> Personnel - Temporary	129,004	130,682	136,543	146,416
<b>7003</b> Personnel - Overtime	13	38	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 340,496</b>	<b>\$ 358,448</b>	<b>\$ 379,747</b>	<b>\$ 396,897</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	90	90	90	90
<b>7106</b> Retirement	34,456	39,421	46,121	47,501
<b>7107</b> Dental Insurance	5,548	5,815	5,982	5,974
<b>7108</b> Group Health Insurance	40,069	41,392	43,152	42,215
<b>7109</b> Group Life Insurance	555	549	567	549
<b>7110</b> Workers' Compensation Insurance	3,289	4,805	5,132	7,033
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,772	1,786	2,160	2,151
<b>7113</b> Medicare	3,871	4,056	5,505	5,755
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	10	672	-	-
<b>7120</b> Sick Leave Payout	2,034	1,440	-	-
<b>7121</b> Leave Balance Payout	2,077	-	-	-
<b>7122</b> Deferred Compensation Contribution	3,891	3,846	3,835	3,835
<b>7126</b> PARS 457 Retirement	1,650	1,670	1,777	1,903
<b>Total Benefits</b>	<b>\$ 99,314</b>	<b>\$ 105,542</b>	<b>\$ 114,321</b>	<b>\$ 117,006</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 439,810</b>	<b>\$ 463,989</b>	<b>\$ 494,068</b>	<b>\$ 513,903</b>

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

**EXHIBIT B-1**  
**101.526**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Senior Services Supervisor *	0.70	0.80	0.80	0.80	\$ 86,062
Recreation Program Coordinator	1.00	1.00	1.00	1.00	83,908
Office Assistant	1.00	1.00	1.00	1.00	69,388
Utility Worker **	0.15	0.15	0.15	0.15	11,123
* Balance in Program 525					
** Balance in Prog 525, 527, 531 & 532					
<b>TOTAL</b>	<b>2.85</b>	<b>2.95</b>	<b>2.95</b>	<b>2.95</b>	<b>\$ 250,481</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Lifeguard/Instructor	0.11	0.11	0.11	0.13	\$ 6,280
Class Instructors	1.83	1.83	1.75	1.82	113,616
Clerical Relief	0.08	0.08	0.08	0.08	3,200
Recreation Specialist (Trips)	0.22	0.22	0.22	0.25	8,320
Case Management Support	-	-	-	0.29	15,000
<b>TOTAL</b>	<b>2.24</b>	<b>2.24</b>	<b>2.16</b>	<b>2.57</b>	<b>\$ 146,416</b>

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

**EXHIBIT C**  
**101.526**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	-	-	-	-
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	8,344	7,161	7,552	7,196
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	4,404	10,821	5,400	2,830
<b>7428</b> Maint of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	100	294	300	200
<b>7430</b> Professional & Specialized Services	-	-	-	-
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	7,994	11,788	7,500	7,500
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	395	375	405	405
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	84	53	-	-
<b>7438</b> Other Charges	10,072	10,093	10,500	10,500
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7441</b> Special Community Service	72,367	90,675	77,740	86,800
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	50	50
<b>7551</b> User Charges - IT Pool	29,246	34,248	38,417	40,233
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>133,005</b>	<b>165,508</b>	<b>147,864</b>	<b>155,714</b>

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

EXHIBIT C-1  
 101.526  
 Page 1

Description	FY 2017 Adopted
<b><u>7424 Office Expense</u></b>	
Newsletter Mailing & Permit	\$ 692
Office Supplies	200
Printing of Membership Cards & Highlights Flyer	1,000
Printing of Monthly Newsletter	5,304
	<b>7,196</b>
<b><u>7427 Special Departmental Expense</u></b>	
Recreation Program Supplies	<b>2,830</b>
<b><u>7429 Maintenance &amp; Operation of Equipment</u></b>	
Piano Tuning, TV, DVD, Pool Table Repair, Keyboard, Etc.	<b>200</b>
<b><u>7432 Other Contractual Services</u></b>	
Case Management Augmentation	<b>7,500</b>
<b><u>7434 Memberships, Dues, Books</u></b>	
Dues - Supervisor & Coordinator	<b>405</b>
<b><u>7438 Other Charges</u></b>	
Active Fees and Charges	<b>10,500</b>
<b><u>7441 Special Community Service</u></b>	
Program Expenses for Special Events/Fund Raisers	6,800
Program Expenses for Trips	80,000
	<b>86,800</b>
<b><u>7550 User Charges - Motor Pool</u></b>	
Use of City Pool Vehicles	<b>50</b>
<b><u>7551 User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>40,233</b>
<b>TOTAL</b>	<b>\$ 155,714</b>

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

**MISSION STATEMENT**

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

**ON-GOING RESPONSIBILITIES**

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	80% of available short-term rental space is scheduled	60%	52%	55%
<b>2</b>	50% of available athletic field time is reserved	64%	50%	47%

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

**EXHIBIT A**  
**101.527**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 421,262	\$ 459,685	\$ 512,224	\$ 545,919
Supplies, Services & Capital Outlay (Exhibit C)	379,341	417,401	281,718	304,629
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	800,603	877,086	793,942	850,548
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 800,603</b>	<b>\$ 877,086</b>	<b>\$ 793,942</b>	<b>\$ 850,548</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 611,847	\$ 647,139	\$ 562,823	\$ 628,497
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	20,000
Additional Fund Revenue	188,756	229,946	231,119	202,051
<b>Funding Source Total</b>	<b>\$ 800,603</b>	<b>\$ 877,086</b>	<b>\$ 793,942</b>	<b>\$ 850,548</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Program Fees-Picnic Fees	4616	\$ 24,113	\$ 25,115	\$ 23,304	\$ 28,420
Community Group Sponsored Event	4630	-	-	5,040	4,910
Tenant Lease Income	4810	1,859	2,630	-	-
Other Rental Income	4819	576,029	608,364	523,679	581,567
Other Income	4965	5,863	1,239	1,700	3,800
Vending Machine Concession	4627	3,983	2,447	2,400	2,400
Summer Concerts *	4645	-	7,345	6,700	7,400
* Moved from Program 531 in FY 15					
<b>Program Revenue</b>		<b>\$ 611,847</b>	<b>\$ 647,139</b>	<b>\$ 562,823</b>	<b>\$ 628,497</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
General Fund - CIPR	3641	-	-	-	\$ 20,000
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ 188,756</b>	<b>\$ 229,946</b>	<b>\$ 231,119</b>	<b>\$ 202,051</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 800,603</b>	<b>\$ 877,086</b>	<b>\$ 793,942</b>	<b>\$ 850,548</b>

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

**EXHIBIT B**  
**101.527**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 203,801	\$ 250,750	\$ 271,657	\$ 281,071
<b>7002</b> Personnel - Temporary	112,516	80,320	101,385	122,418
<b>7003</b> Personnel - Overtime	135	609	1,000	1,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 316,453</b>	<b>\$ 331,678</b>	<b>\$ 374,042</b>	<b>\$ 404,489</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	360	360	360	720
<b>7106</b> Retirement	34,029	43,464	51,516	53,977
<b>7107</b> Dental Insurance	4,990	6,934	7,301	7,290
<b>7108</b> Group Health Insurance	36,509	49,053	52,661	51,516
<b>7109</b> Group Life Insurance	499	654	691	670
<b>7110</b> Workers' Compensation Insurance	5,148	7,071	9,015	10,203
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,594	2,032	2,635	2,624
<b>7113</b> Medicare	4,851	5,030	5,406	5,721
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	1,281	1,264	2,600	2,600
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	10,593	6,523	-	-
<b>7122</b> Deferred Compensation Contribution	3,539	4,571	4,680	4,680
<b>7126</b> PARS 457 Retirement	1,417	1,050	1,317	1,429
<b>Total Benefits</b>	<b>\$ 104,810</b>	<b>\$ 128,006</b>	<b>\$ 138,182</b>	<b>\$ 141,430</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 421,262</b>	<b>\$ 459,685</b>	<b>\$ 512,224</b>	<b>\$ 545,919</b>

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

**EXHIBIT B-1**  
**101.527**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Recreation Supervisor *	1.00	1.00	1.00	1.00	\$ 107,578
Senior Office Assistant	1.00	1.00	1.00	1.00	76,710
Utility Worker **	0.60	0.60	0.60	0.60	44,491
Recreation Specialist (Facilities)	-	1.00	1.00	1.00	52,292
* Balance in Program 531					
** Balance in Prog 525, 526, 531 & 532					
	<b>2.60</b>	<b>3.60</b>	<b>3.60</b>	<b>3.60</b>	<b>\$ 281,071</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Support Staff	0.29	0.08	0.20	0.21	\$ 7,760
Building Attendants	3.00	3.00	3.46	3.53	84,364
Field Attendant	-	0.74	1.06	0.74	17,814
Reservations Support	-	-	-	0.38	12,480
<b>TOTAL</b>	<b>3.29</b>	<b>3.82</b>	<b>4.72</b>	<b>4.86</b>	<b>\$ 122,418</b>

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

**EXHIBIT C  
101.527**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ 331,228	\$ 355,449	\$ 213,352	\$ 213,352
<b>7421</b> Communications - Phones	5,479	4,230	3,480	3,480
<b>7423</b> Clothing & Personal Expense	792	972	900	900
<b>7424</b> Office Expense	196	-	-	-
<b>7425</b> Minor Tools & Equipment	1,954	4,603	11,000	7,400
<b>7427</b> Special Departmental Expense	9,806	2,796	5,000	23,000
<b>7428</b> Maintenance of Buildings, Structures & Ground	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	917	3,560	1,700	3,700
<b>7430</b> Professional & Specialized Services	-	-	-	-
<b>7431</b> Promotional Expense	421	177	500	500
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	170	150	175	175
<b>7435</b> Professional Development & Meetings	(184)	-	-	-
<b>7437</b> Staff Development	246	-	-	-
<b>7438</b> Other Charges	8,798	15,906	11,000	17,000
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7441</b> Special Community Services	21	6,726	9,000	8,300
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	19,497	22,832	25,611	26,822
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 379,341</b>	<b>\$ 417,401</b>	<b>\$ 281,718</b>	<b>\$ 304,629</b>



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

EXHIBIT C-1  
 101.527  
 Page 2

Description	FY 2017 Adopted
<b><u>7431 Promotional Expense</u></b> Calendars - Holiday Cards to Renters / Tenants	<b>\$ 500</b>
<b><u>7434 Memberships, Dues, Books</u></b> California Park & Recreation Society (CPRS)	<b>175</b>
<b><u>7438 Other Charges</u></b> Active Fees and Charges	<b>17,000</b>
<b><u>7441 Special Community Services</u></b> (9) Concert Bands, Supplies, Porta-Potties	<b>8,300</b>
<b><u>7551 User Charges - IT Pool</u></b> Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>26,822</b>
<b>SUBTOTAL page 2</b>	<b>52,797</b>
<b>TOTAL Exhibit C-1</b>	<b>\$ 304,629</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2016 - 2017**

- Further develop the Museum's long-term goals as directed by City Council

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	Ainsley Gardens are rented 75% of the time during peak available days	55% 24/44	50% 22/44	53% 23/44
<b>2</b>	Museum Education reaches 5,000 school children annually (on site field trips and off site outreach)	5,143	5,501	5,379
<b>3</b>	Visitor & event attendance reaches goals (5,000 total ): - Ainsley House visitors* - 1,500 - Historical Museum visitors* - 500 - Ainsley House Garden Events - 3,000 *general public and museum members	N/A •1,454 •306 •N/A	4,710 •1,669 •628 •2,413	4974 • 1906 • 999 • 2066
<b>4</b>	Museum volunteers complete 4,000 volunteer hours annually	N/A	4,203	4,748
<b>5</b>	50% of museum donations are processed for accession into the collection within one year of donation	N/A	63%	76%

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

EXHIBIT A  
 101.528

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 201,896	\$ 215,934	\$ 239,370	\$ 239,116
Supplies, Services & Capital Outlay (Exhibit C)	72,935	88,342	100,561	146,689
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	274,831	304,276	339,931	385,805
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 274,831</b>	<b>\$ 304,276</b>	<b>\$ 339,931</b>	<b>\$ 385,805</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 67,575	\$ 69,317	\$ 89,275	\$ 74,410
Transfers from Other Funds	36,240	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	171,016	234,959	250,656	311,395
<b>Funding Source Total</b>	<b>\$ 274,831</b>	<b>\$ 304,276</b>	<b>\$ 339,931</b>	<b>\$ 385,805</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Program Fees	4609	\$ 26,188	28,763	\$ 32,910	\$ 28,685
Rental Fees	4610	34,686	33,192	49,365	38,725
Admission Fees	4611	6,701	7,362	7,000	7,000
<b>Program Revenue</b>		<b>\$ 67,575</b>	<b>\$ 69,317</b>	<b>\$ 89,275</b>	<b>\$ 74,410</b>
Museum Trust	794	30,000	-	-	-
Museum Trust - Museum Foundation fo Collections Specialist	794	6,240	-	-	-
<b>Transfers from Other Funds</b>		<b>\$ 36,240</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 171,016</b>	<b>\$ 234,959</b>	<b>\$ 250,656</b>	<b>\$ 311,395</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 274,831</b>	<b>\$ 304,276</b>	<b>\$ 339,931</b>	<b>\$ 385,805</b>

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

**EXHIBIT B**  
**101.528**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 111,924	\$ 103,954	\$ 115,908	\$ 118,998
<b>7002</b> Personnel - Temporary	39,014	57,172	61,185	58,919
<b>7003</b> Personnel - Overtime	713	60	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 151,651</b>	<b>\$ 161,186</b>	<b>\$ 177,093</b>	<b>\$ 177,917</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	18,251	17,908	21,981	22,567
<b>7107</b> Dental Insurance	3,444	3,778	4,056	4,050
<b>7108</b> Group Health Insurance	21,558	23,002	25,689	25,043
<b>7109</b> Group Life Insurance	344	341	384	326
<b>7110</b> Workers' Compensation Insurance	777	1,537	3,067	2,317
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,086	1,026	1,464	1,276
<b>7113</b> Medicare	2,061	2,217	2,566	2,579
<b>7114</b> Auto Allowance	17	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	168	-	-	-
<b>7119</b> Social Security	-	9	-	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	-	2,153	-	-
<b>7122</b> Deferred Compensation Contribution	2,074	2,031	2,275	2,275
<b>7126</b> PARS 457 Retirement	465	744	795	766
<b>Total Benefits</b>	<b>\$ 50,246</b>	<b>\$ 54,748</b>	<b>\$ 62,277</b>	<b>\$ 61,199</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 201,896</b>	<b>\$ 215,934</b>	<b>\$ 239,370</b>	<b>\$ 239,116</b>

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

**EXHIBIT B-1**  
**101.528**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Senior Museum Specialist	1.00	1.00	0.75	0.75	\$ 66,706
Education Coordinator	0.75	0.75	-	-	-
Senior Services Supervisor	0.10	-	-	-	-
Museum Collections Specialist	-	1.00	1.00	1.00	52,292
<b>TOTAL</b>	<b>1.85</b>	<b>2.75</b>	<b>1.75</b>	<b>1.75</b>	<b>\$ 118,998</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Facility Attendant Staff	0.12	0.19	0.20	0.20	\$ 5,100
Building Attendant (Museum Support)	0.02	0.02	0.02	0.02	576
Collections Specialist **	0.27	-	-	-	-
Program Assistant	0.21	0.38	0.87	0.88	28,243
Event Coordinator	-	-	0.57	0.47	15,000
Guest Services Associate	-	-	0.49	0.47	10,000
** Funded by Museum Foundation FY 13 & 14					
<b>TOTAL</b>	<b>0.62</b>	<b>0.59</b>	<b>2.15</b>	<b>2.04</b>	<b>\$ 58,919</b>

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

**EXHIBIT C**  
**101.528**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ 15,914	\$ 21,269	\$ 19,000	\$ 21,000
<b>7421</b> Communications - Phones	696	905	800	800
<b>7422</b> Advertising	-	760	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	343	688	1,000	1,000
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	16,214	21,695	31,292	75,065
<b>7428</b> Maintenance of Buildings, Structures & Ground	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	396	755	1,000	1,000
<b>7430</b> Professional & Specialized Services	-	-	-	-
<b>7431</b> Promotional Expense	1,508	1,032	3,300	2,300
<b>7432</b> Other Contractual Services	16,919	15,876	16,758	16,902
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	243	948	1,000	1,000
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	300	473	-	-
<b>7438</b> Other Charges	842	1,065	800	800
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	64	43	-	-
<b>7551</b> User Charges - IT Pool	19,497	22,832	25,611	26,822
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 72,935</b>	<b>\$ 88,342</b>	<b>\$ 100,561</b>	<b>\$ 146,689</b>

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

**EXHIBIT C-1**  
**101.528**  
**Page 1**

Description	FY 2017 Adopted
<b><u>7420</u> Utilities - Electricity/Gas/Water</b>	
Electricity & Gas - PG&E (Museum & Ainsley House)	\$ 18,475
Sewer (Museum & Ainsley House)	525
Water (Museum & Ainsley House)	2,000
	<b>21,000</b>
<b><u>7421</u> Communications - Phones</b>	
Telephone Line for Alarm System, Computer Network, FAX Machine (Visa/MC)	<b>800</b>
<b><u>7424</u> Office Expense</b>	
Museum Operations	<b>1,000</b>
<b><u>7427</u> Special Departmental Expense</b>	
Collections Supplies	5,000
Conservation of Artifacts	5,000
Conservation Project (Digitization) (one-time)	23,665
Educational Programs	8,000
Exhibit Expenses	12,000
Garden Supplies	1,000
Lecture Program Supplies	1,000
Other Program Supplies (Family Fun Spooky Night, Open House)	1,000
Tuff Shed/Exit Door & Garden Gate Modification	18,000
Volunteer Training Supplies	400
	<b>75,065</b>
<b><u>7429</u> Maintenance &amp; Operation of Equipment</b>	
Ainsley House Alarm Monitoring & Repairs	500
Historical Museum Alarm Monitoring & Repairs	500
	<b>1,000</b>
<b><u>7431</u> Promotional Expense</b>	
Marketing Expenses - Ainsley House Holiday Brochure, Exhibit Guides Appraisal Faire Guide, Ainsley House Visitor Brochure	<b>2,300</b>
<b>SUBTOTAL page 1</b>	<b>\$ 101,165</b>

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

EXHIBIT C-1  
 101.528  
 Page 2

Description	FY 2017 Adopted
<b>7432 Other Contractual Services</b>	
Awning Cleaning	\$ 750
Museum Custodial Services	16,152
	<b>16,902</b>
<b>7434 Memberships, Dues, Books</b>	
Books / Dues	<b>1,000</b>
<b>7438 Other Charges</b>	
Active Net Fees & Charges	<b>800</b>
<b>7551 User Charges - IT Pool</b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>26,822</b>
<b>SUBTOTAL page 2</b>	<b>45,524</b>
<b>TOTAL Exhibit C-1</b>	<b>\$ 146,689</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	60% of all prime dates are booked.	53% 94/179	51% 87/171	46% 81/178
<b>2</b>	Sponsorship revenue is 7% of overall Theatre expenses.	7.7%	4%	4.7%
<b>3</b>	Ratio of gross revenues (net of P&E) to expenses is 70% or greater.	82%	97%	79%
<b>4</b>	75% of available tickets for City Season shows will be sold.	73%	82%	94%
<b>5</b>	General Fund subsidy of Theatre Program to be \$200,000/year or less.	\$150,389	\$143,444	\$164,146

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

**EXHIBIT A**  
**101.529**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 3,902	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	809,378	804,865	859,225	936,490
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	813,280	804,865	859,225	936,490
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 813,280</b>	<b>\$ 804,865</b>	<b>\$ 859,225</b>	<b>\$ 936,490</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 713,280	\$ 673,124	\$ 659,225	\$ 696,880
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	39,610
Additional Fund Revenue	100,000	131,741	200,000	200,000
<b>Funding Source Total</b>	<b>\$ 813,280</b>	<b>\$ 804,865</b>	<b>\$ 859,225</b>	<b>\$ 936,490</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Theatre Revenue Donations	4631	\$ 29,030	\$ 1,081	\$ 4,000	\$ 3,500
FOHT Operation Support	4631	-	-	-	-
Preservation & Facility Surcharge	4632	-	66,121	-	-
Facility Fee (Operating Revenue)	4633	62,233	11,703	46,780	17,559
Concession & Merchandise	4643	3,506	3,543	3,125	3,125
Ticket Sales	4644	195,719	222,313	191,820	256,020
Sponsorships	4645	56,279	34,300	48,000	45,000
Program Advertising	4646	7,050	4,075	6,000	7,500
Theatre Rental Income	4819	359,345	375,197	359,500	364,176
Other Revenue	4965	118	20,912	-	-
<b>Program Revenue</b>		<b>\$ 713,280</b>	<b>\$ 673,124</b>	<b>\$ 659,225</b>	<b>\$ 696,880</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Theatre Preservation & Enhancement	3666	\$ -	\$ -	\$ -	\$ 39,610
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 39,610</b>
<b>Additional Fund Subsidy</b>		<b>\$ 100,000</b>	<b>\$ 131,741</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 813,280</b>	<b>\$ 804,865</b>	<b>\$ 859,225</b>	<b>\$ 936,490</b>

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

**EXHIBIT B**  
**101.529**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 2,656	\$ -	\$ -	\$ -
<b>7002</b> Personnel - Temporary	-	-	-	-
<b>7003</b> Personnel - Overtime	-	-	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 2,656</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	473	-	-	-
<b>7107</b> Dental Insurance	46	-	-	-
<b>7108</b> Group Health Insurance	341	-	-	-
<b>7109</b> Group Life Insurance	5	-	-	-
<b>7110</b> Workers' Compensation Insurance	11	-	-	-
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	20	-	-	-
<b>7113</b> Medicare	48	-	-	-
<b>7114</b> Auto Allowance	25	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	252	-	-	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	-	-	-	-
<b>7122</b> Deferred Compensation Contribution	27	-	-	-
<b>7126</b> PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 1,246</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 3,902</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

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

**EXHIBIT B-1**  
**101.529**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Recreation Services Manager *	-	-	-	-	-
* Moved to Program 524 in FY 14					
<b>TOTAL</b>	-	-	-	-	-

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
	-	-	-	-	-
<b>TOTAL</b>	-	-	-	-	-

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

**EXHIBIT C**  
**101.529**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ 32,016	\$ 38,753	\$ 34,890	\$ 34,890
<b>7421</b> Communications - Phones	3,988	6,233	6,960	8,900
<b>7422</b> Advertising	44,421	46,865	50,300	58,700
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	7,769	10,289	13,500	10,000
<b>7425</b> Minor Tools & Equipment	65	2,222	100	100
<b>7427</b> Special Departmental Expense	58,386	23,564	43,020	54,320
<b>7428</b> Maint of Buildings, Structures & Grounds	13,312	-	1,300	1,300
<b>7429</b> Maintenance & Operation of Equipment	13,952	8,007	6,600	6,600
<b>7430</b> Professional & Specialized Services	544,911	562,313	574,974	638,432
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	23,904	21,945	45,464	30,095
<b>7433</b> Insurance & Surety Bonds	9,098	9,696	10,800	12,500
<b>7434</b> Memberships, Dues, Books	-	-	-	-
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	28,311	40,730	32,900	40,420
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	29,246	34,248	38,417	40,233
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 809,378</b>	<b>\$ 804,865</b>	<b>\$ 859,225</b>	<b>\$ 936,490</b>

Description	FY 2017 Adopted
<b><u>7420</u> Utilities - Electricity/Gas/Water</b>	
Gas & Electricity	\$ 33,000
Sewer	890
Water	1,000
	<b>34,890</b>
<b><u>7421</u> Communications - Phones</b>	
Cell Phone for Theatre Staff, Comcast, Wifi	<b>8,900</b>
<b><u>7422</u> Advertising</b>	
Marketing for Co-produced & Season Shows	57,400
Theatre Marketing & Advertising	1,300
	<b>58,700</b>
<b><u>7424</u> Office Expense</b>	
Box Office Supplies	1,500
Office Supplies	1,500
Postage	7,000
	<b>10,000</b>
<b><u>7425</u> Minor Tools &amp; Equipment</b>	
Tool Box & Miscellaneous Tools	<b>100</b>
<b><u>7427</u> Special Departmental Expense</b>	
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)	9,500
Performer Lodging	3,500
Performer Transportation	2,500
Program Printing (Moved from 7422 in FY 08 & Added Programs for Co-Promotes)	7,000
Special Equipment Rental	28,300
	<b>54,320</b>
<b>SUBTOTAL page 1</b>	<b>\$ 166,910</b>

Description	FY 2017 Adopted
<b><u>7428</u> Maint of Buildings, Structures &amp; Grounds</b>	
General Repairs for Customer Use-Related Damages (Reimbursable)	<b>\$ 1,300</b>
<b><u>7429</u> Maintenance &amp; Operation of Equipment</b>	
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
	<b>6,600</b>
<b><u>7430</u> Professional &amp; Specialized Services</b>	
Contract for Theatre Management & Theatre Manager	200,953
Fund Development & Volunteer Expenses	1,000
In-House Production Talent (Based on One Season)	157,000
Other Reimbursable Expenses	700
Part-Time Labor (Technicians, Box Office Staff, Production Manager)	276,579
On-going Operations:	
Box Office & House Manager	\$ 58,847
Marketing/Media Relations	42,525
Production Manager	11,888
Technical Staff	20,444
	<u>\$ 133,704</u>
Reimbursable Labor:	
Box Office @ Events	\$ 11,543
House Manager @ Events	16,524
Technical Staff	114,809
	<u>\$ 142,876</u>
	<b><u>\$ 276,580</u></b>
Annual Research Fee	2,200
	<b>638,432</b>
<b>SUBTOTAL page 2</b>	<b>\$ 646,332</b>

Description	FY 2017 Adopted
<b><u>7432 Other Contractual Services</u></b>	
Box Office Ticketing Software Support	\$ 3,710
Carpet Cleaning	3,600
Custodial Services & Upholstery Cleaning	18,935
Security Services for In-House Productions	3,850
	<b>30,095</b>
<b><u>7433 Insurance &amp; Surety Bonds</u></b>	
Show Insurance (Annual Policy Based on Attendance or Square Feet & Number of Shows)	<b>12,500</b>
<b><u>7438 Other Charges</u></b>	
Active Fees and Charges (Rentals)	10,000
American Society of Composers, Authors & Producers (ASCAP) / Broadcast Music, Inc. License Fee (Based on 5 Shows & Rentals)	3,500
Credit Card Transaction & Bank Fees	18,000
Internet Ticketing Fees	8,920
	<b>40,420</b>
<b><u>7551 User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/FAX	<b>40,233</b>
<b>SUBTOTAL page 3</b>	<b>123,248</b>
<b>TOTAL Exhibit C-1</b>	<b>\$ 936,490</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	Attain 70% of capacity or better in all programs.	62%	58%	57%
<b>2</b>	50% of participants are residents	49%	50%	52%
<b>3</b>	75% of surveyed participants rate activities as satisfactory or better	NEW	90%	92%
<b>4</b>	Ratio of gross revenues to division expenses is 107% or greater.	117%	102%	99.6%
<b>5</b>	Revenue for Drop-In Programs to exceed direct expenses by 50%.	45%	52%	64%

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

**EXHIBIT A**  
**101.531**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 701,736	\$ 763,296	\$ 841,008	\$ 877,058
Supplies, Services & Capital Outlay (Exhibit C)	162,503	204,094	238,911	258,098
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	864,240	967,390	1,079,919	1,135,156
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 864,240</b>	<b>\$ 967,390</b>	<b>\$ 1,079,919</b>	<b>\$ 1,135,156</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 1,014,725	\$ 963,321	\$ 1,043,123	\$ 973,994
Transfers from Other Funds	-	7,000	7,000	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	(150,485)	-	29,796	161,162
<b>Funding Source Total</b>	<b>\$ 864,240</b>	<b>\$ 970,321</b>	<b>\$ 1,079,919</b>	<b>\$ 1,135,156</b>

REVENUE DETAIL						
Description	Fund / Acct.					
Program Fees:						
Sports	4613	\$ 373,319	\$ 358,044	\$ 409,202	\$ 380,241	
Aquatics	4614	265,229	238,626	265,466	230,500	
Fitness	4622	203,455	204,090	203,455	186,946	
Skate Park	4628	25,670	26,895	35,000	26,969	
Summer Concerts *	4645	12,123	-	-	-	
Drop In Classes	4629	134,929	135,666	130,000	149,338	
* Moved to Program 527 in FY 15						
<b>Program Revenue</b>		<b>\$ 1,014,725</b>	<b>\$ 963,321</b>	<b>\$ 1,043,123</b>	<b>\$ 973,994</b>	
Recreation Donations (Van Sickle)	795	\$ -	\$ 7,000	\$ 7,000	\$ -	
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	<b>\$ -</b>	
<b>Additional Fund Subsidy</b>		<b>\$ (150,485)</b>	<b>\$ (2,931)</b>	<b>\$ 29,796</b>	<b>\$ 161,162</b>	
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 864,240</b>	<b>\$ 967,390</b>	<b>\$ 1,079,919</b>	<b>\$ 1,135,156</b>	

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

**EXHIBIT B**  
**101.531**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 120,204	\$ 201,120	\$ 238,438	\$ 248,093
<b>7002</b> Personnel - Temporary	495,555	437,710	458,965	482,084
<b>7003</b> Personnel - Overtime	927	38	2,000	2,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 616,686</b>	<b>\$ 638,868</b>	<b>\$ 699,403</b>	<b>\$ 732,177</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	30	30	30	30
<b>7106</b> Retirement	22,953	35,221	45,217	47,295
<b>7107</b> Dental Insurance	2,918	6,475	6,996	7,256
<b>7108</b> Group Health Insurance	20,085	44,093	50,466	49,370
<b>7109</b> Group Life Insurance	285	611	663	642
<b>7110</b> Workers' Compensation Insurance	11,016	14,070	14,494	15,115
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	911	1,791	2,526	2,515
<b>7113</b> Medicare	9,354	9,845	10,110	10,606
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	35	2,408	650	1,300
<b>7119</b> Social Security	-	19	-	-
<b>7120</b> Sick Leave Payout	2,959	-	-	-
<b>7121</b> Leave Balance Payout	6,147	-	-	-
<b>7122</b> Deferred Compensation Contribution	2,005	4,254	4,485	4,485
<b>7126</b> PARS 457 Retirement	6,352	5,610	5,968	6,267
<b>Total Benefits</b>	<b>\$ 85,050</b>	<b>\$ 124,428</b>	<b>\$ 141,605</b>	<b>\$ 144,881</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 701,736</b>	<b>\$ 763,296</b>	<b>\$ 841,008</b>	<b>\$ 877,058</b>

CITY OF CAMPBELL OPERATING BUDGET - Personnel Allocation PROGRAM : RECREATION & COMMUNITY SERVICES - SPORTS, AQUATICS, FITNESS					EXHIBIT B-1 101.531
Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Recreation Supervisor *	1.20	1.00	1.00	1.00	\$ 107,578
Executive Assistant **	0.40	0.40	-	-	-
Office Assistant **/**	0.40	-	-	-	-
Office Specialist **/**	-	0.40	0.40	0.40	32,223
Utility Worker ****	0.05	0.05	0.05	0.05	3,708
Recreation Specialist (Aquatics)	-	1.00	1.00	1.00	52,292
Recreation Specialist (Fitness)	-	1.00	1.00	1.00	52,292
* 0.20 FTE to Program 532 in FY 15 ** Balance in Programs 524 & 532 *** Position reclassified in FY 14 **** Balance in Prog 525, 526, 527, 532					
<b>TOTAL</b>	<b>2.05</b>	<b>3.85</b>	<b>3.45</b>	<b>3.45</b>	<b>\$ 248,093</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
<b>SPORTS:</b>					
Adult Sports League Officials	1.19	1.10	0.64	0.48	\$ 14,244
Youth League/Camp Leaders	0.98	1.50	1.37	0.41	11,422
Sports Class Instructors	0.61	1.00	0.74	0.98	64,694
Recreation Specialist	0.98	0.50	0.50	0.69	26,400
<b>AQUATICS:</b>					
Swim Team Coaches (5)	3.25	2.24	2.24	2.17	77,760
Aquatic Instructor/Lifeguard	1.95	1.83	1.95	2.46	63,728
<b>FITNESS:</b>					
Fitness Program Specialist	0.48	-	-	-	-
Fitness Program Staff (Drop-in)	3.41	3.05	3.80	4.11	137,825
Fitness Program Class Instructors	1.15	0.83	0.92	0.74	53,716
<b>SUMMER CONCERTS</b>					
Event Staff (was Building Attendant)*	0.30	-	-	-	-
<b>SKATE PARK</b>					
Skate Park Attendant	0.76	0.76	0.70	1.03	22,575
Skate Park Instructor	0.31	0.31	0.31	0.31	9,720
* Moved to Program 527 in FY 15					
<b>TOTAL</b>	<b>15.37</b>	<b>13.12</b>	<b>13.17</b>	<b>13.38</b>	<b>\$ 482,084</b>

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

**EXHIBIT C**  
**101.531**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	11,041	10,480	23,155	19,730
<b>7428</b> Maint of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	1,546	1,635	6,500	6,500
<b>7430</b> Professional & Specialized Services	-	-	-	-
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	55,150	86,215	105,369	133,399
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	492	597	400	400
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	1,091	1,126	-	-
<b>7438</b> Other Charges	32,387	36,606	39,000	39,000
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7441</b> Special Community Services	46,174	50,294	45,280	38,952
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	14,622	17	19,207	20,117
<b>7884</b> Machinery & Equipment	-	17,123	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 162,503</b>	<b>\$ 204,094</b>	<b>\$ 238,911</b>	<b>\$ 258,098</b>

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

**EXHIBIT C-1**  
**101.531**  
**Page 1**

Description	FY 2017 Adopted
<b><u>7427 Special Departmental Expense</u></b>	
Aquatics & Swim Team Supplies (Lane Line, Kickboards, Lifeguard & First Aid Supplies)	\$ 3,200
Fitness / Lap Swim Supplies / Weight Room Supplies / Tables & Chairs	3,975
Fitness Room Equipment Replacement (3 Spin Bikes)	4,125
Lane Line Replacement	3,500
Skate Park Membership	100
Sports Program Supplies	4,830
	<b>19,730</b>
<b><u>7429 Maintenance &amp; Operation of Equipment</u></b>	
Maintenance and Parts for Skate Park	1,200
Maintenance and Parts for Fitness Center Equipment	5,300
	<b>6,500</b>
<b><u>7432 Other Contractual Services</u></b>	
Payment for Adult Basketball League Referees	47,190
Payment for Sport Camp (Soccer Camps) and Contract Class Instructors	86,209
	<b>133,399</b>
<b><u>7434 Memberships, Dues, Books</u></b>	
Books, Dues, Subscriptions	<b>400</b>
<b><u>7438 Other Charges</u></b>	
Active Fees and Charges	<b>39,000</b>
<b><u>7441 Special Community Services</u></b>	
Aquatics Supplies	2,900
Fitness Supplies (Includes Fun Run Supplies)	21,060
Skate Camp Shirts	1,360
Sports Supplies	6,632
Westmont Pool Rental (Swim Team Summer 2012)	7,000
	<b>38,952</b>
<b><u>7551 User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>20,117</b>
<b>TOTAL</b>	<b>\$ 258,098</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	Attain 75% of capacity in all programs.	69%	80%	81%
<b>2</b>	75% of surveyed participants rate activities as satisfactory or better	N/A	93%	91%
<b>3</b>	50% of participants are residents.	51%	51%	47%
<b>4</b>	Ratio of gross revenues to division expenses is 115% or greater.	111%	120%	115%

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

**EXHIBIT A**  
**101.532**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 704,856	\$ 630,326	\$ 713,429	\$ 732,430
Supplies, Services & Capital Outlay (Exhibit C)	335,260	330,761	367,748	373,993
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,040,115	961,087	1,081,177	1,106,423
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 1,040,115</b>	<b>\$ 961,087</b>	<b>\$ 1,081,177</b>	<b>\$ 1,106,423</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 1,170,075	\$ 1,102,524	\$ 1,086,337	\$ 1,106,539
Transfers from Other Funds	1,217	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	(131,177)	(141,437)	(5,160)	(116)
<b>Funding Source Total</b>	<b>\$ 1,040,115</b>	<b>\$ 961,087</b>	<b>\$ 1,081,177</b>	<b>\$ 1,106,423</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Program Fees:					
Day Camp	4617	\$ 426,304	\$ 385,879	\$ 378,860	\$ 396,735
Classes	4619	363,956	353,632	353,542	355,869
Pre-School	4620	379,630	361,963	353,935	353,935
Special Events	4621	185	1,050	-	-
<b>Program Revenue</b>		<b>\$ 1,170,075</b>	<b>\$ 1,102,524</b>	<b>\$ 1,086,337</b>	<b>\$ 1,106,539</b>
Recreation Donations (Van Sickle)					
		\$ 1,217	\$ -	\$ -	\$ -
<b>Transfers from Other Funds</b>		<b>\$ 1,217</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Use of Fund Reserves					
		\$ -	\$ -	\$ -	\$ -
<b>Additional Fund Subsidy</b>		<b>\$ (131,177)</b>	<b>\$ (141,437)</b>	<b>\$ (5,160)</b>	<b>\$ (116)</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,040,115</b>	<b>\$ 961,087</b>	<b>\$ 1,081,177</b>	<b>\$ 1,106,423</b>

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

**EXHIBIT B**  
**101.532**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 167,152	\$ 164,328	\$ 195,298	\$ 201,167
<b>7002</b> Personnel - Temporary	437,285	371,605	410,860	418,323
<b>7003</b> Personnel - Overtime	2,415	1,589	2,000	2,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 606,852</b>	<b>\$ 537,523</b>	<b>\$ 608,158</b>	<b>\$ 621,490</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	30	30	30	30
<b>7106</b> Retirement	30,926	29,716	37,036	38,149
<b>7107</b> Dental Insurance	3,910	4,663	4,968	5,231
<b>7108</b> Group Health Insurance	26,543	30,621	35,838	35,060
<b>7109</b> Group Life Insurance	386	440	471	456
<b>7110</b> Workers' Compensation Insurance	5,794	6,930	7,824	12,622
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,257	1,428	1,794	1,786
<b>7113</b> Medicare	9,297	8,275	8,786	8,983
<b>7114</b> Auto Allowance	125	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	2,177	2,863	-	-
<b>7120</b> Sick Leave Payout	2,959	-	-	-
<b>7121</b> Leave Balance Payout	6,147	-	-	-
<b>7122</b> Deferred Compensation Contribution	2,740	3,072	3,185	3,185
<b>7126</b> PARS 457 Retirement	5,712	4,766	5,339	5,438
<b>Total Benefits</b>	<b>\$ 98,004</b>	<b>\$ 92,804</b>	<b>\$ 105,271</b>	<b>\$ 110,940</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 704,856</b>	<b>\$ 630,326</b>	<b>\$ 713,429</b>	<b>\$ 732,430</b>

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

**EXHIBIT B-1**  
**101.532**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Recreation Program Supervisor *	0.80	1.00	1.00	1.00	\$ 107,578
Executive Assistant **	0.40	0.40	-	-	-
Utility Worker ***	0.05	0.05	0.05	0.05	3,708
Office Assistant **	0.40	-	-	-	-
Office Specialist **	-	0.40	0.40	0.40	32,223
Recreation Specialist (Preschool)	-	1.00	1.00	1.00	57,658
* Moved from Program 321					
** Balance in Programs 524 & 531 Office Assistant reclassified to Office Specialist in FY 14					
*** Balance in Prog 525, 526 & 531					
<b>TOTAL</b>	<b>1.65</b>	<b>2.85</b>	<b>2.45</b>	<b>2.45</b>	<b>\$ 201,167</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Day Camp Senior Recreation Specialist	0.56	0.25	0.25	0.25	\$ 12,096
Day Camp Recreation Specialist	0.17	0.17	0.17	0.17	9,072
Day Camp Recreation Leader I, II, III	7.27	7.29	7.11	7.11	176,328
Class Instructors	1.68	1.68	0.97	0.97	37,162
Preschool Teacher	2.49	1.93	1.99	1.99	92,060
Preschool Aides	2.00	2.00	2.14	2.14	70,805
Recreation Specialist	-	0.50	0.50	0.50	20,800
<b>TOTAL</b>	<b>14.17</b>	<b>13.82</b>	<b>13.13</b>	<b>13.13</b>	<b>\$ 418,323</b>

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

**EXHIBIT C  
101.532**

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

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	1,746	3,333	4,910	5,200
<b>7428</b> Maint of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	-	-	-	-
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	173,386	164,706	168,155	177,742
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	312	215	530	530
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	428	417	-	-
<b>7438</b> Other Charges	51,360	51,758	65,000	60,000
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7441</b> Special Community Services	108,027	98,811	116,347	117,110
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	106	-	-
<b>7551</b> User Charges - IT Pool	-	11,416	12,806	13,411
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 335,260</b>	<b>\$ 330,761</b>	<b>\$ 367,748</b>	<b>\$ 373,993</b>

Description	FY 2017 Adopted
<b><u>7427 Special Departmental Expense</u></b>	
Expendable Supplies - Classes	\$ 1,000
Expendable Supplies - Day Camp	1,200
Expendable Supplies - Pre-School	3,000
	<b>5,200</b>
<b><u>7432 Other Contractual Services</u></b>	
Payment for Contract Class Instructors (e.g., Art Classes, Gardening, Music Together, Gymnastics, Economic Driving School)	<b>177,742</b>
<b><u>7434 Memberships, Dues, Books</u></b>	
Dues	430
Subscriptions	100
	<b>530</b>
<b><u>7438 Other Charges</u></b>	
Active Fees and Charges	<b>60,000</b>
<b><u>7441 Special Community Services</u></b>	
Classes	5,570
Day Camps (Trip Buses; Day camp T-Shirts, Etc.)	97,500
Pre-School	14,040
	<b>117,110</b>
<b><u>7551 User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>13,411</b>
<b>TOTAL</b>	<b>\$ 373,993</b>

**CITY OF CAMPBELL**  
**OPERATING BUDGET - Summary of Exhibits**  
**PROGRAM : RECREATION DONATION FUNDS**

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

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	-	-
Transfers Out (Exhibit E)	39,976	1,500	7,000	-
<b>Appropriation Total</b>	<b>\$ 39,976</b>	<b>\$ 1,500</b>	<b>\$ 7,000</b>	<b>\$ -</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 38,648	\$ 12,658	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	1,328	(1,088)	7,000	-
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 39,976</b>	<b>\$ 11,570</b>	<b>\$ 7,000</b>	<b>\$ -</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Museum Trust - Interest Revenue	794.4410	885	782	-	-
Museum Trust - Museum Donations	794.4812	38,218	2,186	-	-
Parks Donations	794.4818	-	400	-	-
Recreation Grant - Interest Revenue	795.4410	76	78	-	-
Recreation Grant - Private Grants	795.4824	-	-	-	-
Recreation Grant - Donation	795.4825	-	1,010	-	-
Adult Services Trust - Interest Rev	797.4410	69	68	-	-
Adult Services Trust - Donations	797.4813	(600)	8,134	-	-
<b>Program Revenue</b>		<b>\$ 38,648</b>	<b>\$ 12,658</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Museum Donations Fund Balance	794	(2,863)	-	-	-
Recreation Donations Fund Balance	795	(76)	(1,088)	7,000	-
Senior Services Donations Fund Balance	797	(4,267)	-	-	-
<b>Use of Fund Reserves</b>		<b>\$ (7,206)</b>	<b>\$ (1,088)</b>	<b>\$ 7,000</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 31,442</b>	<b>\$ 11,570</b>	<b>\$ 7,000</b>	<b>\$ -</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Transfers Out  
 PROGRAM : RECREATION DONATION FUNDS

EXHIBIT E  
 794, 795 & 797

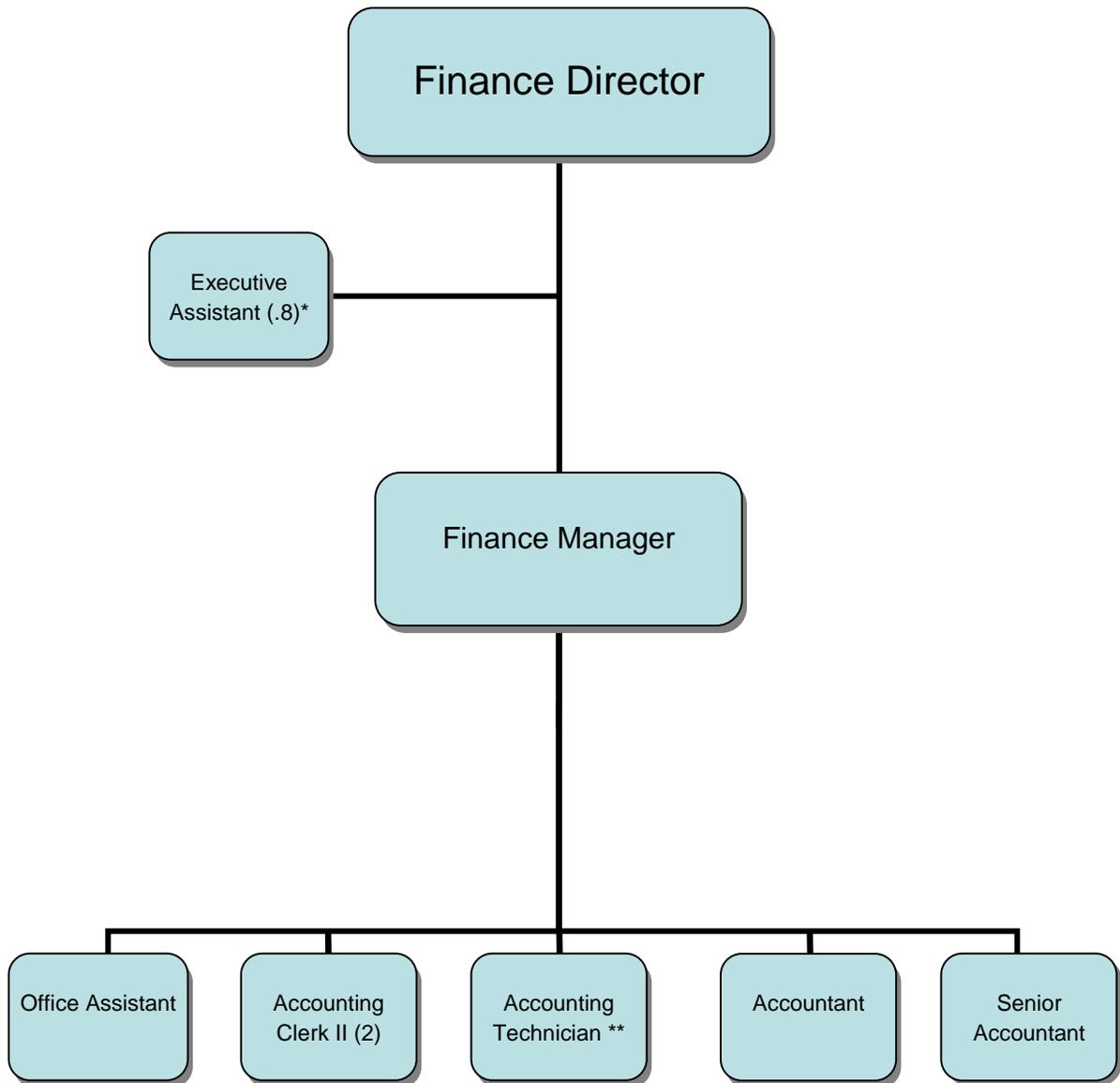
Description	FY 2016 Adopted	FY 2017 Adopted
<b><u>9899 Operating Transfers Out</u></b>		
<b>Fund 794 Museum Donations</b>		
Museum Services Program (101.528)	\$ -	\$ -
<b><u>9899 Operating Transfers Out</u></b>		
<b>Fund 795 Recreation Donations</b>		
Sports, Aquatics Fitness Program (101.531)	7,000	-
<b><u>9899 Operating Transfers Out</u></b>		
<b>Fund 797 Senior Citizens Donations</b>		
Adult Services Program (101.526)	-	-
<b>TOTAL</b>	<b>\$ 7,000</b>	<b>\$ -</b>



# Finance Department



# Finance Department 2016 - 2017



\* Permanent Part-Time

\*\* Confidential

## FINANCE DEPARTMENT PROGRAM SUMMARY

### Expenditure Summary

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 1,115,863	\$ 1,168,498	\$ 1,602,990	\$ 1,592,566
Supplies, Services & Capital Outlay (Exhibit C)	1,579,660	1,529,730	1,589,636	1,667,761
Debt Service (Exhibit D)	1,607,369	1,601,944	1,604,443	1,599,927
<b>Total Before Transfers</b>	<b>4,302,892</b>	<b>4,300,172</b>	<b>4,797,069</b>	<b>4,860,254</b>
Transfers Out (Exhibit E)	141,891	142,513	140,000	140,000
<b>Appropriation Total</b>	<b>\$ 4,444,783</b>	<b>\$ 4,442,685</b>	<b>\$ 4,937,069</b>	<b>\$ 5,000,254</b>

### Revenue Summary

Program Revenue	\$ 29,247,331	\$ 31,829,463	\$ 33,260,211	\$ 34,935,714
Transfers from Other Funds	1,016,941	86,700	1,021,833	1,019,713
Use of Reserves	-	-	125,000	40,000
Additional Fund Revenue	1,612,209	2,204,218	1,490,700	1,674,600
<b>Funding Source Total</b>	<b>\$ 31,876,481</b>	<b>\$ 34,120,380</b>	<b>\$ 35,897,744</b>	<b>\$ 37,670,027</b>

### Staffing (Full-Time Equivalents)

Permanent Position	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Accountant	2.00	2.00	1.00	1.00
Accounting Clerk II	2.00	2.00	2.00	2.00
Accounting Technician	1.00	1.00	1.00	1.00
Administrative Analyst I	-	-	0.20	-
Executive Assistant	0.80	0.80	0.80	0.80
Finance Director	1.00	1.00	1.00	1.00
Finance Manager	1.00	1.00	1.00	1.00
Office Assistant	1.00	1.00	1.00	1.00
Senior Accountant	-	-	1.00	1.00
<b>Permanent</b>	<b>8.80</b>	<b>8.80</b>	<b>9.00</b>	<b>8.80</b>
<b>Temporary Position</b>				
Clerical Relief	0.30	0.30	0.30	0.30
Finance Intern	0.12	0.12	0.12	-
<b>Temporary</b>	<b>0.42</b>	<b>0.42</b>	<b>0.42</b>	<b>0.30</b>
<b>Total Full Time Equivalents</b>	<b>9.22</b>	<b>9.22</b>	<b>9.42</b>	<b>9.10</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2016 – 2017**

- Implement Sungard Pentamation Financial System applications for: Electronic Timesheets, Employee Action Center, WorkFlow and Online Business License Renewals and provide user training
- In conjunction with Public Works department, review and update the processes related to administration and reporting of grants and capital projects including development of any necessary new reports
- In conjunction with Human Resources division, continue to implement required provisions of the Patient Protection and Affordable Care Act (PPACA) related to Health Insurance Mandates and reporting of qualifying employees
- Review re-financing opportunities of existing City and Successor Agency debt obligations to take advantage of lower interest rates and reduce debt service costs where feasible

**PERFORMANCE OUTCOMES**

	Measure	FY 14	FY 15	FY 16
1	90% of invoices are processed within 45 days.	100%	100%	100%
2	Number of A/P checks generated annually.	5005	4994	5,311
3	Number of invoices processed annually.	10,130	10,255	10,887
4	90% of the time, distribute accurate month-end reports to departments within ten working days after the end of each accounting period.	100%	100%	100%
5	100% of the time, file all mandatory State and Federal reports within required timelines.	100%	100%	100%
6	Percent of time an unqualified audit opinion is received.	100%	100%	100%
7	80% of audit management letter comments implemented.	100%	100%	100%
8	95% of budget calendar milestones are met.	100%	100%	100%
9	90% of time miscellaneous accounts receivable billings are generated within 30 days.	100%	100%	100%
10	100% of bi-weekly payroll will be processed accurately and on schedule.	100%	100%	100%
11	100% of the time, all State and Federal required payroll reports will be prepared accurately and timely.	100%	100%	100%
12	Number of payroll checks generated annually.	8,386	8,201	8,844
13	90% of business license billings will be generated within 30 days of scheduled expiration date.	100%	100%	100%
14	99% of idle funds placed in interest bearing investments.	99%	94%	94%
15	80% of time, bank statements will be reconciled to general ledger cash balances within ten working days of month-end close.	79%	83%	40%

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

**EXHIBIT A**  
**101.535**  
**Page 1**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 1,115,863	\$ 1,168,498	\$ 1,302,990	\$ 1,292,566
Supplies, Services & Capital Outlay (Exhibit C)	194,057	134,935	242,336	274,161
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,309,920	1,303,433	1,545,326	1,566,727
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 1,309,920</b>	<b>\$ 1,303,433</b>	<b>\$ 1,545,326</b>	<b>\$ 1,566,727</b>

FUNDING SOURCE(S)				
Program Revenue	\$ 28,678,055	\$ 31,336,412	\$ 32,453,000	\$ 34,126,000
Transfers from Other Funds	66,813	76,700	70,500	70,500
Use of Reserves	-	-	27,000	40,000
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 28,744,868</b>	<b>\$ 31,413,112</b>	<b>\$ 32,550,500</b>	<b>\$ 34,236,500</b>

REVENUE DETAIL					
Description	Fund / Acct.				
	4001-4006,				
Property Tax	4011	\$ 9,945,071	\$ 10,891,277	\$ 10,940,000	\$ 11,889,000
Property tax Pass-Thru (2%)	4007	35,191	39,620	43,000	45,000
Redevelopment Prop Tax Trust Fund	4008	215,240	309,832	250,000	386,000
Sales & Use Tax	4110	8,071,741	8,658,768	10,300,000	12,322,000
Sales Tax Backfill	4115	2,544,368	2,651,176	1,900,000	-
Transactions & Use Tax	4112	2,499,154	2,605,347	2,650,000	2,700,000
Franchise Fee - Electric	4120	400,570	400,359	400,000	400,000
Franchise Fee - Gas	4121	89,625	86,538	90,000	90,000
Transient Occupancy Tax	4150	3,417,412	4,091,923	4,300,000	4,750,000
Real Property Transfer Tax	4153	354,112	526,054	579,000	560,000
Investment Earnings	4410	161,181	148,014	220,000	170,000
GASB 31 Market Value Adjustment	4431	104,321	36,796	-	-
Other Interest	4450	685	3,130	3,000	3,000
Other Grants	4523	1,275	1,000	-	-
State Motor Vehicle in Lieu Tax	4580	17,335	26,321	18,000	18,000
Homeowners Property Tax Relief	4581	42,809	36,275	45,000	45,000
Mandated Cost Reimbursement	4584	19,176	101,821	15,000	30,000
Successor Agency Admin. Reimb.	4710/4890	20,908	14,997	11,000	11,000
Donations-Miscellaneous	4817	-	3,500	-	-
Sale of Real/Personal Property	4960	-	69	3,000	3,000
Insurance Claims Reimbursement	4962	62,791	4,782	5,000	5,000
Other Revenue	4965	27,217	36,025	18,000	25,000
Business License Tax	4152	647,873	662,787	663,000	674,000
<b>Program Revenue</b>		<b>\$ 28,678,055</b>	<b>\$ 31,336,412</b>	<b>\$ 32,453,000</b>	<b>\$ 34,126,000</b>

REVENUE DETAIL CONTINUED

		FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Description	Fund / Acct.				
Information Technologies Pool	647	\$ 24,900	\$ 35,700	\$ 29,500	\$ 29,500
Environmental Services	209	31,000	31,000	31,000	31,000
Motor Vehicle Pool	641	10,000	10,000	10,000	10,000
ABAG Risk Mitigation	212	913	-	-	-
<b>Transfers from Other Funds</b>		<b>\$ 66,813</b>	<b>\$ 76,700</b>	<b>\$ 70,500</b>	<b>\$ 70,500</b>
CIPR - Cost Allocation Study		-	-	27,000	40,000
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,000</b>	<b>\$ 40,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 28,744,868</b>	<b>\$ 31,413,112</b>	<b>\$ 32,550,500</b>	<b>\$ 34,236,500</b>

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

**EXHIBIT B**  
**101.535**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 755,428	\$ 758,785	\$ 909,924	\$ 905,073
<b>7002</b> Personnel - Temporary	7,184	41,936	21,720	18,720
<b>7003</b> Personnel - Overtime	1,032	2,523	2,000	2,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 763,644</b>	<b>\$ 803,245</b>	<b>\$ 933,644</b>	<b>\$ 925,793</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	125,122	137,934	172,558	172,131
<b>7107</b> Dental Insurance	16,155	16,424	18,658	18,225
<b>7108</b> Group Health Insurance	114,522	112,863	134,248	129,048
<b>7109</b> Group Life Insurance	1,601	1,519	1,766	1,637
<b>7110</b> Workers' Compensation Insurance	2,880	4,242	4,921	6,587
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	5,426	5,367	7,214	6,901
<b>7113</b> Medicare	12,816	13,414	13,509	13,431
<b>7114</b> Auto Allowance	2,011	2,290	2,280	4,560
<b>7115</b> Cell Phone Allowance	99	360	-	360
<b>7118</b> Other Benefits Pay	7,955	8,423	2,600	2,600
<b>7120</b> Sick Leave Payout	6,630	10,462	-	-
<b>7121</b> Leave Balance Payout	46,412	41,848	-	-
<b>7122</b> Deferred Compensation Contribution	10,591	10,047	11,310	8,970
<b>7124</b> VEBA Health Deferred Compensation	-	51	-	2,080
<b>7126</b> PARS 457 Retirement	-	8	282	243
<b>Total Benefits</b>	<b>\$ 352,218</b>	<b>\$ 365,253</b>	<b>\$ 369,346</b>	<b>\$ 366,773</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 1,115,863</b>	<b>\$ 1,168,498</b>	<b>\$ 1,302,990</b>	<b>\$ 1,292,566</b>

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

**EXHIBIT B-1**  
**101.535**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Finance Director	1.00	1.00	1.00	1.00	\$ 189,367
Finance Manager	1.00	1.00	1.00	1.00	140,442
Senior Accountant *	-	-	1.00	1.00	101,826
Accountant *	2.00	2.00	1.00	1.00	104,291
Accounting Technician	1.00	1.00	1.00	1.00	90,314
Accounting Clerk II	2.00	2.00	2.00	2.00	153,691
Office Assistant	1.00	1.00	1.00	1.00	59,946
Executive Assistant	0.80	0.80	0.80	0.80	65,196
Administrative Analyst I **	-	-	0.20	-	-
* Reclassify Vacant Accountant Position  2 Year Limited Term					
<b>TOTAL</b>	<b>8.80</b>	<b>8.80</b>	<b>9.00</b>	<b>8.80</b>	<b>\$ 905,073</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Clerical Relief	0.30	0.30	0.30	0.30	\$ 18,720
Finance Intern	0.12	0.12	0.12	-	-
<b>TOTAL</b>	<b>0.42</b>	<b>0.42</b>	<b>0.42</b>	<b>0.30</b>	<b>\$ 18,720</b>

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

**EXHIBIT C**  
**101.535**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	8,376	6,656	6,000	6,300
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	464	296	800	800
<b>7428</b> Maintenance of Buildings, Structures & Ground	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	168	-	800	1,000
<b>7430</b> Professional & Specialized Services	43,333	54,349	70,750	95,750
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	2,625	3,500	4,000	4,000
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	2,522	907	2,500	2,500
<b>7435</b> Professional Development & Meetings	3,104	6,246	5,000	8,000
<b>7437</b> Staff Development	367	-	-	-
<b>7438</b> Other Charges	79,470	183	82,000	82,000
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	50	50
<b>7551</b> User Charges - IT Pool	53,628	62,798	70,436	73,761
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 194,057</b>	<b>\$ 134,935</b>	<b>\$ 242,336</b>	<b>\$ 274,161</b>

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

EXHIBIT C-1  
 101.535  
 Page 1

Description	FY 2017 Adopted
<b><u>7424 Office Expense</u></b>	
Check and Other Forms Printing	\$ 3,500
Office Supplies	1,300
Specialized Printing of Tabs for Budget, Capital Improvement Plan and Annual Financial Report	1,500
	<b>6,300</b>
<b><u>7427 Special Departmental Expense</u></b>	
Departmental Employee Recognition	300
Meeting Expenses	500
	<b>800</b>
<b><u>7429 Maintenance &amp; Operation of Equipment</u></b>	
Filing System (Herman) & Folder Sealer	<b>1,000</b>
<b><u>7430 Professional &amp; Specialized Services</u></b>	
Annual Audit	45,000
Budget and CAFR Review Program	850
CalPERS - GASB 68 Reports	3,500
Collection Services Fees (AR & DUI)	900
Cost Allocation Study	40,000
Direct & Overlapping Bonded Debt Statement	500
Mandated Cost Reimbursement (Per Contract)	3,200
Off-Site Storage	1,800
	<b>95,750</b>
<b><u>7432 Other Contractual Services</u></b>	
Third Party Safekeeping - Bank of New York	<b>4,000</b>
<b><u>7434 Memberships, Dues, Books</u></b>	
Dues: APA, CMTA, CSMFO & GFOA	1,600
Subscriptions & Publications: Payroll Newsletters, American Payroll Association (APA), Government Accounting/Audit Update Financial Reporting, Wall Street Journal, Miscellaneous Governmental Publicaions	900
	<b>2,500</b>
<b><u>7435 Professional Development &amp; Meetings</u></b>	
Employee Training	<b>8,000</b>
<b><u>7438 Other Charges</u></b>	
Property Tax Administration Fees - County (Includes TCAS Amortization Software)	<b>82,000</b>
<b><u>7550 User Charges - Motor Pool</u></b>	
Use of City Hall Pool Cars	<b>50</b>
<b><u>7551 User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax Equipment	<b>73,761</b>
<b>TOTAL</b>	<b>\$ 274,161</b>

**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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2016 – 2017**

- Working with ABAG PLAN staff, review and implement risk management best practices based on cost/benefit analysis

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	Number of liability claims filed.	22	14	32
<b>2</b>	Total annual liability and property claims expense.	\$60,968	\$74,759	\$114,993
<b>3</b>	Liability and property claims premium no more than 3% of total annual payroll.	1.76%	1.78%	1.57%

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

**EXHIBIT A  
101.540**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ 300,000	\$ 300,000
Supplies, Services & Capital Outlay (Exhibit C)	1,382,709	1,390,258	1,342,300	1,388,600
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,382,709	1,390,258	1,642,300	1,688,600
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 1,382,709</b>	<b>\$ 1,390,258</b>	<b>\$ 1,642,300</b>	<b>\$ 1,688,600</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 69,041	\$ 4,112	\$ -	\$ 4,000
Transfers from Other Funds	10,000	10,000	10,000	10,000
Use of Reserves	-	-	98,000	-
Additional Fund Revenue	1,303,668	1,376,147	1,490,700	1,674,600
<b>Funding Source Total</b>	<b>\$ 1,382,709</b>	<b>\$ 1,390,258</b>	<b>\$ 1,598,700</b>	<b>\$ 1,688,600</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Rental / Leases	4810	\$ 1,200	\$ 2,100	\$ -	\$ 2,000
Other Revenue	4965	1,905	2,012	-	2,000
Successor Agency ROPS Support	4710/4890	65,936	-	-	-
<b>Program Revenue</b>		<b>\$ 69,041</b>	<b>\$ 4,112</b>	<b>\$ -</b>	<b>\$ 4,000</b>
Lighting & Landscaping District	207	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
<b>Transfers from Other Funds</b>		<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
General Fund Successor Agency Advance	3655	\$ -	\$ -	\$ -	\$ -
General Fund General Liability Reserve	3659	-	-	-	-
General Fund PERS/OPEB Reserve	3671 & 3680	-	-	98,000	-
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 98,000</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 1,303,668</b>	<b>\$ 1,376,147</b>	<b>\$ 1,490,700</b>	<b>\$ 1,674,600</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,382,709</b>	<b>\$ 1,390,258</b>	<b>\$ 1,598,700</b>	<b>\$ 1,688,600</b>

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

EXHIBIT B  
 101.540

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
7001 Personnel - Regular	\$ -	\$ -	\$ -	\$ -
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	-	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	-	-	-
7106 Retirement	-	-	-	-
7107 Dental Insurance	-	-	-	-
7108 Group Health Insurance	-	-	-	-
7109 Group Life Insurance	-	-	-	-
7110 Workers' Compensation Insurance	-	-	-	-
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	-	-	-	-
7113 Medicare	-	-	-	-
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	-	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	300,000	300,000
7122 Deferred Compensation Contribution	-	-	-	-
7126 PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>

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

**EXHIBIT C**  
**101.540**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ 203,869	\$ 238,778	\$ 215,000	\$ 215,000
<b>7421</b> Communications - Phones	42,870	51,673	45,000	45,000
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	7,337	4,004	5,200	5,200
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	-	-	400	400
<b>7428</b> Maintenance of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	43,820	52,983	34,000	34,000
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	329,683	350,492	302,000	348,000
<b>7434</b> Memberships, Dues, Books	-	-	-	-
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	44,223	42,868	33,700	34,000
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	940	701	1,000	1,000
<b>7442</b> Insurance Claims Expense	60,968	74,759	50,000	50,000
<b>7448</b> Other Interest Expense	-	-	2,000	2,000
<b>7458</b> Annexation Expense	199,000	199,000	199,000	199,000
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	-	-	-	-
<b>7626</b> Retiree Health Prefunding	450,000	375,000	455,000	455,000
<b>7661</b> Reserve Set-Aside	-	-	-	-
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 1,382,709</b>	<b>\$ 1,390,258</b>	<b>\$ 1,342,300</b>	<b>\$ 1,388,600</b>

Description	FY 2017 Adopted
<b>7420 Utilities - Electricity/Gas/Water</b>	
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)	<b>\$ 215,000</b>
<b>7421 Communications - Phones</b>	
Telephone - City Hall Local/Long Distance Calls	
- City Hall Modem Connection for Financial System	
- Emergency Lines	
- Fax Lines (City Hall)	
- Switchboard	
	<b>45,000</b>
<b>7424 Office Expense</b>	
Print Shop Office Supplies, City-Wide Envelopes, Miscellaneous Forms, Etc.	<b>5,200</b>
<b>7427 Special Departmental Expense</b>	
Annual "Clean-Out Your Files" Day Promotional Materials and Refreshments	<b>400</b>
<b>7430 Professional &amp; Specialized Services</b>	
Sales Tax Audit - MuniServices Revenue Share Estimate (Offset w/ New Revenue)	28,000
STARS - Quarterly Sales Tax Report	6,000
	<b>34,000</b>
<b>7433 Insurance &amp; Surety Bonds</b>	
Comprehensive Insurance Premiums:	
Fidelity Bonds	1,000
Liability Insurance Pool	314,000
Property	33,000
	<b>348,000</b>
<b>7438 Other Charges</b>	
Armored Car Service	6,500
Credit Card Transaction Fees (City Hall Cashiering)	26,000
Pay Pal	1,500
	<b>34,000</b>
<b>SUB-TOTAL PAGE 1</b>	<b>\$ 681,600</b>

Description	FY 2017 Adopted
<b>7440 Fees Paid to State</b> Fuel Tax, Underground Storage Tank Fees, Annexations, Etc.	<b>\$ 1,000</b>
<b>7442 Insurance Claims Expense</b> General Liability Self-Insured Retention (SIR)	<b>50,000</b>
<b>7448 Other Interest Expense</b> Estimated Interest on Refundable Faithful Performance Deposits	<b>2,000</b>
<b>7458 Annexation Expense</b> Annexation Payment to City of San Jose (#4 of 40)	<b>199,000</b>
<b>7626 Retiree Health Prefunding</b> GASB 45 Phase in Funding of Future Retiree Health Benefits (OPEB 6/30/15 Valuation)	<b>455,000</b>
<b>SUB-TOTAL PAGE 2</b>	<b>\$ 707,000</b>
<b>TOTAL Exhibit C-1</b>	<b>\$ 1,388,600</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

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

**EXHIBIT A  
 236.549**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	2,894	4,537	5,000	5,000
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	2,894	4,537	5,000	5,000
Transfers Out (Exhibit E)	141,891	142,513	140,000	140,000
<b>Appropriation Total</b>	<b>\$ 144,785</b>	<b>\$ 147,050</b>	<b>\$ 145,000</b>	<b>\$ 145,000</b>

<b>FUNDING SOURCE(s)</b>				
Program Revenue	\$ 144,785	\$ 147,049	\$ 145,000	\$ 145,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 144,785</b>	<b>\$ 147,049</b>	<b>\$ 145,000</b>	<b>\$ 145,000</b>

<b>REVENUE DETAIL</b>					
<b>Description</b>	<b>Fund / Acct.</b>				
Special Tax Levy	5004	\$ 144,400	\$ 146,971	\$ 145,000	\$ 145,000
Interest	4450	385	78	-	-
<b>Program Revenue</b>		<b>\$ 144,785</b>	<b>\$ 147,049</b>	<b>\$ 145,000</b>	<b>\$ 145,000</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 144,785</b>	<b>\$ 147,050</b>	<b>\$ 145,000</b>	<b>\$ 145,000</b>

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

**EXHIBIT C**  
**236.549**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	-	-	-	-
<b>7428</b> Maintenance of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	1,437	3,080	3,500	3,500
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	-	-	-	-
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	1,457	1,457	1,500	1,500
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	-	-	-	-
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 2,894</b>	<b>\$ 4,537</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>

Description	FY 2017 Adopted
<u>7430 Professional &amp; Specialized Services</u> CFD Administrative Services	\$ 3,500
<u>7438 Other Charges</u> Santa Clara County Administrative Fees	1,500
<b>TOTAL</b>	<b>\$ 5,000</b>

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

EXHIBIT E  
 236.549

Description	FY 2016 Adopted	FY 2017 Adopted
<b><u>9899 Operating Transfer Out</u></b>		
PD Field Services - 101.605	\$ 70,000	\$ 70,000
Fire Services - 101.610	70,000	70,000
<b>TOTAL</b>	<b>\$ 140,000</b>	<b>\$ 140,000</b>

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

**EXHIBIT A**  
**101.980**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services	\$ 6,200	\$ 6,200	\$ 156,000	\$ 156,000
Supplies & Services	1,350,023	1,350,023	1,848,668	2,134,645
Equipment	295,250	295,250	366,000	214,000
Debt Service	940,128	940,128	941,333	939,213
<b>Appropriation Total</b>	<b>\$ 2,591,601</b>	<b>\$ 2,591,601</b>	<b>\$ 3,312,001</b>	<b>\$ 3,443,858</b>

FUNDING SOURCE(s)				
General Fund Revenues	\$ 2,296,351	\$ 2,520,146	\$ 2,790,001	\$ 3,073,858
CIPR	295,250	333,300	513,000	370,000
Construction Tax Reserve	-	-	-	-
General Plan Maintenance Reserve	-	-	9,000	9,000
<b>Funding Source Total</b>	<b>\$ 2,591,601</b>	<b>\$ 2,853,446</b>	<b>\$ 3,312,001</b>	<b>\$ 3,452,858</b>

REVENUE DETAIL					
Description	Fund / Acct.				
General Fund Revenues		\$ 6,200	\$ -	\$ -	\$ -
Environmental Services - Garbage Franchise		511,940	521,500	511,500	511,500
Debt Service		940,128	941,693	941,333	939,213
CMLD Subsidy		838,083	1,056,953	1,337,168	1,623,145
<b>General Fund Revenues</b>		<b>\$ 2,296,351</b>	<b>\$ 2,520,146</b>	<b>\$ 2,790,001</b>	<b>\$ 3,073,858</b>
CIPR - Vehicle & Equipment Pool - Equip		\$ 45,000	\$ 102,000	\$ 35,000	\$ 130,000
CIPR - Information Technology Pool - Equip		198,750	96,300	322,000	84,000
CIPR - Information Technology Pool - Position		-	135,000	156,000	156,000
CIPR - Park Maintenance - Water Use/Cost		40,000	-	-	-
CIPR - Park Maintenance - JDM Equip Repairs		11,500	-	-	-
<b>Capital Improvement Reserve</b>		<b>\$ 295,250</b>	<b>\$ 333,300</b>	<b>\$ 513,000</b>	<b>\$ 370,000</b>
Construction Tax Reserve		-	-	-	-
<b>Construction Tax Reserve</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
General Plan Maintenance Reserve (IT Software)		\$ -	\$ -	\$ 9,000	\$ 9,000
<b>General Plan Update Reserve</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,000</b>	<b>\$ 9,000</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 2,591,601</b>	<b>\$ 2,853,446</b>	<b>\$ 3,312,001</b>	<b>\$ 3,452,858</b>

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

EXHIBIT E  
 101.980

Description	FY 2016 Adopted	FY 2017 Adopted
<b><u>9899 Operating Transfer Out</u></b>		
Lighting & Landscaping District - 207.775 Park Maintenance (Subsidy)	\$ 1,337,168	\$ 1,623,145
Debt Service - City 2002 COP - 366.543	511,382	508,510
Debt Service - 1997 COP Street Maintenance - 368.544	429,951	430,703
Public Works - Environmental Programs - 209.715 (Garbage Franchise)	511,500	511,500
Public Works - Vehicle & Equipment Maint. - 641.750 (New Equipment) *	35,000	130,000
Information Technology - 647.547 (New Equipment) *	322,000	84,000
Information Technology - 647.547 (IT Administrator - Limited Term Position) *	156,000	156,000
Information Technology - 647.547 (Peak Democracy) **	-	9,000
<b>General Fund Operating Transfers Total</b>	<b>\$ 3,303,001</b>	<b>\$ 3,452,858</b>

\* Funded from CIPR

\*\* Funded from General Plan Maintenance Reserve

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

**EXHIBIT A**  
**Misc Funds**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services	\$ 21,783	\$ 1,279	\$ -	\$ -
Supplies & Services	78,110	21,840	10,000	10,000
Equipment	5,000	-	-	-
<b>Appropriation Total</b>	<b>\$ 104,893</b>	<b>\$ 23,119</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>

FUNDING SOURCE(s)				
Local Grant Funding	\$ 104,893	\$ 23,119	\$ 10,000	\$ 10,000
State Grant Funding	-	-	-	-
Federal Grant Funding	-	-	-	-
Use of Reserves	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 104,893</b>	<b>\$ 23,119</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>

REVENUE DETAIL					
Description	Fund / Acct.				
ABAG - Predictive Policing Software	212.4550	\$ -	\$ -	\$ -	\$ -
ABAG - Risk Management Training	212.4550	2,241	913	-	-
ABAG - Risk Mgt Prog (Park Maint Reimb)	212.4550	54,406	20,927	10,000	10,000
County - Hydra Station	212.4523	5,000	-	-	-
County - Obesity Prevention	212.4523	21,463	-	-	-
County - Tobacco Prevention	212.4523	-	1,279	-	-
VTA - Project Readiness Program	212.4523	21,783	-	-	-
<b>Local Grant</b>		<b>\$ 104,893</b>	<b>\$ 23,119</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
<b>State Grant</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Federal Grant</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 104,893</b>	<b>\$ 23,119</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>

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

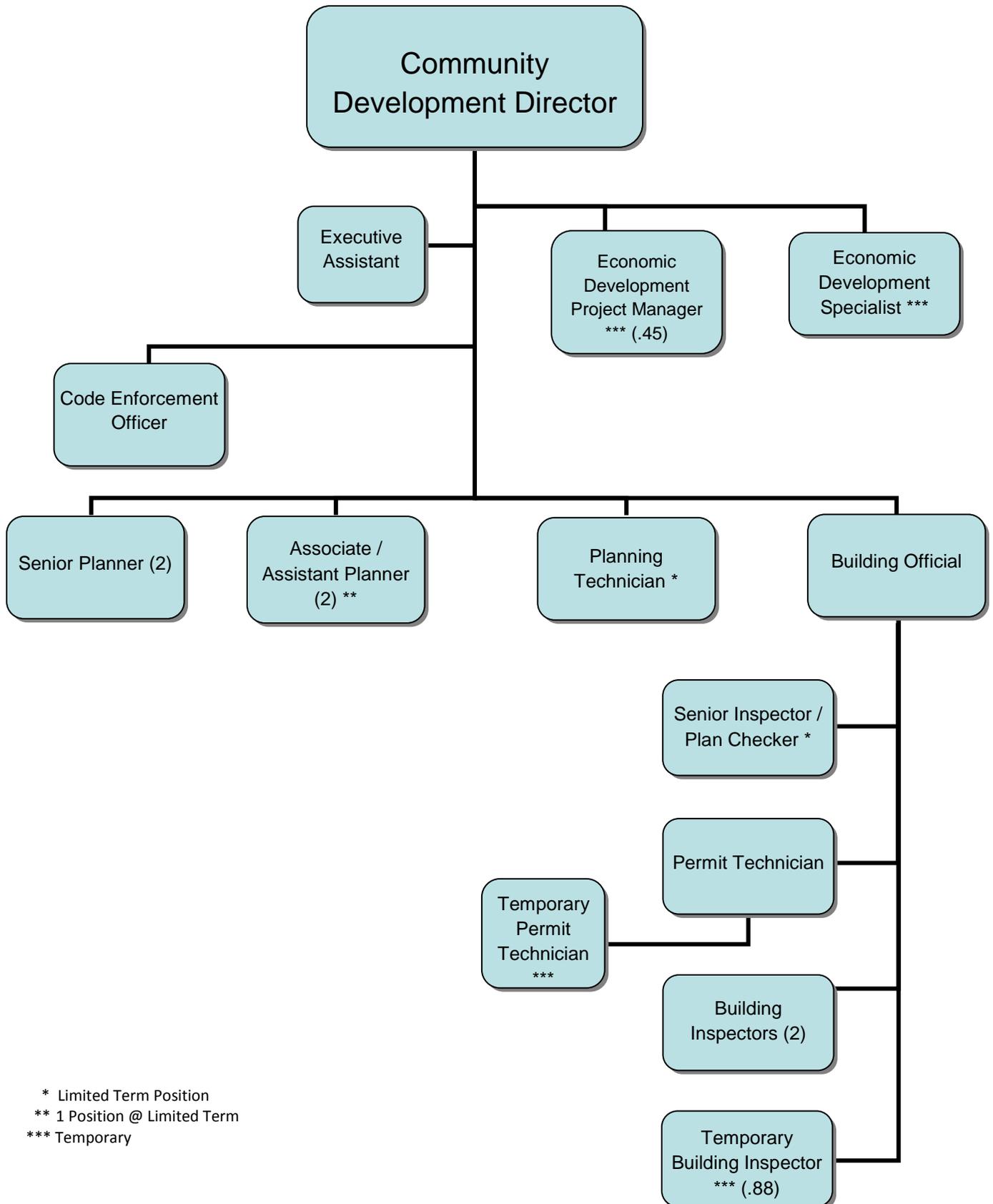
EXHIBIT E  
 Misc Funds

Description	FY 2016 Adopted	FY 2017 Adopted
<b><u>9899 Operating Transfer Out</u></b>		
<b>Association of Bay Area Governments (ABAG Grant):</b>		
Park Maintenance 207.775 - Risk Mitigation (Tree Trimming)	\$ 10,000	\$ 10,000
Community Center 101.527 - Risk Mitigation (Defibrillator)	-	-
Information Technology 647.547 - Risk Mitigation (Predictive Policing)	-	-
<b>Santa Clara County Grant:</b>		
<b>State of California Grant:</b>		
<b>Federal Grant:</b>		
	\$ 10,000	\$ 10,000

# Community Development



# Community Development Department 2016 -2017



\* Limited Term Position  
 \*\* 1 Position @ Limited Term  
 \*\*\* Temporary

**COMMUNITY DEVELOPMENT PROGRAM SUMMARY**

**Expenditure Summary**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
Employee Services (Exhibit B)	\$ 1,394,781	\$ 1,613,354	\$ 2,193,791	\$ 2,329,349
Supplies, Services & Capital Outlay (Exhibit C)	867,296	484,652	774,940	768,412
Debt Service (Exhibit D)	-	-	-	-
<b>Total Before Transfers</b>	<b>2,262,076</b>	<b>2,098,006</b>	<b>2,968,731</b>	<b>3,097,761</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 2,262,076</b>	<b>\$ 2,098,006</b>	<b>\$ 2,968,731</b>	<b>\$ 3,097,761</b>

**Revenue Summary**

Program Revenue	\$ 3,101,383	\$ 2,159,777	\$ 2,710,892	\$ 2,705,910
Transfers from Other Funds	-	-	-	-
Use of Reserves	423,419	44,115	745,507	623,562
Additional Fund Revenue	379,685	502,873	717,261	676,149
<b>Funding Source Total</b>	<b>\$ 3,904,487</b>	<b>\$ 2,706,766</b>	<b>\$ 4,173,660</b>	<b>\$ 4,005,621</b>

**Staffing (Full-Time Equivalents)**

<b>Permanent Position</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
Administrative Analyst I	-	-	0.20	-
Assistant/Associate Planner	2.00	1.00	1.00	1.00
Associate Planner (Limited Term)	-	1.00	1.00	1.00
Building Division Manager / Bldg Official	1.00	1.00	1.00	1.00
Building Inspector	2.00	2.00	2.00	2.00
Code Enforcement Officer	1.00	1.00	1.00	1.00
Community Development Director	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00
Permit Technician	1.00	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00	-
Planning Technician (Limited Term)	-	-	-	1.00
Senior Building Inspector (Limited Term)	-	1.00	1.00	1.00
Senior Planner	-	1.00	1.00	2.00
<b>Permanent</b>	<b>10.00</b>	<b>12.00</b>	<b>12.20</b>	<b>13.00</b>
<b>Temporary Position</b>				
Building Inspector	0.88	0.88	0.88	0.88
Building Intern (Imaging Assistant)	-	-	0.64	0.64
Economic Development Intern	-	-	0.75	-
Economic Development Specialist	-	-	-	1.00
Planning Intern	0.13	0.13	0.13	0.13
Project Manager	-	-	0.45	0.45
Project Planner	0.50	0.50	0.50	-
<b>Temporary</b>	<b>1.51</b>	<b>1.51</b>	<b>3.35</b>	<b>3.10</b>
<b>Total Full Time Equivalents</b>	<b>11.51</b>	<b>13.51</b>	<b>15.55</b>	<b>16.10</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

- Oversee the day to day operations of Planning, Building, Code Enforcement, Housing and Economic Development
- Oversee the implementation of the City's General Plan
- Provide training opportunities for the Planning Commission, Historic Preservation Board and staff
- Ensure staff training and education to keep abreast of new trends and latest changes in the law
- Monitor monthly expenditures and revenues
- Provide support functions for City Council, Planning Commission and Historic Preservation Board
- 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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2016 – 2017**

- Continue to Provide Training Opportunities to the Planning Commission

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	90% of call backs made within one business day.	95%	96%	97%
<b>2</b>	100% of public notices are filed accurately.	99%	98%	98%

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

**EXHIBIT A**  
**101.550**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 313,341	\$ 350,176	\$ 373,706	\$ 345,189
Supplies, Services & Capital Outlay (Exhibit C)	90,927	101,115	104,663	111,022
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	404,268	451,291	478,369	456,211
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 404,268</b>	<b>\$ 451,291</b>	<b>\$ 478,369</b>	<b>\$ 456,211</b>

FUNDING SOURCE(S)				
Program Revenue	\$ 174,653	\$ 178,698	\$ 159,000	\$ 170,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	27,000	-
Additional Fund Revenue	229,615	272,592	292,369	286,211
<b>Funding Source Total</b>	<b>\$ 404,268</b>	<b>\$ 451,290</b>	<b>\$ 478,369</b>	<b>\$ 456,211</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Telecommunications Facility Rents/Leases	4810	\$ 103,018	\$ 106,328	\$ 105,000	\$ 115,000
Farmers Market In-Lieu Fee	4155	12,000	15,000	-	-
Rental Dispute Fee *	4663	59,635	57,370	54,000	55,000
* Moved from 553 CDBG Prog					
<b>Program Revenue</b>		<b>\$ 174,653</b>	<b>\$ 178,698</b>	<b>\$ 159,000</b>	<b>\$ 170,000</b>
		\$ -	\$ -	\$ -	\$ -
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		\$ -	\$ -	\$ 27,000	\$ -
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,000</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 229,615</b>	<b>\$ 272,593</b>	<b>\$ 292,369</b>	<b>\$ 286,211</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 404,268</b>	<b>\$ 451,291</b>	<b>\$ 478,369</b>	<b>\$ 456,211</b>

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

**EXHIBIT B**  
**101.550**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 211,321	\$ 251,881	\$ 272,842	\$ 253,071
<b>7002</b> Personnel - Temporary	17,033	-	-	-
<b>7003</b> Personnel - Overtime	-	-	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 228,354</b>	<b>\$ 251,881</b>	<b>\$ 272,842</b>	<b>\$ 253,071</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	37,614	43,807	51,742	47,993
<b>7107</b> Dental Insurance	4,120	4,138	4,462	3,848
<b>7108</b> Group Health Insurance	30,452	29,796	32,782	27,783
<b>7109</b> Group Life Insurance	412	391	422	353
<b>7110</b> Workers' Compensation Insurance	905	1,263	1,441	1,833
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,459	1,492	1,850	1,702
<b>7113</b> Medicare	3,508	3,971	3,957	3,670
<b>7114</b> Auto Allowance	907	1,396	1,284	2,376
<b>7115</b> Cell Phone Allowance	214	347	324	324
<b>7118</b> Other Benefits Pay	2,676	2,444	-	-
<b>7120</b> Sick Leave Payout	-	6,558	-	-
<b>7121</b> Leave Balance Payout	-	244	-	-
<b>7122</b> Deferred Compensation Contribution	2,719	2,422	2,600	1,300
<b>7124</b> VEBA Health Deferred Compensation	-	26	-	936
<b>7126</b> PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 84,987</b>	<b>\$ 98,295</b>	<b>\$ 100,864</b>	<b>\$ 92,118</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 313,341</b>	<b>\$ 350,176</b>	<b>\$ 373,706</b>	<b>\$ 345,189</b>

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

**EXHIBIT B-1**  
**101.550**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Community Development Director *	1.00	1.00	0.90	0.90	\$ 167,499
Planning Manager **	0.10	0.10	0.10	-	-
Executive Assistant	1.00	1.00	1.00	1.00	85,572
Administrative Analyst I ***	-	-	0.20	-	-
* 0.10 FTE Allocated to Prog 556					
** Converted to Senior Planner					
*** Balance in 510, 524, 535 & 701 2 Year Limited Term					
<b>TOTAL</b>	<b>2.10</b>	<b>2.10</b>	<b>2.20</b>	<b>1.90</b>	<b>\$ 253,071</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
	-	-	-	-	\$ -
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

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

**EXHIBIT C**  
**101.550**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7422</b> Advertising	5,016	5,885	4,000	5,000
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	3,833	4,631	4,000	4,000
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	158	106	325	500
<b>7428</b> Maint of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	230	-	515	700
<b>7430</b> Professional & Specialized Services	-	-	-	-
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	54,000	54,000	54,000	55,000
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	865	2,399	5,000	4,000
<b>7435</b> Professional Development & Meetings	5,704	9,372	12,000	15,000
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	123	134	-	-
<b>7551</b> User Charges - IT Pool	20,997	24,588	24,823	26,822
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 90,927</b>	<b>\$ 101,115</b>	<b>\$ 104,663</b>	<b>\$ 111,022</b>

Description	FY 2017 Adopted
<b><u>7422 Advertising</u></b> Publication of Legal Notices, EIR's, Etc.	\$ 5,000
<b><u>7424 Office Expense</u></b> Miscellaneous Printings, Maps, Publications, Office Supplies, Etc. Reproduction for General Plan & Public Meetings	4,000
<b><u>7427 Special Departmental Expense</u></b> Employee Recognition	500
<b><u>7429 Maintenance &amp; Operation of Equipment</u></b> Microfiche Service Contract	700
<b><u>7432 Other Contractual Services</u></b> Rental Dispute Mediation (Project Sentinel) *	55,000
<b><u>7434 Memberships, Dues, Books</u></b> Books; SCCAPO meals; Director Dues & Subscriptions - APA, AICP & CDBG	4,000
<b><u>7435 Professional Development &amp; Meetings</u></b> All Staff (15 Employees) : APA, League of California Cities, Workshops, Build it Green, Historic Preservation Board, PC Training	15,000
<b><u>7551 User Charges - IT Pool</u></b> Use of Computer Hardware/Software; Phones & Photocopier/Fax	26,822
<b>TOTAL</b>	<b>\$ 111,022</b>

\* Funded with Rental Dispute Fee Revenue

**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 design and development policies City-wide
- Provide technical assistance and analysis to assist decision makers
- Provide staff support through the preparation and presentation of reports and maintenance of records to the following; City Council, Planning Commission, Historic Preservation Board, Development Review Committee (DRC) and Council Committees
- Implement the General Plan
- Provide accurate and timely public information to customers
- Provide environmental review support for the CIP and Planning projects
- Support the Code Enforcement Program and Economic Development

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2016 – 2017**

- Work with Historic Preservation Board to develop an App
- Work with Historic Preservation Board to update the Historic Preservation Ordinance

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	80% of inquiry phone calls and emails are returned within one business day.	95%	96%	97%
<b>2</b>	90% of minor building permits receive a response within five business days.	93%	85%	90%
<b>3</b>	85% of major building permits receive a response within ten business days.	98%	85%	85%
<b>4</b>	100% of completeness letters are sent out within 30 days.	100%	100%	100%
<b>5</b>	100% permit-streamlining to applicable projects are completed within six months.	100%	100%	100%
<b>6</b>	90% of hearings are held within 60 days of application completeness.	90%	98%	100%

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

**EXHIBIT A**  
**101.551**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 322,651	\$ 409,589	\$ 535,243	\$ 635,491
Supplies, Services & Capital Outlay (Exhibit C)	58,370	18,645	31,914	51,117
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	381,021	428,234	567,157	686,608
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 381,021</b>	<b>\$ 428,234</b>	<b>\$ 567,157</b>	<b>\$ 686,608</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 395,379	\$ 337,525	\$ 235,300	\$ 325,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	145,000	262,000
Additional Fund Revenue	(14,358)	90,709	186,857	99,608
<b>Funding Source Total</b>	<b>\$ 381,021</b>	<b>\$ 428,234</b>	<b>\$ 567,157</b>	<b>\$ 686,608</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Zoning Fees	4660	\$ 395,379	\$ 337,525	\$ 235,300	\$ 325,000
<b>Program Revenue</b>		<b>\$ 395,379</b>	<b>\$ 337,525</b>	<b>\$ 235,300</b>	<b>\$ 325,000</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
CIPR - Limited-Term Position		-	-	\$ 145,000	\$ 262,000
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 145,000</b>	<b>\$ 262,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ (14,358)</b>	<b>\$ 90,709</b>	<b>\$ 186,857</b>	<b>\$ 99,608</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 381,021</b>	<b>\$ 428,234</b>	<b>\$ 567,157</b>	<b>\$ 686,608</b>

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

**EXHIBIT B**  
**101.551**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 208,668	\$ 262,976	\$ 348,402	\$ 442,974
<b>7002</b> Personnel - Temporary	19,213	25,958	39,000	5,000
<b>7003</b> Personnel - Overtime	5,981	13,834	15,000	20,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 233,862</b>	<b>\$ 302,768</b>	<b>\$ 402,402</b>	<b>\$ 467,974</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	37,038	50,148	66,071	84,005
<b>7107</b> Dental Insurance	3,925	4,886	5,882	8,100
<b>7108</b> Group Health Insurance	27,059	33,538	42,452	57,240
<b>7109</b> Group Life Insurance	386	460	556	744
<b>7110</b> Workers' Compensation Insurance	1,968	4,009	5,393	2,823
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,374	1,618	2,242	2,916
<b>7113</b> Medicare	3,635	4,690	5,618	6,424
<b>7114</b> Auto Allowance	788	451	480	-
<b>7115</b> Cell Phone Allowance	100	-	-	-
<b>7118</b> Other Benefits Pay	2,628	2,721	-	-
<b>7120</b> Sick Leave Payout	1,683	-	-	-
<b>7121</b> Leave Balance Payout	5,767	1,219	-	-
<b>7122</b> Deferred Compensation Contribution	2,401	3,066	3,640	5,200
<b>7124</b> VEBA Health Deferred Compensation	-	-	-	-
<b>7126</b> PARS 457 Retirement	39	14	507	65
<b>Total Benefits</b>	<b>\$ 88,789</b>	<b>\$ 106,821</b>	<b>\$ 132,841</b>	<b>\$ 167,517</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 322,651</b>	<b>\$ 409,589</b>	<b>\$ 535,243</b>	<b>\$ 635,491</b>

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

**EXHIBIT B-1**  
**101.551**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Planning Manager *	0.50	0.50	0.50	-	\$ -
Assistant/Associate Planner **	1.40	0.70	0.70	0.70	78,646
Associate Planner (Limited Term) ***	-	1.00	1.00	1.00	117,832
Senior Planner ****	-	0.70	0.70	1.30	165,376
Planning Technician *****	-	-	-	1.00	81,120
* Convert to Senior Planner					
** Balance Funded in Program 552					
*** Limited Term (2-Years) - Extend 2 Years					
**** Balance Funded in Programs 552 & 557					
***** Limited Term (2-Years)					
	<b>1.90</b>	<b>2.90</b>	<b>2.90</b>	<b>4.00</b>	<b>\$ 442,974</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Planning Intern	0.13	0.13	0.13	0.13	\$ 5,000
Project Planner *	0.50	0.50	0.50	-	-
* Convert to Planning Technician					
	<b>0.63</b>	<b>0.63</b>	<b>0.63</b>	<b>0.13</b>	<b>\$ 5,000</b>

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

**EXHIBIT C**  
**101.551**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	150	-	1,000	16,000
<b>7428</b> Maint. of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maint. & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	41,159	-	10,000	15,000
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	1,139	-	-	-
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	15,922	18,645	20,914	20,117
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 58,370</b>	<b>\$ 18,645</b>	<b>\$ 31,914</b>	<b>\$ 51,117</b>

Description	FY 2017 Adopted
<b><u>7427</u> Special Departmental Expense</b>	
Historic Preservation Board Projects	1,000
Historic Preservation Board Application	15,000
	<b>\$ 16,000</b>
<b><u>7430</u> Professional &amp; Specialized Services</b>	
Architectual Advisory Services	15,000
<b><u>7551</u> User Charges - IT Pool</b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	20,117
<b>TOTAL</b>	<b>\$ 51,117</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2016 – 2017**

- Envision Campbell (General Plan Update)
- Partner with Public Works on the Campbell Village Area Plan

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	85% of policy development milestones and projects are completed according to the approved Work Plan.	60%	65%	65%

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

**EXHIBIT A**  
**101.552**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 118,711	\$ 119,803	\$ 126,468	\$ 132,577
Supplies, Services & Capital Outlay (Exhibit C)	45,717	19,770	360,559	10,206
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	164,428	139,572	487,027	142,783
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 164,428</b>	<b>\$ 139,572</b>	<b>\$ 487,027</b>	<b>\$ 142,783</b>
<b>FUNDING SOURCE(s)</b>				
Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	350,000	-
Additional Fund Revenue	164,428	139,572	137,027	142,783
<b>Funding Source Total</b>	<b>\$ 164,428</b>	<b>\$ 139,572</b>	<b>\$ 487,027</b>	<b>\$ 142,783</b>
<b>REVENUE DETAIL</b>				
<b>Description</b>	<b>Fund / Acct.</b>			
General Plan Maintenance Fee *	4670	\$ 113,865	\$ 64,305	\$ -
				\$ -
* Non-Operating Revenue				
<b>Program Revenue</b>		<b>\$ 113,865</b>	<b>\$ 64,305</b>	<b>\$ -</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Beginning Fund Balance - CIPR (Housing Element)		-	-	-
Beginning Fund Balance - CIPR (General Plan)		-	-	-
General Plan Update Reserve	3677	-	-	350,000
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 350,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ 164,428</b>	<b>\$ 139,572</b>	<b>\$ 137,027</b>
				<b>\$ 142,783</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 278,293</b>	<b>\$ 203,878</b>	<b>\$ 487,027</b>
				<b>\$ 142,783</b>

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

**EXHIBIT B**  
**101.552**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 83,858	\$ 84,057	\$ 93,003	\$ 97,311
<b>7002</b> Personnel - Temporary	825	-	-	-
<b>7003</b> Personnel - Overtime	1,226	1,531	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 85,909</b>	<b>\$ 85,588</b>	<b>\$ 93,003</b>	<b>\$ 97,311</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	13,874	14,909	17,637	18,454
<b>7107</b> Dental Insurance	1,347	1,524	1,419	1,620
<b>7108</b> Group Health Insurance	10,294	10,570	10,263	11,448
<b>7109</b> Group Life Insurance	132	144	135	149
<b>7110</b> Workers' Compensation Insurance	522	823	863	561
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	512	539	609	583
<b>7113</b> Medicare	1,296	1,294	1,349	1,411
<b>7114</b> Auto Allowance	519	361	384	-
<b>7115</b> Cell Phone Allowance	60	-	-	-
<b>7118</b> Other Benefits Pay	1,364	2,177	-	-
<b>7120</b> Sick Leave Payout	459	-	-	-
<b>7121</b> Leave Balance Payout	1,573	976	-	-
<b>7122</b> Deferred Compensation Contribution	848	899	806	1,040
<b>7126</b> PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 32,802</b>	<b>\$ 34,215</b>	<b>\$ 33,465</b>	<b>\$ 35,266</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 118,711</b>	<b>\$ 119,803</b>	<b>\$ 126,468</b>	<b>\$ 132,577</b>

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

**EXHIBIT B-1**  
**101.552**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Planning Manager *	0.40	0.40	0.40	-	\$ -
Senior Planner **	-	-	-	0.50	63,606
Assistant/Associate Planner ***	0.30	0.30	0.30	0.30	33,705
* Convert to Senior Planner					
** Balance Funded in Programs 551 & 557					
*** Balance Funded in Program 551					
<b>TOTAL</b>	<b>0.70</b>	<b>0.70</b>	<b>0.70</b>	<b>0.80</b>	<b>\$ 97,311</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
					\$ -
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

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

**EXHIBIT C**  
**101.552**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	1,707	1,949	3,500	3,500
<b>7428</b> Maint of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	37,973	11,472	350,000	-
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	663	-	-	-
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	56	-	-
<b>7551</b> User Charges - IT Pool	5,374	6,293	7,059	6,706
<b>7884</b> Machinery & Equipment			-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 45,717</b>	<b>\$ 19,770</b>	<b>\$ 360,559</b>	<b>\$ 10,206</b>

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

EXHIBIT C-1  
 101.552  
 Page 1

Description	FY 2017 Adopted
<b>7427 <u>Special Departmental Expense</u></b> Local Area Formation Commission (LAFCO) Fee - Mandate	\$ 3,500
<b>7551 <u>User Charges - IT Pool</u></b> Use of Computer Hardware/Software; Phones & Photocopier/Fax	6,706
<p style="text-align: right;"><b>TOTAL</b></p>	<p style="text-align: right;"><b>\$ 10,206</b></p>

**HOUSING & COMMUNITY DEVELOPMENT ACT FUND - (208)**  
**Community Development – CDBG Housing (553)**  
**Program Manager – Code Enforcement Officer**

**MISSION STATEMENT**

**Administer the City’s Housing Programs.**

**ONGOING RESPONSIBILITIES**

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	Resolve 75% of investigated code cases.	75%	75%	85%

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

**EXHIBIT A**  
**208.553**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 17,769	\$ 23,503	\$ 9,690	\$ 10,088
Supplies, Services & Capital Outlay (Exhibit C)	16,166	10,865	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	33,935	34,368	9,690	10,088
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 33,935</b>	<b>\$ 34,368</b>	<b>\$ 9,690</b>	<b>\$ 10,088</b>

FUNDING SOURCE(S)				
Program Revenue	\$ 40,006	\$ 10,000	\$ 10,000	\$ 10,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	(6,071)	24,368	(310)	88
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 33,935</b>	<b>\$ 34,368</b>	<b>\$ 9,690</b>	<b>\$ 10,088</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Support Services:					
CDBG County Rehab.	4520	\$ -	\$ -	\$ -	\$ -
CDBG County Code Enforcement	4520	40,000	10,000	10,000	10,000
Other Revenue	4965	6	-	-	-
Rental Dispute Fees	4663	-	-	-	-
<b>Program Revenue</b>		<b>\$ 40,006</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Beginning Fund Balance		\$ (6,071)	\$ 24,368	\$ (310)	\$ 88
<b>Use of Fund Reserves</b>		<b>\$ (6,071)</b>	<b>\$ 24,368</b>	<b>\$ (310)</b>	<b>\$ 88</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 33,935</b>	<b>\$ 34,368</b>	<b>\$ 9,690</b>	<b>\$ 10,088</b>

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

**EXHIBIT B**  
**208.553**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
7001 Personnel - Regular	\$ 13,077	\$ 16,970	\$ 6,850	\$ 7,226
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	-	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 13,077</b>	<b>\$ 16,970</b>	<b>\$ 6,850</b>	<b>\$ 7,226</b>
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	-	39	11	11
7106 Retirement	2,127	2,920	1,299	1,370
7107 Dental Insurance	483	347	142	142
7108 Group Health Insurance	1,385	2,307	1,024	1,002
7109 Group Life Insurance	44	33	13	13
7110 Workers' Compensation Insurance	133	247	110	52
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	142	105	51	51
7113 Medicare	201	243	99	105
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	9	52	-	25
7118 Other Benefits Pay	-	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	167	241	91	91
7126 PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 4,692</b>	<b>\$ 6,533</b>	<b>\$ 2,840</b>	<b>\$ 2,862</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 17,769</b>	<b>\$ 23,503</b>	<b>\$ 9,690</b>	<b>\$ 10,088</b>

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

**EXHIBIT B-1**  
**208.553**

Permanent Personnel	Full-Time Equivalentents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Building Inspector *	0.05	0.05	-	-	\$ -
Code Enforcement Officer *	0.25	0.25	0.07	0.07	7,226
* Balance in Program 554					
<b>TOTAL</b>	<b>0.30</b>	<b>0.30</b>	<b>0.07</b>	<b>0.07</b>	<b>\$ 7,226</b>

Temporary Personnel	Full-Time Equivalentents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

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

**EXHIBIT C**  
**208.553**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
7420 Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
7421 Communications - Phones	-	-	-	-
7423 Clothing & Personal Expense	-	-	-	-
7424 Office Expense	-	-	-	-
7425 Minor Tools & Equipment	-	-	-	-
7427 Special Departmental Expense	-	-	-	-
7428 Maintenance of Buildings, Structures & Grounds	-	-	-	-
7429 Maintenance & Operation of Equipment	-	-	-	-
7430 Professional & Specialized Services	16,054	10,442	-	-
7431 Promotional Expense	-	-	-	-
7432 Other Contractual Services	-	-	-	-
7433 Insurance & Surety Bonds	-	-	-	-
7434 Memberships, Dues, Books	-	-	-	-
7435 Professional Development & Meetings	-	-	-	-
7437 Staff Development	-	3	-	-
7438 Other Charges	112	420	-	-
7439 Bad Debts	-	-	-	-
7440 Fees Paid to State	-	-	-	-
7442 Insurance Claims Expense	-	-	-	-
7550 User Charges - Motor Pool	-	-	-	-
7551 User Charges - IT Pool	-	-	-	-
7884 Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 16,166</b>	<b>\$ 10,865</b>	<b>\$ -</b>	<b>\$ -</b>

**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 WORK PLAN ITEMS FOR FISCAL YEAR 2016 - 2017**

- Refine the City's Street Naming Program
- Increased Sign Enforcement

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	85% of all plan check submittals are given first review for compliance with codes within ten days of submittal.	100%	100%	90%
<b>2</b>	85% of time all inspections are made the day following the request.	100%	100%	100%
<b>3</b>	80% of simple tenant improvements and minor permits are issued over-the-counter. *	95%	95%	95%
<b>4</b>	90% of permit application for plan review are checked for completeness, compiled and proper routing within 2-hours of submittal.	85%	85%	88%
<b>5</b>	90% of plan review applications are given preliminary review for completeness, valuation and proper routing within 3 days of submittal. *	100%	100%	100%
<b>6</b>	80% of "Final" permits having plans are pulled from active storage and formatted for digital imaging within 5 days of final inspection.	70%	70%	80%
<b>7</b>	90% of all minor nuisance complaints resolved within 30 days.	85%	85%	90%
<b>8</b>	90% of code enforcement inquiries are responded to within three business days.	85%	85%	90%

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

**EXHIBIT A**  
**101.554**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 590,043	\$ 686,945	\$ 998,017	\$ 1,026,741
Supplies, Services & Capital Outlay (Exhibit C)	219,072	302,645	195,646	363,309
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	809,115	989,590	1,193,663	1,390,050
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 809,115</b>	<b>\$ 989,590</b>	<b>\$ 1,193,663</b>	<b>\$ 1,390,050</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 2,451,525	\$ 1,598,351	\$ 2,233,592	\$ 2,127,910
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	165,000	170,000
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 2,451,525</b>	<b>\$ 1,598,351</b>	<b>\$ 2,398,592</b>	<b>\$ 2,297,910</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Construction Tax *	4151	\$ 212,523	\$ 50,710	\$ -	\$ -
Construction Permits	4210	1,857,564	1,180,622	1,591,497	1,614,000
Advance Plan Check Fees	4211	272,904	274,086	494,349	400,000
Building Division General Revenue	4212	9,365	11,167	32,856	20,000
Plan Check Fee - Title 24 Energy	4213	68,205	39,150	98,890	73,910
Document Imaging Fees	4661	18,640	22,494	15,000	20,000
Code Enforcement Fees	4671	1,100	-	1,000	-
Code Enforcement Fines	4371	9,645	19,482	-	-
Other Revenue	4965	1,579	641	-	-
* Non-Operating Revenue					
<b>Program Revenue</b>		<b>\$ 2,451,525</b>	<b>\$ 1,598,351</b>	<b>\$ 2,233,592</b>	<b>\$ 2,127,910</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
CIPR - Limited Term Position		\$ -	\$ -	\$ 165,000	\$ 170,000
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 165,000</b>	<b>\$ 170,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 2,451,525</b>	<b>\$ 1,598,351</b>	<b>\$ 2,398,592</b>	<b>\$ 2,297,910</b>

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

EXHIBIT B  
 101.554

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
7001 Personnel - Regular	\$ 379,511	\$ 434,547	\$ 642,904	\$ 665,767
7002 Personnel - Temporary	60,447	61,555	92,800	94,656
7003 Personnel - Overtime	-	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 439,959</b>	<b>\$ 496,102</b>	<b>\$ 735,704</b>	<b>\$ 760,423</b>
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	450	435	590	590
7106 Retirement	62,129	75,550	121,921	126,257
7107 Dental Insurance	7,889	9,002	12,026	12,008
7108 Group Health Insurance	50,703	63,409	86,804	85,518
7109 Group Life Insurance	776	834	1,139	1,103
7110 Workers' Compensation Insurance	4,388	6,740	13,528	13,488
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	2,677	2,793	4,581	4,617
7113 Medicare	6,775	7,687	10,669	10,676
7114 Auto Allowance	963	949	960	1,920
7115 Cell Phone Allowance	1,344	1,116	1,440	1,775
7118 Other Benefits Pay	2,153	3,980	-	-
7120 Sick Leave Payout	-	232	-	-
7121 Leave Balance Payout	4,379	11,777	-	-
7122 Deferred Compensation Contribution	4,672	5,513	7,449	6,409
7124 VEBA Health Deferred Compensation	-	26	-	1,040
7126 PARS 457 Retirement	786	800	1,206	917
<b>Total Benefits</b>	<b>\$ 150,084</b>	<b>\$ 190,843</b>	<b>\$ 262,313</b>	<b>\$ 266,318</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 590,043</b>	<b>\$ 686,945</b>	<b>\$ 998,017</b>	<b>\$ 1,026,741</b>

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

**EXHIBIT B-1**  
**101.554**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Building Division Manager / Bldg Official	1.00	1.00	1.00	1.00	\$ 148,512
Building Inspector	1.95	2.00	2.00	2.00	212,919
Code Enforcement Officer *	0.75	0.93	0.93	0.93	96,004
Permit Technician	1.00	1.00	1.00	1.00	82,492
Senior Building Inspector **	-	1.00	1.00	1.00	125,840
* Balance in Program 553					
** Limited Term (2 years) - Extend 2 years					
<b>TOTAL</b>	<b>4.70</b>	<b>5.93</b>	<b>5.93</b>	<b>5.93</b>	<b>\$ 665,767</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Temporary Building Inspector	0.88	0.88	0.88	0.88	\$ 74,256
Building Intern (Imaging Assistant)*	-	-	0.64	0.64	20,400
<b>TOTAL</b>	<b>0.88</b>	<b>0.88</b>	<b>1.52</b>	<b>1.52</b>	<b>\$ 94,656</b>

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

**EXHIBIT C**  
**101.554**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	500	500
<b>7423</b> Clothing & Personal Expense	-	-	150	200
<b>7424</b> Office Expense	6,381	6,057	5,000	7,500
<b>7425</b> Minor Tools & Equipment	77	17	150	200
<b>7427</b> Special Departmental Expense	93	-	-	-
<b>7428</b> Maintenance of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	145,134	225,020	110,000	265,000
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	3,720	1,682	3,200	7,700
<b>7435</b> Professional Development & Meetings	1,386	11	-	-
<b>7437</b> Staff Development	-	42	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	22,087	22,747	23,848	21,859
<b>7551</b> User Charges - IT Pool	40,194	47,069	52,798	60,350
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 219,072</b>	<b>\$ 302,645</b>	<b>\$ 195,646</b>	<b>\$ 363,309</b>

Description	FY 2017 Adopted
<b>7421 <u>Communications - Phones</u></b> Cellular Phones & Service	\$ 500
<b>7423 <u>Clothing &amp; Personal Expense</u></b> Replacement for Damaged Clothing	200
<b>7424 <u>Office Expense</u></b> Printing, Maps, Etc.	7,500
<b>7425 <u>Minor Tools &amp; Equipment</u></b> Miscellaneous Equipment & Supplies	200
<b>7430 <u>Professional &amp; Specialized Services</u></b> Contract Permit Technician Contract plan Checking - Structural Engineer Fees Graffiti Abatement Hearing Officer	100,000 140,000 20,000 5,000 <b>265,000</b>
<b>7434 <u>Memberships, Dues, Books</u></b> Books California Association of Building Officials (CABO) Dues International Code Council (ICC) Dues	6,000 600 1,100 <b>7,700</b>
<b>7550 <u>User Charges - Motor Pool</u></b> Use of City Vehicles	<b>21,859</b>
<b>7551 <u>User Charges - IT Pool</u></b> Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>60,350</b>
<b>TOTAL</b>	<b>\$ 363,309</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2016-2017**

- Convert Economic Development Strategy into an Economic Development Plan

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

**EXHIBIT A**  
**101.556**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ 98,650	\$ 144,789
Supplies, Services & Capital Outlay (Exhibit C)	-	-	14,358	14,758
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	-	113,008	159,547
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 113,008</b>	<b>\$ 159,547</b>

FUNDING SOURCE(s)				
Program Revenue	\$ -	\$ -	\$ 12,000	\$ 12,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	-	-	101,008	\$ 147,547
<b>Funding Source Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 113,008</b>	<b>\$ 159,547</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Farmers Market In-Lieu Fee	4155	\$ -	\$ -	\$ 12,000	\$ 12,000
<b>Program Revenue</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 101,008</b>	<b>\$ 147,547</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 113,008</b>	<b>\$ 159,547</b>

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

**EXHIBIT B**  
**101.556**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ -	\$ -	17,262	\$ 18,611
<b>7002</b> Personnel - Temporary	-	-	73,251	116,000
<b>7003</b> Personnel - Overtime	-	-	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	-	-	<b>90,513</b>	<b>\$ 134,611</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	-	-	3,274	3,529
<b>7107</b> Dental Insurance	-	-	203	203
<b>7108</b> Group Health Insurance	-	-	1,529	1,497
<b>7109</b> Group Life Insurance	-	-	19	19
<b>7110</b> Workers' Compensation Insurance	-	-	478	968
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	-	-	97	97
<b>7113</b> Medicare	-	-	1,313	1,953
<b>7114</b> Auto Allowance	-	-	132	264
<b>7115</b> Cell Phone Allowance	-	-	36	36
<b>7118</b> Other Benefits Pay	-	-	-	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	-	-	-	-
<b>7122</b> Deferred Compensation Contribution	-	-	104	-
<b>7124</b> VEBA Health Deferred Compensation	-	-	-	104
<b>7126</b> PARS 457 Retirement	-	-	952	1,508
<b>Total Benefits</b>	-	-	<b>8,137</b>	<b>\$ 10,178</b>
<b>Total Salary &amp; Benefits</b>	-	-	<b>98,650</b>	<b>\$ 144,789</b>

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

**EXHIBIT B-1**  
**101.556**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Community Development Director *	-	-	0.10	0.10	\$ 18,611
* Balance in Program 550					
<b>TOTAL</b>	-	-	<b>0.10</b>	<b>0.10</b>	<b>\$ 18,611</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Project Manager *	-	-	0.45	0.45	\$ 49,000
Economic Development Specialist	-	-	0.75	1.00	67,000
* Moved from Prog 510 in FY 16					
<b>TOTAL</b>	-	-	<b>1.20</b>	<b>1.45</b>	<b>\$ 116,000</b>

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

**EXHIBIT C**  
**101.556**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7422</b> Advertising	-	-	4,000	4,000
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	-	-	4,000	4,000
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	-	-	-	-
<b>7428</b> Maint. of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maint. & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	-	-	-	-
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	-	-	600	1,000
<b>7435</b> Professional Development & Meetings	-	-	3,000	3,000
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	-	-	2,758	2,758
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,358</b>	<b>\$ 14,758</b>

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

**EXHIBIT C-1**  
**101.556**  
**Page 1**

Description	FY 2017 Adopted
<b><u>7422 Advertising</u></b> Promote Campbell	\$ 4,000
<b><u>7424 Office Expense</u></b> Office Supplies, Etc.	4,000
<b><u>7434 Memberships, Dues, Books</u></b> ICSC & DCBA Membership, Publication Subscriptions CalEd Conference	1,000
<b><u>7435 Professional Development &amp; Meetings</u></b> ICSC Conferences, Workshops	3,000
<b><u>7551 User Charges - IT Pool</u></b> Use of Computer Hardware/Software; Phones & Photocopier/Fax	2,758
<b>TOTAL</b>	<b>\$ 14,758</b>

**LOW-MODERATE INCOME HOUSING FUND (233)  
Community Development – Housing Assistance (557)  
Program Manager – Senior Planner**

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

- Recommend appropriate uses for low and moderate incoming housing funds.
- Monitor recipients of low and moderate incoming housing funds.
- Monitor housing developer requirements to ensure they are complying with below market rate requirements.
- Monitor rental assistance program.

**MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2016-2017**

- Hire an Affordable Housing Consulting Firm
- Residential and Commercial Impact Fee Nexus Study completion

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

**EXHIBIT A**  
**233.557**

Description	FY 2014	FY 2015	FY 2016	FY 2017
	Actual	Actual	Adopted	Adopted
Employee Services (Exhibit B)	\$ 32,266	\$ 23,338	\$ 52,017	\$ 34,474
Supplies, Services & Capital Outlay (Exhibit C)	437,044	31,612	67,800	218,000
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	469,310	54,950	119,817	252,474
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 469,310</b>	<b>\$ 54,950</b>	<b>\$ 119,817</b>	<b>\$ 252,474</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 39,820	\$ 35,203	\$ 61,000	\$ 61,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	429,490	19,747	58,817	191,474
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 469,310</b>	<b>\$ 54,950</b>	<b>\$ 119,817</b>	<b>\$ 252,474</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Investment Interest	4410	\$ 5,571	\$ 6,815	\$ 1,000	\$ 1,000
Loan Interest Revenue	4450	34,249	28,388	10,000	10,000
Loan Principal Repayment	4966	-	-	50,000	50,000
Rent/Lease Revenue	4810	-	-	-	-
B E G I N State Housing Loans	4553	-	-	-	-
Other Revenue	4965	-	-	-	-
<b>Program Revenue</b>		<b>\$ 39,820</b>	<b>\$ 35,203</b>	<b>\$ 61,000</b>	<b>\$ 61,000</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Beginning Fund Balance		\$ 429,490	\$ 19,747	\$ 58,817	\$ 191,474
<b>Use of Fund Reserves</b>		<b>\$ 429,490</b>	<b>\$ 19,747</b>	<b>\$ 58,817</b>	<b>\$ 191,474</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 469,310</b>	<b>\$ 54,950</b>	<b>\$ 119,817</b>	<b>\$ 252,474</b>

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

**EXHIBIT B**  
**233.557**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 19,648	\$ 16,292	\$ 37,986	\$ 25,442
<b>7002</b> Personnel - Temporary	375	200	-	-
<b>7003</b> Personnel - Overtime	965	871	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 20,988</b>	<b>\$ 17,363</b>	<b>\$ 37,986</b>	<b>\$ 25,442</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	3,197	2,814	7,204	4,825
<b>7107</b> Dental Insurance	369	295	608	405
<b>7108</b> Group Health Insurance	2,661	2,034	4,388	2,862
<b>7109</b> Group Life Insurance	33	28	58	37
<b>7110</b> Workers' Compensation Insurance	249	258	612	128
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	104	89	220	146
<b>7113</b> Medicare	339	267	551	369
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	-	-	-	-
<b>7120</b> Sick Leave Payout	918	-	-	-
<b>7121</b> Leave Balance Payout	3,145	-	-	-
<b>7122</b> Deferred Compensation Contribution	263	190	390	260
<b>7126</b> PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 11,278</b>	<b>\$ 5,975</b>	<b>\$ 14,031</b>	<b>\$ 9,032</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 32,266</b>	<b>\$ 23,338</b>	<b>\$ 52,017</b>	<b>\$ 34,474</b>

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

**EXHIBIT B-1**  
**233.557**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Assistant/Associate Planner	0.30	-	-	-	\$ -
Senior Planner ****	-	0.30	0.30	0.20	25,442
<b>TOTAL</b>	<b>0.30</b>	<b>0.30</b>	<b>0.30</b>	<b>0.20</b>	<b>\$ 25,442</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
					\$ -
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

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

**EXHIBIT C**  
**233.557**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7422</b> Advertising	-	-	200	200
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	-	-	100	300
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	-	-	-	-
<b>7428</b> Maintenance of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	-	6,612	17,500	167,500
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	-	-	-	-
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	113,000	25,000	50,000	50,000
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7451</b> Loss on Sale of Property	323,427	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	-	-	-	-
<b>7880</b> Property Acquisition	617	-	-	-
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Supplies, Services &amp; Capital Outlay</b>	<b>\$ 437,044</b>	<b>\$ 31,612</b>	<b>\$ 67,800</b>	<b>\$ 218,000</b>

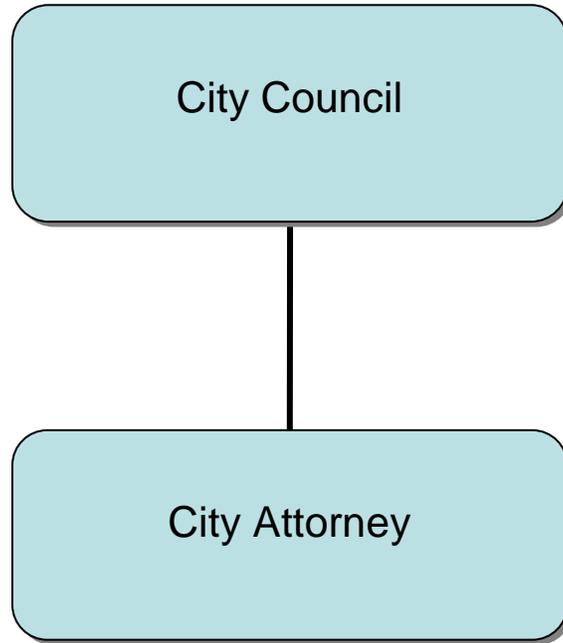
Description	FY 2017 Adopted
<b>7422 Advertising</b>	
Promote Housing Assistance Availability	\$ 200
<b>7424 Office Expense</b>	
Office Supplies	300
<b>7430 Professional &amp; Specialized Services</b>	
General Consulting & Legal Services	17,500
Santa Clara County Homeless Study	2,500
Housing Consultant	150,000
	<b>167,500</b>
<b>7439 Bad Debts</b>	
Loan Forgiveness (Bankruptcy, Foreclosures, Short Sales)	<b>50,000</b>
<b>TOTAL</b>	<b>\$ 218,000</b>



# Legal Services



# Legal Services 2016 - 2017



## LEGAL SERVICES PROGRAM SUMMARY

### Expenditure Summary

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 296,140	\$ 335,364	\$ 373,309	\$ 375,563
Supplies, Services & Capital Outlay (Exhibit C)	3,845	6,988	8,757	8,817
Debt Service (Exhibit D)	-	-	-	-
<b>Total Before Transfers</b>	<b>299,985</b>	<b>342,351</b>	<b>382,066</b>	<b>384,380</b>
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 299,985</b>	<b>\$ 342,351</b>	<b>\$ 382,066</b>	<b>\$ 384,380</b>

### Revenue Summary

Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	299,985	342,351	382,066	384,380
<b>Funding Source Total</b>	<b>\$ 10,210,578</b>	<b>\$ 11,162,939</b>	<b>\$ 12,324,452</b>	<b>\$ 13,245,617</b>

### Staffing (Full-Time Equivalents)

Permanent Position	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
City Attorney *	1.00	1.00	1.00	1.00
<b>Permanent</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>
<b>Temporary Position</b>				
<b>Temporary</b>	-	-	-	-
<b>Total Full Time Equivalents</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2016 - 2017**

- Prepare or assist with revisions to at least four Chapters of the Campbell Municipal Code, including revisions to the Subdivision Ordinance and the addition of a Firearms Safety Ordinance
- Assist with potential ballot measures
- Assist with potential development impact fees
- Assist IT with implementation of email retention procedures
- Assist Community Development with General Plan update
- Work with Public Works on update of Standard Specifications and contract documents

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

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	Complete review of 85% of all contract and other documents submitted for review within two (2) weeks of submission.	82%	80%	87%
<b>2</b>	Provide a response to 70% of all requests for a written opinion within four (4) weeks of submission.	97%	94%	98%
<b>3</b>	Provide a response to 85% of all requests for oral advice within two (2) working days of submission.	100%	100%	100%
<b>4</b>	Obtain a favorable outcome in at least 60% of all cases adjudicated to a final conclusion.	100%	100%	75%
<b>5</b>	Personally attend at least 85% of all regular City Council Meetings.	96%	100%	100%
<b>6</b>	Personally attend at least 85% of all regular Planning Commission Meetings.	95%	90%	90%
<b>7</b>	Provide approximately 1,200 hours of legal assistance annually.	1,287 hrs	1,392 hrs	1,425 hrs
<b>8</b>	Complete major workplan items within one (1) fiscal year.	1	4	2
<b>9</b>	Provide at least 250 office hours at City Hall each year.	343 hrs	396 hrs	338 hrs

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

**EXHIBIT A  
101.560**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 296,140	\$ 335,364	\$ 373,309	\$ 375,563
Supplies, Services & Capital Outlay (Exhibit C)	3,845	6,988	8,757	8,817
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	299,985	342,351	382,066	384,380
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 299,985</b>	<b>\$ 342,351</b>	<b>\$ 382,066</b>	<b>\$ 384,380</b>

FUNDING SOURCE(s)				
Program Revenue	\$ -	\$ -	\$ -	\$ -
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	299,985	342,351	382,066	384,380
<b>Funding Source Total</b>	<b>\$ 299,985</b>	<b>\$ 342,351</b>	<b>\$ 382,066</b>	<b>\$ 384,380</b>

REVENUE DETAIL					
Description	Fund / Acct.				
		\$ -	\$ -	\$ -	\$ -
<b>Program Revenue</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
		\$ -	\$ -	\$ -	\$ -
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 299,985</b>	<b>\$ 342,351</b>	<b>\$ 382,066</b>	<b>\$ 384,380</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 299,985</b>	<b>\$ 342,351</b>	<b>\$ 382,066</b>	<b>\$ 384,380</b>

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

**EXHIBIT B**  
**101.560**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 235,329	\$ 263,955	\$ 282,216	\$ 287,860
<b>7002</b> Personnel - Temporary	-	-	-	-
<b>7003</b> Personnel - Overtime	-	-	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 235,329</b>	<b>\$ 263,955</b>	<b>\$ 282,216</b>	<b>\$ 287,860</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	28,731	35,982	53,519	46,434
<b>7107</b> Dental Insurance	1,860	1,971	2,028	2,025
<b>7108</b> Group Health Insurance	25,848	28,231	28,800	32,155
<b>7109</b> Group Life Insurance	186	186	192	186
<b>7110</b> Workers' Compensation Insurance	774	1,210	1,490	1,757
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	-	-	972	972
<b>7113</b> Medicare	3,412	3,827	4,092	4,174
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	-	-	-	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	-	-	-	-
<b>7122</b> Deferred Compensation Contribution	-	-	-	-
<b>7126</b> PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 60,811</b>	<b>\$ 71,408</b>	<b>\$ 91,093</b>	<b>\$ 87,703</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 296,140</b>	<b>\$ 335,364</b>	<b>\$ 373,309</b>	<b>\$ 375,563</b>

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

**EXHIBIT B-1  
101.560**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
City Attorney *	1.00	1.00	1.00	1.00	\$ 287,860
* Retainer and additional hourly charges per contract. Not a full-time position.					
<b>TOTAL</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>1.00</b>	<b>\$ 287,860</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

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

**EXHIBIT C  
101.560**

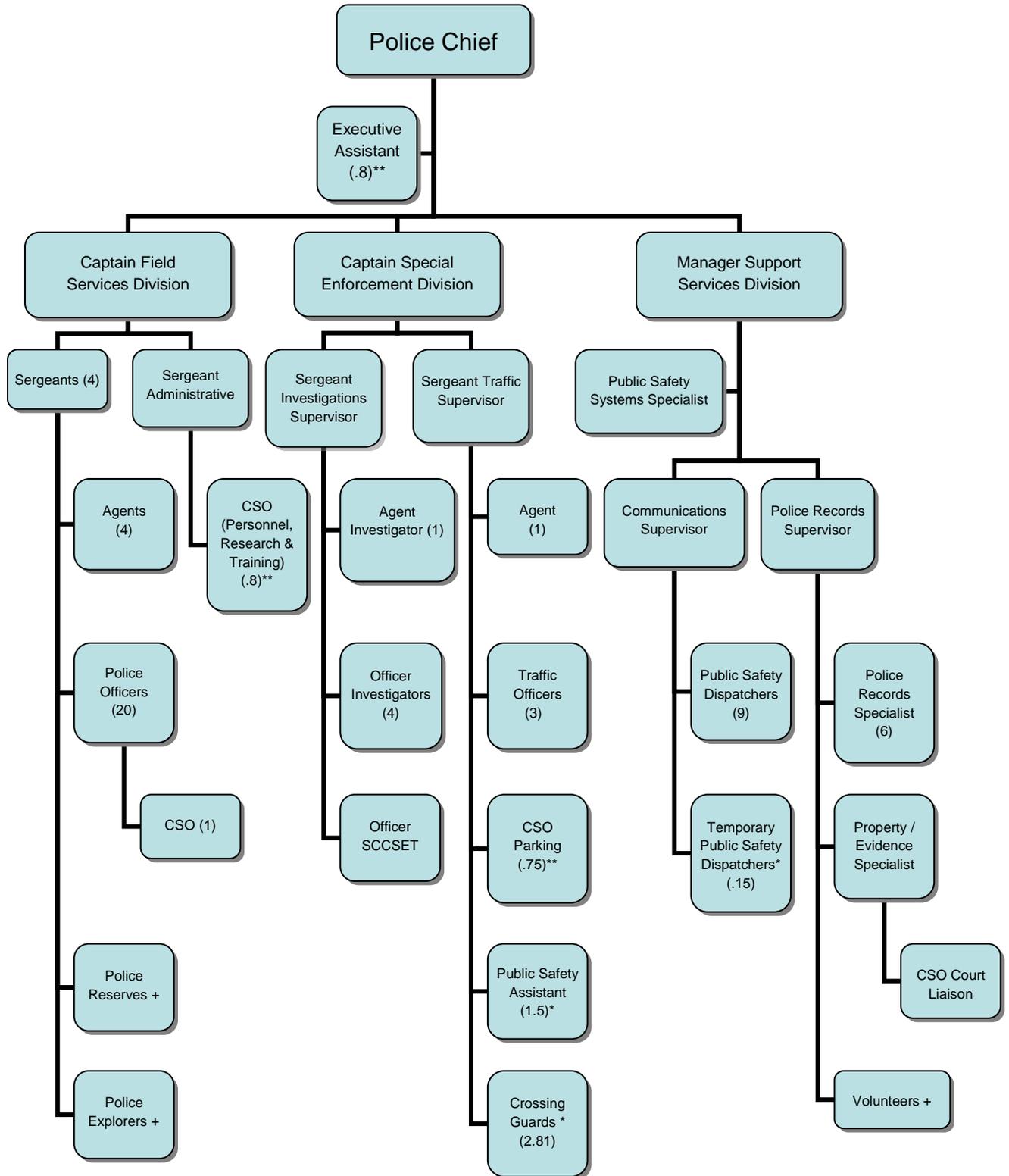
Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	23	27	500	500
<b>7428</b> Maintenance of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	600	-	-	-
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	960	3,639	3,976	3,976
<b>7435</b> Professional Development & Meetings	1,287	2,180	3,000	3,000
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	975	1,142	1,281	1,341
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 3,845</b>	<b>\$ 6,988</b>	<b>\$ 8,757</b>	<b>\$ 8,817</b>

Description	FY 2017 Adopted
<b>7427 <u>Special Departmental Expense</u></b>	
Federal Express / Printing / Photocopying	\$ 500
<b>7434 <u>Memberships, Dues, Books</u></b>	
Matthew-Bender On-line Publications:	1,056
California Litigation	
California Real Estate Law	
Case Reporters	
Statutes	
Continuing Education of the Bar Publications	2,225
IMLA	695
	<b>3,976</b>
<b>7435 <u>Professional Development &amp; Meetings</u></b>	
League of California Cities Conference & Webinar	<b>3,000</b>
<b>7551 <u>User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>1,341</b>
<b>TOTAL</b>	<b>\$ 8,817</b>

# Public Safety



# Police Department 2016 - 2017



\* Temporary Full or Part-Time

\*\* Permanent Part-Time

+ Volunteers

**PUBLIC SAFETY PROGRAM SUMMARY**

**Expenditure Summary**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
Employee Services (Exhibit B)	\$ 11,964,106	\$ 12,211,325	\$ 13,453,940	\$ 14,686,993
Supplies, Services & Capital Outlay (Exhibit C)	8,335,818	8,838,527	9,478,457	9,924,806
Debt Service (Exhibit D)	-	-	-	-
<b>Total Before Transfers</b>	<b>20,299,925</b>	<b>21,049,852</b>	<b>22,932,397</b>	<b>24,611,799</b>
Transfers Out (Exhibit E)	35,119	26,267	112,600	63,500
<b>Appropriation Total</b>	<b>\$ 20,335,044</b>	<b>\$ 21,076,119</b>	<b>\$ 23,044,997</b>	<b>\$ 24,675,299</b>

**Revenue Summary**

Program Revenue	\$ 941,153	\$ 912,752	\$ 951,500	\$ 925,500
Transfers from Other Funds	168,630	236,266	240,500	203,500
Use of Reserves	-	-	-	-
Additional Fund Revenue	19,346,309	20,014,177	21,840,897	23,546,299
<b>Funding Source Total</b>	<b>\$ 20,456,092</b>	<b>\$ 21,163,194</b>	<b>\$ 23,032,897</b>	<b>\$ 24,675,299</b>

**Staffing (Full-Time Equivalents)**

<b>Permanent Positions</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
Communications Supervisor	1.00	1.00	1.00	1.00
Community Services Officer	4.55	4.55	4.55	3.55
Executive Assistant	0.80	0.80	0.80	0.80
Police Agent	6.00	6.00	6.00	6.00
Police Captain	2.00	2.00	2.00	2.00
Police Chief	1.00	1.00	1.00	1.00
Police Officer	26.00	26.00	26.00	28.00
Police Records Specialist	4.00	5.00	5.00	6.00
Police Records Supervisor	1.00	1.00	1.00	1.00
Police Sergeant	7.00	7.00	7.00	7.00
Property/Evidence Specialist	1.00	1.00	1.00	1.00
Public Safety Dispatcher	9.00	9.00	9.00	9.00
Public Safety Systems Specialist	-	1.00	1.00	1.00
Support Services Manager	1.00	1.00	1.00	1.00
<b>Permanent</b>	<b>64.35</b>	<b>66.35</b>	<b>66.35</b>	<b>68.35</b>
<b>Temporary Positions</b>				
Crossing Guards	2.81	2.81	2.81	2.81
Part-Time Dispatcher (Per Diem Basis)	0.15	0.15	0.15	0.15
Part-Time Police Clerk	1.20	0.20	0.20	0.20
Public Safety Assistant	0.50	0.50	0.50	1.50
<b>Temporary</b>	<b>4.66</b>	<b>3.66</b>	<b>3.66</b>	<b>4.66</b>
<b>Total Full Time Equivalents</b>	<b>69.01</b>	<b>70.01</b>	<b>70.01</b>	<b>73.01</b>

**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**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	Percent of regular and reserve officers who are in compliance with P.O.S.T. approved in-service training requirements.	100%	100%	100%

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

EXHIBIT A  
 101.601

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 532,370	\$ 663,430	\$ 531,674	\$ 554,559
Supplies, Services & Capital Outlay (Exhibit C)	281,709	325,562	303,169	357,544
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	814,079	988,992	834,843	912,103
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 814,079</b>	<b>\$ 988,992</b>	<b>\$ 834,843</b>	<b>\$ 912,103</b>

FUNDING SOURCE(S)				
Program Revenue	28,060	19,094	20,000	\$ 20,000
Transfers from Other Funds	13,806	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	772,213	969,897	814,843	892,103
<b>Funding Source Total</b>	<b>\$ 814,079</b>	<b>\$ 988,992</b>	<b>\$ 834,843</b>	<b>\$ 912,103</b>

REVENUE DETAIL					
Description	Fund / Acct.				
POST Reimbursement	4588	\$ 27,941	\$ 18,629	\$ 20,000	\$ 20,000
DUI Cost Recovery *	4698	110	465	-	-
Other Revenue	4965	9	-	-	-
* Moved to Program 604 in FY 14.					
<b>Program Revenue</b>		<b>\$ 28,060</b>	<b>\$ 19,094</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>
Association of Bay Area Government Grants	212	\$ 13,806	\$ -	\$ -	\$ -
<b>Transfers from Other Funds</b>		<b>\$ 13,806</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 772,213</b>	<b>\$ 969,897</b>	<b>\$ 814,843</b>	<b>\$ 892,103</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 814,079</b>	<b>\$ 988,992</b>	<b>\$ 834,843</b>	<b>\$ 912,103</b>

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

**EXHIBIT B  
101.601**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
<b>7001</b> Personnel - Regular	\$ 235,833	\$ 295,377	\$ 263,643	\$ 281,089
<b>7002</b> Personnel - Temporary	-	-	-	-
<b>7003</b> Personnel - Overtime	91,810	117,541	100,000	100,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 327,643</b>	<b>\$ 412,918</b>	<b>\$ 363,643</b>	<b>\$ 381,089</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	1,100	360	-	1,100
<b>7106</b> Retirement	93,187	121,822	114,899	129,989
<b>7107</b> Dental Insurance	4,947	5,937	4,056	4,050
<b>7108</b> Group Health Insurance	31,631	36,963	27,066	26,418
<b>7109</b> Group Life Insurance	504	555	384	335
<b>7110</b> Workers' Compensation Insurance	14,214	25,315	14,019	1,927
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,396	1,565	1,704	1,555
<b>7113</b> Medicare	5,806	7,033	3,823	6,016
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	7,519	4,663	-	-
<b>7120</b> Sick Leave Payout	28,234	25,209	-	-
<b>7121</b> Leave Balance Payout	13,760	18,045	-	-
<b>7122</b> Deferred Compensation Contribution	2,428	2,779	2,080	1,040
<b>7124</b> VEBA Health Deferred Compensation	-	266	-	1,040
<b>7126</b> PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 204,726</b>	<b>\$ 250,512</b>	<b>\$ 168,031</b>	<b>\$ 173,470</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 532,370</b>	<b>\$ 663,430</b>	<b>\$ 531,674</b>	<b>\$ 554,559</b>

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

**EXHIBIT B-1  
 101.601**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Police Chief	1.00	1.00	1.00	1.00	\$ 212,633
Executive Assistant	0.80	0.80	0.80	0.80	68,456
<b>TOTAL</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>1.80</b>	<b>\$ 281,089</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

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

**EXHIBIT C  
101.601**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	2,438	1,027	1,000	2,000
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	4,271	4,296	3,500	4,200
<b>7428</b> Maintenance of Buildings, Structures & Ground	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	235	-	-
<b>7430</b> Professional & Specialized Services	142,153	171,054	159,111	181,568
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	5,681	6,706	7,200	7,500
<b>7435</b> Professional Development & Meetings	10,706	11,872	12,000	15,000
<b>7437</b> Staff Development	59,856	69,741	55,000	75,000
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	37,107	37,799	39,747	45,454
<b>7551</b> User Charges - IT Pool	19,497	22,832	25,611	26,822
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>7450</b> Booking Fees	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 281,709</b>	<b>\$ 325,562</b>	<b>\$ 303,169</b>	<b>\$ 357,544</b>

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

**EXHIBIT C-1**  
**101.601**  
**Page 1**

Description	FY 2017 Adopted
<b><u>7424 Office Expense</u></b>	
Office Supplies	\$ 1,000
Year-in-Review	1,000
	<b>2,000</b>
<b><u>7427 Special Departmental Expense</u></b>	
Department Employee Recognition	1,300
Department Meeting	1,000
Miscellaneous Equipment/Training	700
Other Department-Wide Supplies	1,200
	<b>4,200</b>
<b><u>7430 Professional &amp; Specialized Services</u></b>	
Annual Update & Reprint of General Order Manual - Lexipol	5,550
Cal-ID Santa Clara Automated Fingerprint System (Fee Calculated by Usage)	22,438
Contracted Background Checks	12,000
Contracted Legal Service	3,000
Crime Lab Fees	129,080
Mobile PD - Smart Phone Application	8,500
Social Media Software / Apps / Supplies	1,000
	<b>181,568</b>
<b><u>7434 Memberships, Dues, Books</u></b>	
Books & Subscriptions	1,200
Dues	6,300
	<b>7,500</b>
<b><u>7435 Professional Development &amp; Meetings</u></b>	
Professional Development	<b>15,000</b>
<b><u>7437 Staff Development</u></b>	
Training Costs (Includes POST Training)	60,000
EVOC Training (POST Mandated Training Every 2 Years)	15,000
	<b>75,000</b>
<b><u>7550 User Charges - Motor Pool</u></b>	
Use of City Vehicles	<b>45,454</b>
<b><u>7551 User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>26,822</b>
<b>TOTAL</b>	<b>\$ 296,544</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2016 - 2017**

- Purchase and replace Police Computer Aided Dispatch, Records Management System, and Mobile Data Computer System Replacements (On-Going, Multi-year Project)

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	90% of incoming 9-1-1 calls are answered within ten seconds	96%	96%	95%
<b>2</b>	90% of emergency calls for service are dispatched in less than two minutes	96%	97%	98%

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

**EXHIBIT A  
101.602**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
Employee Services (Exhibit B)	\$ 1,471,791	\$ 1,478,853	\$ 1,724,832	\$ 1,752,200
Supplies, Services & Capital Outlay (Exhibit C)	213,521	227,387	432,318	429,255
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,685,312	1,706,240	2,157,150	2,181,455
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 1,685,312</b>	<b>\$ 1,706,240</b>	<b>\$ 2,157,150</b>	<b>\$ 2,181,455</b>

<b>FUNDING SOURCE(s)</b>				
Program Revenue	\$ 51,318	\$ 53,287	\$ 35,000	\$ 33,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	1,633,994	1,652,953	2,122,150	2,148,455
<b>Funding Source Total</b>	<b>\$ 1,685,312</b>	<b>\$ 1,706,240</b>	<b>\$ 2,157,150</b>	<b>\$ 2,181,455</b>

<b>REVENUE DETAIL</b>					
<b>Description</b>	<b>Fund / Acct.</b>				
CAL NENA/APCO Reimbursement	4707	\$ 7,944	\$ 4,622	\$ 3,000	\$ 3,000
9-1-1 Phone Maintenance Reimb.	4708	-	3,467	7,000	-
False Alarm Fees	4693	43,374	45,198	25,000	30,000
<b>Program Revenue</b>		<b>\$ 51,318</b>	<b>\$ 53,287</b>	<b>\$ 35,000</b>	<b>\$ 33,000</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 1,633,994</b>	<b>\$ 1,652,953</b>	<b>\$ 2,122,150</b>	<b>\$ 2,148,455</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,685,312</b>	<b>\$ 1,706,240</b>	<b>\$ 2,157,150</b>	<b>\$ 2,181,455</b>

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

**EXHIBIT B  
101.602**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 897,921	\$ 932,195	\$ 1,114,238	\$ 1,128,579
<b>7002</b> Personnel - Temporary	9,090	11,454	10,000	10,000
<b>7003</b> Personnel - Overtime	76,655	79,110	70,000	70,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	43,653	38,879	45,271	45,745
<b>Total Salaries</b>	<b>\$ 1,027,319</b>	<b>\$ 1,061,639</b>	<b>\$ 1,239,509</b>	<b>\$ 1,254,324</b>
<b>7104</b> Meal Allowance	\$ 1,225	\$ 1,744	\$ 200	\$ 1,500
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	159,648	168,954	219,888	222,946
<b>7107</b> Dental Insurance	18,872	19,545	23,322	23,288
<b>7108</b> Group Health Insurance	156,333	157,148	191,652	190,775
<b>7109</b> Group Life Insurance	2,762	2,665	3,168	3,069
<b>7110</b> Workers' Compensation Insurance	3,570	5,614	7,067	10,629
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	6,079	6,099	8,538	8,505
<b>7113</b> Medicare	15,547	15,396	16,298	17,194
<b>7114</b> Auto Allowance	481	475	480	960
<b>7115</b> Cell Phone Allowance	542	703	540	540
<b>7118</b> Other Benefits Pay	36,782	5,459	-	1,300
<b>7119</b> Social Security	-	50	-	-
<b>7120</b> Sick Leave Payout	11,069	254	-	-
<b>7121</b> Leave Balance Payout	19,171	20,989	-	-
<b>7122</b> Deferred Compensation Contribution	12,304	11,854	14,040	7,020
<b>7124</b> VEBA Health Deferred Compensation	-	174	-	10,020
<b>7126</b> PARS 457 Retirement	87	92	130	130
<b>Total Benefits</b>	<b>\$ 444,472</b>	<b>\$ 417,214</b>	<b>\$ 485,323</b>	<b>\$ 497,876</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 1,471,791</b>	<b>\$ 1,478,853</b>	<b>\$ 1,724,832</b>	<b>\$ 1,752,200</b>

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

**EXHIBIT B-1  
101.602**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Support Services Manager *	0.50	0.50	0.50	0.50	\$ 68,338
Communications Supervisor	1.00	1.00	1.00	1.00	112,008
Public Safety Dispatcher	9.00	9.00	9.00	9.00	840,968
Public Safety Systems Specialist **	-	1.00	1.00	1.00	107,265
* Balance in Program 603					
** Position Added in FY 15					
<b>TOTAL</b>	<b>10.50</b>	<b>11.50</b>	<b>11.50</b>	<b>11.50</b>	<b>\$ 1,128,579</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Part-Time Dispatcher (Per Diem Basis)	0.15	0.15	0.15	0.15	\$ 10,000
<b>TOTAL</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	<b>0.15</b>	<b>\$ 10,000</b>

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

**EXHIBIT C**  
**101.602**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	55,480	55,809	52,500	45,500
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	745	462	900	900
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	3,622	7,456	3,300	3,300
<b>7428</b> Maint of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	12,505	14,898	28,500	28,500
<b>7430</b> Professional & Specialized Services	72,972	70,725	259,283	259,283
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	1,414	1,382	1,600	1,600
<b>7435</b> Professional Development & Meetings	3,420	2,452	3,000	3,000
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	63,365	74,203	83,235	87,172
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 213,521</b>	<b>\$ 227,387</b>	<b>\$ 432,318</b>	<b>\$ 429,255</b>

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

**EXHIBIT C-1**  
**101.602**  
**Page 1**

Description	FY 2017 Adopted
<b><u>7421 Communications - Phones</u></b>	
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
	<b>45,500</b>
<b><u>7424 Office Expense</u></b>	
Dispatch Office Supplies	<b>900</b>
<b><u>7427 Special Departmental Expense</u></b>	
Cell Phones (Replacement)	1,500
Communications Supplies	750
Headsets	1,050
	<b>3,300</b>
<b><u>7429 Maintenance &amp; Operation of Equipment</u></b>	
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
	<b>28,500</b>
<b><u>7430 Professional &amp; Specialized Services</u></b>	
Automated Warrant System User Fee - Direct Connect & Not Direct Connect	8,000
California Law Enforcement Telecommunications System Access Fee (Direct Connect)	7,500
Dispatch console cleaning (every other year)	1,000
Pruneyard Tower Repeater Lease	3,000
Sheriff's Law Enforcement Telecommunication System (includes CJIC Not Direct)	15,848
SVRIA Assessment & E-Comm Maintenance	39,200
Wireless Data for Patrol Vehicles (\$40 Per Month x 18 Vehicles)	8,640
Silicon Valley Regional Comm. System (SVRCS) Assessment (Year 2 of 3)	176,095
	<b>259,283</b>
<b><u>7434 Memberships, Dues, Books</u></b>	
Books & Subscriptions	900
Dues	700
	<b>1,600</b>
<b>SUBTOTAL page 1</b>	<b>\$ 339,083</b>

Description	FY 2017 Adopted
<b>7435 Professional Development &amp; Meetings</b> CAL NENA or APCO Conference & Quarterly Meetings *	<b>\$ 3,000</b>
<b>7551 User Charges - IT Pool</b> Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>87,172</b>
* Funded by State 9-1-1 Program	
<b>SUBTOTAL page 2</b>	<b>90,172</b>
<b>TOTAL EXHIBIT C-1</b>	<b>\$ 429,255</b>

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2016 - 2017**

- Purchase and replace Police Computer Aided Dispatch, Records Management System, and Mobile Data Computer System Replacements (On-Going, Multi-year Project)

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	85% of report requests submitted to the Records Division will be processed within 7 business days of receipt	92%	95%	99%

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

**EXHIBIT A  
101.603**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 909,507	\$ 970,374	\$ 1,039,378	\$ 1,171,923
Supplies, Services & Capital Outlay (Exhibit C)	124,058	152,081	160,547	165,694
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,033,564	1,122,456	1,199,925	1,337,617
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 1,033,564</b>	<b>\$ 1,122,456</b>	<b>\$ 1,199,925</b>	<b>\$ 1,337,617</b>

FUNDING SOURCE(S)				
Program Revenue	\$ 39,352	\$ 43,009	\$ 40,000	\$ 40,000
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	994,212	1,079,446	1,159,925	1,297,617
<b>Funding Source Total</b>	<b>\$ 1,033,564</b>	<b>\$ 1,122,456</b>	<b>\$ 1,199,925</b>	<b>\$ 1,337,617</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Other Filing Fees	4690	8,988	5,508	10,000	5,000
Special Police Services: Reports, Fingerprints, Impounds, Etc.	4691	30,364	37,501	30,000	35,000
<b>Program Revenue</b>		<b>\$ 39,352</b>	<b>\$ 43,009</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 994,212</b>	<b>\$ 1,079,446</b>	<b>\$ 1,159,925</b>	<b>\$ 1,297,617</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,033,564</b>	<b>\$ 1,122,456</b>	<b>\$ 1,199,925</b>	<b>\$ 1,337,617</b>

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

**EXHIBIT B  
101.603**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 546,253	\$ 605,456	\$ 659,114	\$ 736,113
<b>7002</b> Personnel - Temporary	55,390	16,471	11,648	11,648
<b>7003</b> Personnel - Overtime	10,897	4,336	4,000	4,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	23,726	25,682	28,423	32,054
<b>Total Salaries</b>	<b>\$ 636,266</b>	<b>\$ 651,945</b>	<b>\$ 703,185</b>	<b>\$ 783,815</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	4,273	5,521	5,325	5,980
<b>7106</b> Retirement	93,912	109,789	130,385	146,928
<b>7107</b> Dental Insurance	14,133	16,532	17,238	19,238
<b>7108</b> Group Health Insurance	115,582	132,259	143,088	159,567
<b>7109</b> Group Life Insurance	2,047	2,263	2,400	2,604
<b>7110</b> Workers' Compensation Insurance	4,920	6,964	7,262	15,211
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	4,554	5,155	6,342	7,047
<b>7113</b> Medicare	8,189	9,474	9,726	11,404
<b>7114</b> Auto Allowance	481	475	480	960
<b>7115</b> Cell Phone Allowance	902	868	900	900
<b>7118</b> Other Benefits Pay	3,853	3,343	2,600	3,900
<b>7120</b> Sick Leave Payout	2,875	10,821	-	-
<b>7121</b> Leave Balance Payout	7,739	4,786	-	-
<b>7122</b> Deferred Compensation Contribution	9,062	9,824	10,296	5,148
<b>7124</b> VEBA Health Deferred Compensation	-	141	-	9,070
<b>7126</b> PARS 457 Retirement	720	214	151	151
<b>Total Benefits</b>	<b>\$ 273,241</b>	<b>\$ 318,429</b>	<b>\$ 336,193</b>	<b>\$ 388,108</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 909,507</b>	<b>\$ 970,374</b>	<b>\$ 1,039,378</b>	<b>\$ 1,171,923</b>

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

**EXHIBIT B-1  
101.603**

Permanent Personnel	Full-Time Equivalentents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Support Services Manager *	0.50	0.50	0.50	0.50	\$ 68,338
Police Records Supervisor	1.00	1.00	1.00	1.00	94,348
Police Records Specialist **	4.00	5.00	5.00	6.00	417,407
Property/Evidence Specialist	1.00	1.00	1.00	1.00	78,166
Community Services Officer	1.00	1.00	1.00	1.00	77,854
* Balance of Position in Program 602					
** 1.0 FTE Changed from Temporary in FY 15					
<b>TOTAL</b>	<b>7.50</b>	<b>8.50</b>	<b>8.50</b>	<b>9.50</b>	<b>\$ 736,113</b>

Temporary Personnel	Full-Time Equivalentents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Part-Time Police Clerk *	1.20	0.20	0.20	0.20	\$ 11,648
* 1.0 FTE Records Specialist to Permanent in FY 15					
<b>TOTAL</b>	<b>1.20</b>	<b>0.20</b>	<b>0.20</b>	<b>0.20</b>	<b>\$ 11,648</b>

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

**EXHIBIT C  
101.603**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	15,876	15,472	16,000	16,000
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	11,400	15,926	19,000	19,000
<b>7428</b> Maint of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	1,089	3,132	-	-
<b>7430</b> Professional & Specialized Services	2,225	9,122	6,800	6,800
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	200	170	300	300
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	50	-	-	-
<b>7438</b> Other Charges	9,560	11,024	9,600	9,600
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	795	199	-	-
<b>7551</b> User Charges - IT Pool	82,863	97,036	108,847	113,994
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 124,058</b>	<b>\$ 152,081</b>	<b>\$ 160,547</b>	<b>\$ 165,694</b>

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

**EXHIBIT C-1  
 101.603**

Description	FY 2017 Adopted
<b><u>7424 Office Expense</u></b>	
Departmental Office Supplies	<b>\$ 16,000</b>
<b><u>7427 Special Departmental Expense</u></b>	
Parking Citation Hand Held Ticketing Device - Paper and Supplies	1,600
Automated Fingerprint Identification System (AFIS) Supplies	500
Evidence Equipment & Supplies	2,000
Gun/Drug Disposal	500
Miscellaneous Equipment/Supplies (Film, Forms, Etc. Re: Informal Bookings)	2,000
Moving / Warning Citations	3,500
Mug Shot Supplies (Ink & Paper)	1,000
Parking Enforcement Citations	1,100
Postage, Post Office Box Rental, Notices & Miscellaneous Supplies	800
Special Forms/Materials	3,000
Parking Citation Hand Held Ticketing Device	3,000
	<b>19,000</b>
<b><u>7430 Professional &amp; Specialized Services</u></b>	
Crime Reports.Com (Public Engines)	1,200
Fingerprint Checks (Department of Justice & County Fee)	900
Livescan Applicant Fingerprinting	500
Parking Citation Web-Based Service (\$300/mo.)	3,600
Parking Ticket Hearing Official	600
	<b>6,800</b>
<b><u>7434 Memberships, Dues, Books</u></b>	
Dues	<b>300</b>
<b><u>7438 Other Charges</u></b>	
Water Service	1,300
Hazardous Material Pickup	1,400
Linen Service - Men's & Women's Locker Rooms	2,500
Shredding Service	4,400
	<b>9,600</b>
<b><u>7551 User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>113,994</b>
<b>TOTAL</b>	<b>\$ 165,694</b>

**GENERAL FUND - (101)**  
**Police - Special Enforcement Program (604)**  
**Program Manager - Special Enforcement Division Commander**

**MISSION STATEMENT**

**Resolve cases quickly and reduce crime by providing proactive and follow-up investigative services utilizing traditional and innovative methods.**

**Reduce traffic accidents, create safer roadways, and decrease blight conditions in neighborhoods by providing essential traffic services.**

**ONGOING RESPONSIBILITIES**

- Investigate, record, and document all major crime scenes, collect and preserve evidence, prepare investigative reports, and present testimony in trial for the prosecution of offenders
- Use modern surveillance and undercover techniques to deter crime and arrest offenders
- Identify and target criminal activity for selective enforcement
- Work closely with the schools to deal with student and juvenile issues
- Provide crime prevention service to residents and businesses within the City
- Assign resources to designated areas of concern. Promote traffic safety and efficiency through public education, traffic law enforcement, and cooperative efforts with other City departments

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	Traffic enforcement index of at least 21 *	45.54	37.08	45.73
<b>2</b>	80% of abandoned vehicle complaints responded to within 48 hours of receipt.	N/A**	N/A**	100%
<b>3</b>	100% of traffic concerns are assigned resources.	N/A**	N/A**	100%

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

\*\* Performance Outcome Measure revised

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

**EXHIBIT A  
101.604**

Description	FY 2013 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 2,769,422	\$ 2,841,031	\$ 3,054,055	\$ 3,716,009
Supplies, Services & Capital Outlay (Exhibit C)	180,763	217,803	211,474	216,354
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	2,950,185	3,058,834	3,265,529	3,932,363
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 2,950,185</b>	<b>\$ 3,058,834</b>	<b>\$ 3,265,529</b>	<b>\$ 3,932,363</b>

FUNDING SOURCE(S)				
Program Revenue	\$ 431,449	\$ 462,356	\$ 451,000	\$ 464,000
Transfers from Other Funds	-	78,506	92,500	54,500
Use of Reserves	-	-	-	-
Additional Fund Revenue	2,518,736	2,517,972	2,722,029	3,413,863
<b>Funding Source Total</b>	<b>\$ 2,950,185</b>	<b>\$ 3,058,834</b>	<b>\$ 3,265,529</b>	<b>\$ 3,932,363</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Traffic Fines	4310/4320/4330	\$ 259,129	\$ 273,667	\$ 300,000	\$ 300,000
SCCSET Data Queries	4706	2,000	2,000	2,000	2,000
Special Events-Comm Group Sponsor	4630	65,487	46,151	37,000	50,000
Cost Recovery - Special Details	4704	7,838	15,406	14,000	14,000
Abandoned Vehicle Abatement	4582	79,842	102,942	80,000	80,000
Other Revenue	4965	1,442	6,698	-	-
DUI Cost Recovery	4698	15,711	15,491	18,000	18,000
* Moved from Program 601 in FY 14					
<b>Program Revenue</b>		<b>\$ 431,449</b>	<b>\$ 462,356</b>	<b>\$ 451,000</b>	<b>\$ 464,000</b>
Asset Forfeiture Funds	205	\$ -	\$ -	\$ 4,500	\$ 4,500
Anti-Drug Abuse Grant *	218	-	-	-	-
Federal Tobacco Pervention Grant		-	-	-	-
HIDTA Grant (SCCSET)	218	-	8,506	18,000	-
Emergency Management Performance Grant	218	-	-	-	-
Alcohol Beverage Control	212	-	-	-	-
AB 109 Public Safety Realignment Law	212	-	70,000	70,000	50,000
* SCCSET Overtime Reimbursement					
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ 78,506</b>	<b>\$ 92,500</b>	<b>\$ 54,500</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 2,518,736</b>	<b>\$ 2,517,972</b>	<b>\$ 2,722,029</b>	<b>\$ 3,413,863</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 2,950,185</b>	<b>\$ 3,058,834</b>	<b>\$ 3,265,529</b>	<b>\$ 3,932,363</b>

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

**EXHIBIT B**  
**101.604**

Description	FY 2013 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 1,384,156	\$ 1,311,808	\$ 1,519,388	\$ 1,719,626
<b>7002</b> Personnel - Temporary	100,647	118,880	114,715	168,795
<b>7003</b> Personnel - Overtime	121,629	122,617	120,000	120,000
<b>7005</b> Personnel - POST	72,417	77,463	84,628	101,701
<b>7103</b> Personnel - Holiday Pay	66,861	66,304	71,357	82,375
<b>Total Salaries</b>	<b>\$ 1,745,711</b>	<b>\$ 1,697,072</b>	<b>\$ 1,910,088</b>	<b>\$ 2,192,497</b>
<b>7104</b> Meal Allowance	-	-	-	-
<b>7105</b> Uniform Allowance	\$ 13,395	\$ 11,889	\$ 12,295	\$ 14,855
<b>7106</b> Retirement	620,764	635,286	744,964	1,028,137
<b>7107</b> Dental Insurance	23,385	22,942	26,364	28,350
<b>7108</b> Group Health Insurance	184,544	174,217	193,152	205,220
<b>7109</b> Group Life Insurance	2,592	2,376	2,688	2,627
<b>7110</b> Workers' Compensation Insurance	72,964	104,605	106,230	147,543
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,980	2,353	9,756	1,519
<b>7113</b> Medicare	23,509	25,856	23,696	39,872
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	8,882	48,766	5,200	29,173
<b>7120</b> Sick Leave Payout	6,555	13,426	-	-
<b>7121</b> Leave Balance Payout	55,666	90,257	-	-
<b>7122</b> Deferred Compensation Contribution	8,447	8,173	18,129	429
<b>7124</b> VEBA Health Deferred Compensation	-	2,610	-	23,593
<b>7126</b> PARS 457 Retirement	1,028	1,203	1,493	2,194
<b>Total Benefits</b>	<b>\$ 1,023,711</b>	<b>\$ 1,143,960</b>	<b>\$ 1,143,967</b>	<b>\$ 1,523,512</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 2,769,422</b>	<b>\$ 2,841,031</b>	<b>\$ 3,054,055</b>	<b>\$ 3,716,009</b>

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

**EXHIBIT B-1**  
**101.604**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2013 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Police Captain	1.00	1.00	1.00	1.00	\$ 187,636
Police Sergeant	2.00	2.00	2.00	2.00	280,676
Police Agent	2.00	2.00	2.00	2.00	252,428
Police Officer	6.00	6.00	6.00	8.00	940,496
Community Services Officer *	1.75	1.75	1.75	0.75	58,390
* 1 FTE eliminated in FY17 - Added 1 FTE Temporary Public Safety Assistant					
<b>TOTAL</b>	<b>12.75</b>	<b>12.75</b>	<b>12.75</b>	<b>13.75</b>	<b>\$ 1,719,626</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2013 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Public Safety Assistant	0.50	0.50	0.50	1.50	\$ 81,120
Crossing Guards	2.81	2.81	2.81	2.81	87,675
<b>TOTAL</b>	<b>3.31</b>	<b>3.31</b>	<b>3.31</b>	<b>4.31</b>	<b>\$ 168,795</b>

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

**EXHIBIT C**  
**101.604**

Description	FY 2013 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	3,170	7,238	5,500	5,500
<b>7424</b> Office Expense	615	1,606	1,500	1,500
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	29,893	24,310	16,500	27,800
<b>7428</b> Maint. of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	862	3,569	4,050	4,050
<b>7430</b> Professional & Specialized Services	30,670	61,477	56,400	50,000
<b>7431</b> Promotional Expense	13,552	2,726	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	354	1,869	1,750	1,750
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	362	-	-	-
<b>7438</b> Other Charges	2,254	4,180	4,000	4,000
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	35,666	36,624	38,539	34,582
<b>7551</b> User Charges - IT Pool	63,365	74,203	83,235	87,172
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 180,763</b>	<b>\$ 217,803</b>	<b>\$ 211,474</b>	<b>\$ 216,354</b>

Description	FY 2017 Adopted
<b><u>7423 Clothing &amp; Personal Expense</u></b>	
Clothing & Badges - Explorer / PSA Uniforms	\$ 1,000
Crime Scene Response Team (CSRT) Uniforms	200
Crossing Guard Uniforms	1,000
ISU Shirts & Jackets	300
Miscellaneous Equipment	500
Motorcycle Officer Uniforms	1,500
SWAT Uniforms	1,000
	<b>5,500</b>
<b><u>7424 Office Expense</u></b>	
Office & Desk Supplies	<b>1,500</b>
<b><u>7427 Special Departmental Expense</u></b>	
Community Emergency Response Team (CERT) Equipment	10,000
Crime Scene Response Team (CSRT) Supplies -- Evidence Collection, Chemicals / MAIT	750
Crisis Negotiation Team (CNT) Supplies & Equipment (Moved from 605)	1,000
APBnet Computer Transmission Charges (Formerly Critical Reach)	550
Crossing Guard Supplies - Signs, Vests, Cones	200
Investigation Fund Resupply	1,000
Investigations Unit Anonymous Calling Cards/Cell Phone	200
Investigative Equipment - Flashlights, Recorders, Binoculars, Cameras	1,000
Safety Equipment - Holsters, Handcuffs, Pepper Spray	500
SWAT Replacement Equipment	5,000
Witness & Victim Expenses	500
GPS Tracker Fees	2,600
Ballistic Helmet Replacement * (one-time purchase)	4,500
	<b>27,800</b>
<b><u>7429 Maintenance &amp; Operation of Equipment</u></b>	
Maintenance of Special Weapons & Tactics (SWAT) Equipment	300
Passive Alcohol Sensor (PAS) Device Calibration & Repair	1,000
Radar Trailer Repair	500
Radar Unit Calibration / Lidar Calibration / Vehicle Calibration	2,000
Recorders, Camera & Video Equipment	250
	<b>4,050</b>
* Asset Forfeiture Funds	
<b>SUBTOTAL page 1</b>	<b>\$ 38,850</b>

Description	FY 2017 Adopted
<b><u>7430 Professional &amp; Specialized Services</u></b>	
Investigative Software	\$ 2,500
Audio/Video Tape Transcription (Contracted)	1,500
Cell Phone Download Reader - Annual Subscription Fee	3,500
Comcast Cable	2,500
Computer Crime Investigations Internet Service Provider	1,500
Private Database Searches (CLEAR / TLO)	16,500
San Tomas Expressway - California Highway Patrol Contract	8,000
Sexual Assault Exams (Valley Medical Center)	12,000
Sketch Artist Fees	1,000
Search Warrant Fees (Cell/Tower)	1,000
	<b>50,000</b>
<b><u>7434 Memberships, Dues, Books</u></b>	
Books	250
Dues	1,500
	<b>1,750</b>
<b><u>7438 Other Charges</u></b>	
Transportation (Prisoner Transport Fees)	2,500
Tow Fees (Evidence / Investigation)	1,500
	<b>4,000</b>
<b><u>7550 User Charges - Motor Pool</u></b>	
Use of City Vehicles	<b>34,582</b>
<b><u>7551 User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>87,172</b>
<b>SUBTOTAL page 2</b>	<b>177,504</b>
<b>TOTAL Exhibit C-1</b>	<b>\$ 216,354</b>

**GENERAL FUND - (101)**  
**Police - Field Services Program (605)**  
**Program Managers - Field Services Division Commander**

**MISSION STATEMENT**

**Enhance the safety of the community by providing a full range of effective police field services.**

**ONGOING RESPONSIBILITIES**

- Provide effective patrol and traffic services
- Support other City departments in problem solving efforts
- Enhance the quality of life in business and residential areas through code enforcement and promptly alert other City departments to the presence of property that appears to be unsanitary or unsafe

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	Respond to 90% of emergency calls for service within five minutes	95%	91%	86%
<b>2</b>	Respond to 90% of non-emergency calls for service within twenty minutes	97%	95%	96%

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

**EXHIBIT A**  
**101.605**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 6,181,017	\$ 6,150,575	\$ 7,104,001	\$ 7,492,302
Supplies, Services & Capital Outlay (Exhibit C)	793,233	818,832	855,769	940,172
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	6,974,250	6,969,407	7,959,770	8,432,474
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 6,974,250</b>	<b>\$ 6,969,407</b>	<b>\$ 7,959,770</b>	<b>\$ 8,432,474</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 7,045	\$ -	\$ 100,000	\$ 100,000
Transfers from Other Funds	119,824	87,760	78,000	79,000
Use of Reserves	-	-	-	-
Additional Fund Revenue	6,847,381	6,881,648	7,781,770	8,253,474
<b>Funding Source Total</b>	<b>\$ 6,974,250</b>	<b>\$ 6,969,407</b>	<b>\$ 7,959,770</b>	<b>\$ 8,432,474</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Supplemental Law Enforcement Grant	4526	\$ -	\$ -	\$ 100,000	\$ 100,000
Other Revenue	4965	2,945	-	-	-
Code Enforcement Fines	4371	4,100	-	-	-
<b>Program Revenue</b>		<b>\$ 7,045</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
Asset Forfeiture Fund	205	\$ 6,988	\$ 13,600	\$ 4,000	\$ 4,000
Federal Grant (Bulletproof Vest Reimb)	218	5,945	4,040	4,000	5,000
Association of Bay Area Governments	212	-	120	-	-
Community Facilities District #1	236	106,891	70,000	70,000	70,000
<b>Transfers from Other Funds</b>		<b>\$ 119,824</b>	<b>\$ 87,760</b>	<b>\$ 78,000</b>	<b>\$ 79,000</b>
General Fund - CIPR		-	-	-	-
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 6,847,381</b>	<b>\$ 6,881,648</b>	<b>\$ 7,781,770</b>	<b>\$ 8,253,474</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 6,974,250</b>	<b>\$ 6,969,407</b>	<b>\$ 7,959,770</b>	<b>\$ 8,432,474</b>

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

**EXHIBIT B**  
**101.605**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 3,275,483	\$ 3,213,896	\$ 3,694,160	\$ 3,853,318
<b>7002</b> Personnel - Temporary	6,604	-	-	-
<b>7003</b> Personnel - Overtime	212,317	268,325	240,000	240,000
<b>7005</b> Personnel - POST	170,348	172,577	182,637	181,598
<b>7103</b> Personnel - Holiday Pay	170,254	168,012	188,732	197,103
<b>Total Salaries</b>	<b>\$ 3,835,006</b>	<b>\$ 3,822,809</b>	<b>\$ 4,305,529</b>	<b>\$ 4,472,019</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	33,099	34,472	33,232	34,332
<b>7106</b> Retirement	1,449,368	1,349,277	1,829,038	1,994,396
<b>7107</b> Dental Insurance	52,244	54,240	64,896	64,800
<b>7108</b> Group Health Insurance	425,790	421,526	476,478	474,528
<b>7109</b> Group Life Insurance	5,588	5,480	6,336	6,082
<b>7110</b> Workers' Compensation Insurance	169,644	237,361	253,901	301,994
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,443	4,250	23,664	2,284
<b>7113</b> Medicare	58,900	58,271	53,572	62,113
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	361	311	360	360
<b>7118</b> Other Benefits Pay	18,105	44,485	10,400	22,834
<b>7120</b> Sick Leave Payout	4,218	(99)	-	-
<b>7121</b> Leave Balance Payout	110,609	92,788	-	-
<b>7122</b> Deferred Compensation Contribution	16,643	18,336	46,595	1,030
<b>7124</b> VEBA Health Deferred Compensation	-	7,068	-	55,530
<b>7126</b> PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 2,346,011</b>	<b>\$ 2,327,766</b>	<b>\$ 2,798,472</b>	<b>\$ 3,020,283</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 6,181,017</b>	<b>\$ 6,150,575</b>	<b>\$ 7,104,001</b>	<b>\$ 7,492,302</b>

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

**EXHIBIT B-1  
 101.605**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Police Captain	1.00	1.00	1.00	1.00	\$ 187,636
Police Sergeant	5.00	5.00	5.00	5.00	701,690
Police Agent	4.00	4.00	4.00	4.00	504,856
Police Officer	20.00	20.00	20.00	20.00	2,318,998
Community Services Officer	1.80	1.80	1.80	1.80	140,138
<b>TOTAL</b>	<b>31.80</b>	<b>31.80</b>	<b>31.80</b>	<b>31.80</b>	<b>\$ 3,853,318</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

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

**EXHIBIT C**  
**101.605**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	9,671	9,824	9,000	9,600
<b>7424</b> Office Expense	1,141	1,179	1,200	1,200
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	109,100	95,299	112,150	99,150
<b>7428</b> Maint. of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	3,718	3,754	5,000	5,000
<b>7430</b> Professional & Specialized Services	25,145	31,518	29,000	30,000
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	274,249	284,535	279,052	279,052
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	435	973	1,000	1,000
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	279	-	-	-
<b>7438</b> Other Charges	185	459	1,000	1,000
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	286,446	294,254	309,520	400,176
<b>7551</b> User Charges - IT Pool	82,863	97,036	108,847	113,994
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 793,233</b>	<b>\$ 818,832</b>	<b>\$ 855,769</b>	<b>\$ 940,172</b>

Description	FY 2017 Adopted
<b><u>7423 Clothing &amp; Personal Expense</u></b>	
Badge Replacement	\$ 800
Cleaning (Reserves, PSA's, and Explorer Uniforms)	1,500
Name Tags and Cap Pieces	500
Officer Rain Gear	1,500
Public Safety Assistant (PSA) Uniforms	500
Reserve Uniforms & Safety Equipment	2,400
Special Duty Uniforms	1,800
Uniform Repair/Replacement	600
	<b>9,600</b>
<b><u>7424 Office Expense</u></b>	
Office Supplies	<b>1,200</b>
<b><u>7427 Special Departmental Expense</u></b>	
Patrol Supplies:	
Batteries	1,800
Bio-Hazard Supplies	1,000
Cones / Flares	500
First Aid Supplies / AED Supplies	4,000
Flashlights	1,000
Replacement Sirens, Light Bars, Control Boxes	6,500
Safety & Leather Gear	1,000
Vehicle Beat Pack Supplies	1,300
Evidence Supplies:	
Barrier Tape	500
Digital Cameras	1,000
Digital Voice Recorders	1,000
Photo Storage Medium	1,000
Fingerprint Supplies	500
Narcotic Kits	1,000
Firearms Supplies:	
Ammunition	48,000
Range Supplies (Cleaning Solution/Targets/Ear & Eye Protection)	3,000
<b>Subtotal</b>	<b>73,100</b>
* Asset Forfeiture Funds	
<b>SUBTOTAL page 1</b>	<b>\$ 83,900</b>

Description	FY 2017 Adopted
<b><u>7427 Special Departmental Expense (Continued)</u></b>	
Other Supplies:	
AR-15 Rifles/Shotgun Replacement / Repairs *	\$ 4,000
Bulletproof Vests (50% Reimbursed by Federal Government)	10,000
Chemical Agents	1,000
Division Meetings	750
Emergency Preparedness Equipment & Supplies	1,000
Memory Flash Cards for In-Car Video Recorders (State Law AB-820, Chapter 264)	800
Taser Cartridges	1,000
Taser Weapons Repairs	2,000
Vehicle Stripes	3,000
Vie Vu Repair	500
Microphones for Digital Radios (Traffic Motorcycles)	2,000
<b>Subtotal</b>	<b>26,050</b>
<b>Account Total</b>	<b>99,150</b>
<b><u>7429 Maintenance &amp; Operation of Equipment</u></b>	
Fire Extinguisher Service	500
In-Car Video Repair (Preventive & Repair)	500
Miscellaneous Repairs	500
Repairs for Damages to Citizen Property	1,000
Weapons Repair / Maintenance	2,500
	<b>5,000</b>
<b><u>7430 Professional &amp; Specialized Services</u></b>	
Alcohol Blood, Breath and Urine Tests	16,000
Emergency Clean-Up / Call Outs	3,000
Pistol Range Use	5,000
Mobile EOC Costs (Satellite Phone / TV / Internet)	4,000
Online Scheduler	1,000
Range Storage - Alarm & Electricity Fees	1,000
	<b>30,000</b>
<b><u>7432 Other Contractual Services</u></b>	
Silicon Valley Animal Control Authority Services (Shelter & Field Services)	<b>279,052</b>
* Asset Forfeiture Funds	
<b>SUBTOTAL page 2</b>	<b>\$ 340,102</b>

Description	FY 2017 Adopted
<b>7434</b> <u>Memberships, Dues, Books</u> Books, Dues & Subscriptions	\$ 1,000
<b>7438</b> <u>Other Charges</u> Towing, PD Vehicle Malfunctions / Mobile Emergency Response Group & Equipment (MERGE) Course Rental	1,000
<b>7550</b> <u>User Charges - Motor Pool</u> Use of Vehicles	400,176
<b>7551</b> <u>User Charges - IT Pool</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax	113,994
<b>SUBTOTAL page 3</b>	<b>516,170</b>
<b>TOTAL Exhibit C-1</b>	<b>\$ 940,172</b>

**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**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	Respond to 90% of all fire related calls for service within seven minutes or less	100%	100%	100%
<b>2</b>	Respond to 90% of all medical related calls for service within eight minutes or less	100%	100%	100%

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

**EXHIBIT A  
101.610**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	6,742,534	7,096,862	7,515,180	7,815,787
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	6,742,534	7,096,862	7,515,180	7,815,787
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 6,742,534</b>	<b>\$ 7,096,862</b>	<b>\$ 7,515,180</b>	<b>\$ 7,815,787</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 127,762	\$ 114,601	\$ 205,000	\$ 205,000
Transfers from Other Funds	35,000	70,000	70,000	70,000
Use of Reserves	-	-	-	-
Additional Fund Revenue	6,579,772	6,912,261	7,240,180	7,540,787
<b>Funding Source Total</b>	<b>\$ 6,742,534</b>	<b>\$ 7,096,862</b>	<b>\$ 7,515,180</b>	<b>\$ 7,815,787</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Fire Permits	4241	\$ 127,762	\$ 114,601	\$ 75,000	\$ 75,000
Hazardous Waste Cleanup	4692	-	-	130,000	130,000
<b>Program Revenue</b>		<b>\$ 127,762</b>	<b>\$ 114,601</b>	<b>\$ 205,000</b>	<b>\$ 205,000</b>
Community Facilities District #1	236	\$ 35,000	\$ 70,000	\$ 70,000	\$ 70,000
<b>Transfers from Other Funds</b>		<b>\$ 35,000</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 6,579,772</b>	<b>\$ 6,912,261</b>	<b>\$ 7,240,180</b>	<b>\$ 7,540,787</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 6,742,534</b>	<b>\$ 7,096,862</b>	<b>\$ 7,515,180</b>	<b>\$ 7,815,787</b>

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

**EXHIBIT C  
101.610**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	-	-	-	-
<b>7428</b> Maint of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	-	-	-	-
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	6,742,534	7,096,862	7,515,180	7,815,787
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	-	-	-	-
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	-	-	-
<b>7551</b> User Charges - IT Pool	-	-	-	-
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 6,742,534</b>	<b>\$ 7,096,862</b>	<b>\$ 7,515,180</b>	<b>\$ 7,815,787</b>

Description	FY 2017 Adopted
<b>7432 Other Contractual Services</b>	
Santa Clara County Fire Department (SCCFD) Service Contract *	
FY 16 Base Contract	\$ 7,515,180
FY 17 Increase	300,607
	<b>7,815,787</b>
* Includes Paramedic Services	
<p style="text-align: right;"><b>TOTAL</b></p>	<b>\$ 7,815,787</b>

**CITY OF CAMPBELL**  
**OPERATING BUDGET - Summary of Exhibits**  
**PROGRAM : Police Department Grants**

**EXHIBIT A**  
**Misc PD Grants**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 100,000	\$ 107,062	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	100,000	107,062	-	-
Transfers Out (Exhibit E)	35,119	26,267	112,600	63,500
<b>Appropriation Total</b>	<b>\$ 135,119</b>	<b>\$ 133,329</b>	<b>\$ 112,600</b>	<b>\$ 63,500</b>

FUNDING SOURCE(s)					
Asset Forfeiture Funds	205	\$ 9,731	\$ 19,351	\$ 8,500	\$ 8,500
Local Grant	212	-	90,120	-	-
State Grant	212	240,351	107,484	70,000	50,000
Federal Grant	218	6,085	3,449	22,000	5,000
<b>Funding Source Total</b>		<b>\$ 256,167</b>	<b>\$ 220,404</b>	<b>\$ 100,500</b>	<b>\$ 63,500</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Asset Seizure	205.4892	\$ 8,706	\$ 19,351	\$ 8,500	\$ 8,500
Asset Forfeiture Beginning Fund Balance	205.3799	1,025	-	-	-
<b>Asset Forfeiture</b>		<b>\$ 9,731</b>	<b>\$ 19,351</b>	<b>\$ 8,500</b>	<b>\$ 8,500</b>
Association of Bay Area Governments	212.4550	\$ -	\$ 120	\$ -	\$ -
County - Alcohol Beverage Control	212.4523	-	90,000	-	-
<b>Local Grant</b>		<b>\$ -</b>	<b>\$ 90,120</b>	<b>\$ -</b>	<b>\$ -</b>
Supplemental Law Enforcement Grant	210.4526	\$ 100,000	\$ 107,062	\$ -	\$ -
Supplemental Law Enforce Grant Interest	210.4410	351	422	-	-
AB 109 Public Safety Realignment Law	212.4556	140,000	-	70,000	50,000
<b>State Grant</b>		<b>\$ 240,351</b>	<b>\$ 107,484</b>	<b>\$ 70,000</b>	<b>\$ 50,000</b>
Emergency Management Performance Grant	218.4523	140	-	-	-
Bulletproof Vest Reimbursement Grant	218.4531	5,945	3,449	4,000	5,000
County - HIDTA Grant (SCCSET)	218.4557	-	-	18,000	-
Anti-Drug Abuse	218.4555	-	-	-	-
<b>Federal Grant</b>		<b>\$ 6,085</b>	<b>\$ 3,449</b>	<b>\$ 22,000</b>	<b>\$ 5,000</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 256,167</b>	<b>\$ 220,404</b>	<b>\$ 100,500</b>	<b>\$ 63,500</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Employee Services  
 PROGRAM : Police Department Grants - Supplemental Law Enforcement Grant (Community Service Officer)

EXHIBIT B  
 210.606

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
7001 Personnel - Regular	\$ 64,553	\$ 68,392	\$ -	\$ -
7002 Personnel - Temporary	-	-	-	-
7003 Personnel - Overtime	-	-	-	-
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	3,098	3,220	-	-
<b>Total Salaries</b>	<b>\$ 67,651</b>	<b>\$ 71,612</b>	<b>\$ -</b>	<b>\$ -</b>
7104 Meal Allowance	-	-	-	-
7105 Uniform Allowance	662	670	-	-
7106 Retirement	11,000	12,100	-	-
7107 Dental Insurance	1,610	1,780	-	-
7108 Group Health Insurance	14,081	14,770	-	-
7109 Group Life Insurance	258	260	-	-
7110 Workers' Compensation Insurance	2,172	3,260	-	-
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	537	540	-	-
7113 Medicare	936	970	-	-
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	-	-	-	-
7118 Other Benefits Pay	-	-	-	-
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	1,093	1,100	-	-
7126 PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 32,349</b>	<b>\$ 35,450</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 100,000</b>	<b>\$ 107,062</b>	<b>\$ -</b>	<b>\$ -</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - Transfers Out  
 PROGRAM : Police Department Grants

EXHIBIT E  
 Misc PD Grants

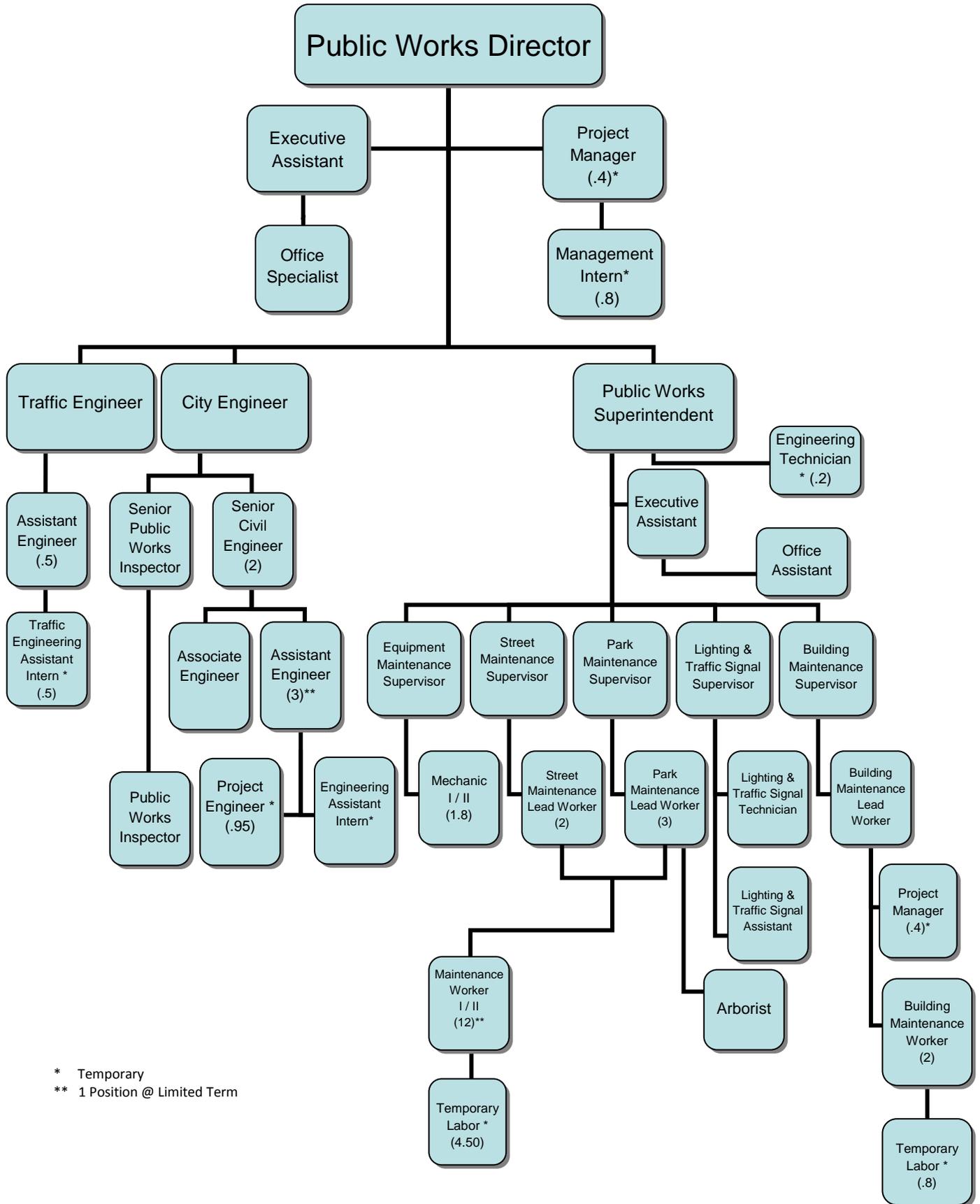
Description	FY 2016 Adopted	FY 2017 Adopted
<b><u>9899 Operating Transfer Out</u></b>		
Asset Forfeiture (205)		
PD Special Enforcement (604) - Forensic Investigation Equipment	\$ -	\$ 1,500
PD Special Enforcement (604) - Monitored Surveillance System	-	3,000
PD Field Services (605) - AR-15 Replacement Rifles/Shotgun Replacement	13,600	4,000
Association of Bay Area Governments (212)		
PD Administration (601) - Risk Mitigation	\$ -	\$ -
PD Field Services (605) - Tasers	-	-
State - AB 109 Public Safety Realignment Law		
PD Special Enforcement (604) - Prisoner Release	\$ 70,000	\$ 50,000
Federal - Emergency Management Preparedness		
PD Special Enforcement (604) - CERT Equipment & Materials	\$ 7,000	\$ -
Federal - Bulletproof Vest Reimbursement Grant		
PD Field Services (605)	\$ 4,000	\$ 5,000
Federal - Anti-Drug Abuse Grant		
PD Special Enforcement (604) - SCCSET Overtime Reimbursement	\$ 18,000	\$ -
Federal - High Intensity Drug Trafficking Area Grant (218)		
PD Special Enforcement (604) - SCCSET (HIDTA Grant)	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 112,600</b>	<b>\$ 63,500</b>

# Public Works



# Public Works Department

## 2016 - 2017



\* Temporary  
 \*\* 1 Position @ Limited Term

**PUBLIC WORKS DEPARTMENT PROGRAM SUMMARY**

**Staffing (Full-Time Equivalents)**

<b>Permanent Positions</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
Administrative Analyst I (Limited Term)	-	-	0.20	0.30
Assistant Engineer	1.50	3.00	3.00	2.00
Assistant Engineer (Limited Term)	-	-	-	1.00
Associate Engineer	1.00	-	-	1.00
Building Maintenance Lead Worker	1.00	1.00	1.00	1.00
Building Maintenance Supervisor	-	1.00	1.00	1.00
Building Maintenance Worker	2.00	2.00	2.00	2.00
City Engineer	1.00	1.00	1.00	1.00
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00
Executive Assistant	2.00	2.00	2.00	2.00
Facilities Maintenance Manager	1.00	-	-	-
Lighting & Traffic Signal Assistant	-	-	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	4.00	4.00	11.00
Mechanic I / II	1.50	1.75	1.75	1.80
Office Assistant	1.90	1.90	1.90	1.00
Office Specialist	-	-	-	1.00
Park Maintenance Lead Worker	2.00	3.00	3.00	3.00
Park Maintenance Supervisor	1.00	1.00	1.00	1.00
Park Maintenance Worker I / II	9.00	8.00	7.00	-
Park Maintenance Worker I / II (Limited Term)	-	1.00	1.00	1.00
Public Works Director	1.00	1.00	1.00	1.00
Public Works Inspector	1.00	1.00	1.00	1.00
Public Works Superintendent	1.00	1.00	1.00	1.00
Senior Civil Engineer	2.00	2.00	2.00	2.00
Senior Park Maint Worker/Arborist	-	-	1.00	1.00
Senior Public Works Inspector	1.00	1.00	1.00	1.00
Street Maintenance Field Supervisor	1.00	1.00	-	-
Street Maintenance Lead Worker	1.00	2.00	2.00	2.00
Street Maintenance Supervisor	-	-	1.00	1.00
Traffic Engineer	1.50	1.00	1.50	1.50
<b>Permanent</b>	<b>42.40</b>	<b>43.65</b>	<b>45.35</b>	<b>46.60</b>
<b>Temporary Positions</b>				
Engineering Assistant (Intern)	1.00	1.00	1.00	1.00
Engineering Technician	0.25	0.25	0.25	0.20
Executive Project Manager	0.40	0.40	0.40	0.40
Management Intern	-	0.60	0.50	0.80
Project Engineer	1.00	1.00	0.75	0.95
Project Manager (One-Time Projects)	-	0.25	0.25	0.40
Temporary Building Maintenance Worker	0.80	0.80	0.80	0.80
Temporary Labor	2.75	2.75	3.50	3.50
Temporary Lighting Assistant	0.77	0.96	-	-
Temporary Staffing	0.25	0.48	0.96	1.00
Traffic Engineering Assistant (Intern)	0.25	1.00	0.50	0.50
Transportation Specialist (Limited Term)	-	-	-	0.50
Weekend Park Maintenance	0.20	-	-	-
Weekend Work Furlough Supervisor	0.20	-	-	-
<b>Temporary</b>	<b>7.87</b>	<b>9.49</b>	<b>8.91</b>	<b>10.05</b>
<b>Total Full Time Equivalents</b>	<b>50.27</b>	<b>53.14</b>	<b>54.26</b>	<b>56.65</b>

**PUBLIC WORKS DEPARTMENT PROGRAM SUMMARY**

**Expenditure Summary**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
Employee Services (Exhibit B)	\$ 5,598,552	\$ 6,211,958	\$ 6,754,613	\$ 7,465,374
Supplies, Services & Capital Outlay (Exhibit C)	3,860,511	4,128,539	4,899,487	4,992,082
Debt Service (Exhibit D)	-	-	-	-
<b>Total Before Transfers</b>	<b>9,459,063</b>	<b>10,340,497</b>	<b>11,654,100</b>	<b>12,457,456</b>
Transfers Out (Exhibit E)	1,627,128	1,597,354	1,660,398	1,648,197
<b>Appropriation Total</b>	<b>\$ 11,086,191</b>	<b>\$ 11,937,851</b>	<b>\$ 13,314,498</b>	<b>\$ 14,105,653</b>

**Revenue Summary**

Program Revenue	\$ 7,747,337	\$ 8,419,441	\$ 7,169,679	\$ 7,638,030
Transfers from Other Funds	2,971,674	2,839,485	3,433,266	3,801,142
Use of Reserves	38,466	25,745	831,709	952,082
Additional Fund Revenue	2,295,709	2,599,177	3,187,540	3,245,854
<b>Funding Source Total</b>	<b>\$ 13,053,186</b>	<b>\$ 13,883,848</b>	<b>\$ 14,622,194</b>	<b>\$ 15,637,108</b>

**GENERAL FUND - (101)**  
**Public Works - Department Administration Program (701)**  
**Program Manager - Public Works Director**

**MISSION STATEMENT**

**Provide effective administrative direction and management of Public Works Department programs including the design and construction of public facilities; land development review; Lighting and Landscape District administration; traffic engineering; environmental programs; and parks, streets, vehicle and traffic signal and lighting maintenance.**

**ONGOING RESPONSIBILITIES**

- Provide administrative and clerical support services to the Engineering, Traffic and Environmental Divisions
- Manage the development of the department's annual budget and Capital Improvement Program submittals
- Schedule and coordinate items requiring City Council action
- Monitor monthly financial reports
- Monitor performance measures
- Ensure timely completion of Employee Performance Reviews
- Prepare quarterly work program status reports
- Assist with major redevelopment project implementation
- Assist with capital project implementation
- Continue document imaging implementation

**WORK PLAN ITEMS FOR FISCAL YEAR 2016 - 2017**

- Continue Civic Center Master Plan process (and subsequent related work)
- Complete Area Plan for Campbell Village Neighborhood (Cambrian 36 area)
- Perform analysis related to the use of Park Impact Fees
- Participate in Regional Transportation planning efforts - Envision Silicon Valley

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

**EXHIBIT A  
101.701**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
Employee Services (Exhibit B)	\$ 459,109	\$ 520,538	\$ 573,187	\$ 675,423
Supplies, Services & Capital Outlay (Exhibit C)	54,260	87,015	86,672	99,094
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	513,370	607,553	659,859	774,517
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 513,370</b>	<b>\$ 607,553</b>	<b>\$ 659,859</b>	<b>\$ 774,517</b>

<b>FUNDING SOURCE(s)</b>				
Program Revenue	\$ 169,183	\$ 193,225	\$ 180,000	\$ 180,000
Transfers from Other Funds	142,800	142,800	142,800	142,800
Use of Reserves	-	-	47,000	124,000
Additional Fund Revenue	201,387	271,528	290,059	327,717
<b>Funding Source Total</b>	<b>\$ 513,370</b>	<b>\$ 607,553</b>	<b>\$ 659,859</b>	<b>\$ 774,517</b>

<b>REVENUE DETAIL</b>					
<b>Description</b>	<b>Fund / Acct.</b>				
Franchise - San Jose Water	4124	\$ 169,183	\$ 193,225	\$ 180,000	\$ 180,000
Tree in Lieu Fee	4971	-	-	-	-
<b>Program Revenue</b>		<b>\$ 169,183</b>	<b>\$ 193,225</b>	<b>\$ 180,000</b>	<b>\$ 180,000</b>
Lighting & Landscaping District	207	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Environmental Programs	209	132,800	132,800	132,800	132,800
<b>Transfers from Other Funds</b>		<b>\$ 142,800</b>	<b>\$ 142,800</b>	<b>\$ 142,800</b>	<b>\$ 142,800</b>
Beginning Fund Balance - CIPR		\$ -	\$ -	\$ 20,000	\$ 30,000
CIPR - Limited Term Position		-	-	27,000	44,000
Council Priorities Reserve		-	-	-	50,000
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 47,000</b>	<b>\$ 124,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ 201,387</b>	<b>\$ 271,528</b>	<b>\$ 290,059</b>	<b>\$ 327,717</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 513,370</b>	<b>\$ 607,553</b>	<b>\$ 659,859</b>	<b>\$ 774,517</b>

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

**EXHIBIT B  
101.701**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
<b>7001</b> Personnel - Regular	\$ 295,497	\$ 318,475	\$ 365,683	\$ 396,891
<b>7002</b> Personnel - Temporary	47,836	75,170	64,858	124,858
<b>7003</b> Personnel - Overtime	23	907	500	500
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 343,355</b>	<b>\$ 394,552</b>	<b>\$ 431,041</b>	<b>\$ 522,249</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	49,011	56,712	69,347	75,266
<b>7107</b> Dental Insurance	5,766	5,913	6,490	6,683
<b>7108</b> Group Health Insurance	41,472	42,679	47,470	47,883
<b>7109</b> Group Life Insurance	558	558	614	614
<b>7110</b> Workers' Compensation Insurance	1,163	1,866	2,976	3,405
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,974	2,018	2,582	2,649
<b>7113</b> Medicare	5,092	5,725	6,244	8,671
<b>7114</b> Auto Allowance	1,423	1,306	1,320	2,640
<b>7115</b> Cell Phone Allowance	722	694	360	360
<b>7118</b> Other Benefits Pay	4,922	4,629	-	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	-	-	-	-
<b>7122</b> Deferred Compensation Contribution	3,650	3,624	3,900	2,990
<b>7124</b> Veba Health Deferred Compensation	-	26	-	1,040
<b>7126</b> PARS 457 Retirement	2	237	843	973
<b>Total Benefits</b>	<b>\$ 115,754</b>	<b>\$ 125,986</b>	<b>\$ 142,146</b>	<b>\$ 153,174</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 459,109</b>	<b>\$ 520,538</b>	<b>\$ 573,187</b>	<b>\$ 675,423</b>

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

**EXHIBIT B-1  
101.701**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Public Works Director	1.00	1.00	1.00	1.00	\$ 203,249
Executive Assistant	1.00	1.00	1.00	1.00	85,572
Office Assistant	1.00	1.00	1.00	-	
Office Specialist *	-	-	-	1.00	76,732
Administrative Analyst I **	-	-	0.20	0.30	31,338
*Office Assistant Reclassed to Office Specialist in Sept 2015					
** Balance in 510 & 524 2-Year Limited Term					
<b>TOTAL</b>	<b>3.00</b>	<b>3.00</b>	<b>3.20</b>	<b>3.30</b>	<b>\$ 396,891</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Executive Project Manager	0.40	0.40	0.40	0.40	\$ 49,858
Management Intern *	-	0.60	0.50	0.80	25,000
Transportation Specialist **	-	-	-	0.50	50,000
* 1 year term (Extended)					
** Funded by Council Priorities Reserve					
<b>TOTAL</b>	<b>0.40</b>	<b>1.00</b>	<b>0.90</b>	<b>1.70</b>	<b>\$ 124,858</b>

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

**EXHIBIT C  
101.701**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	1,357	1,423	1,100	1,100
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	3,308	4,359	4,000	4,000
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	3,043	3,686	3,600	3,600
<b>7428</b> Maint of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	2,203	2,158	2,000	2,000
<b>7430</b> Professional & Specialized Services	-	22,802	20,000	30,000
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	261	432	750	750
<b>7435</b> Professional Development & Meetings	4,894	6,491	4,000	4,000
<b>7437</b> Staff Development	190	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	10	-	-	-
<b>7551</b> User Charges - IT Pool	38,994	45,664	51,222	53,644
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 54,260</b>	<b>\$ 87,015</b>	<b>\$ 86,672</b>	<b>\$ 99,094</b>

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

**EXHIBIT C-1  
 101.701  
 Page 1**

Description	FY 2017 Adopted
<b><u>7421</u> Communications - Phones</b> Monthly Fees - Cellular Telephones	<b>\$ 1,100</b>
<b><u>7424</u> Office Expense</b> Office Supplies	<b>4,000</b>
<b><u>7427</u> Special Departmental Expense</b> Departmental Employee Recognition Drafting Materials, Special Events, Special Equipment, Etc.	1,100 2,500 <b>3,600</b>
<b><u>7429</u> Maintenance &amp; Operation of Equipment</b> Engineering Copier	<b>2,000</b>
<b><u>7430</u> Professional &amp; Specialized Services</b> Consultant Services *	<b>30,000</b>
<b><u>7434</u> Memberships, Dues, Books</b> Books, Dues & Subscriptions	<b>750</b>
<b><u>7435</u> Professional Development &amp; Meetings</b> Professional Development & Meetings	<b>4,000</b>
<b><u>7551</u> User Charges - IT Pool</b> Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>53,644</b>
<b>TOTAL</b>	<b>\$ 99,094</b>

\* Funded from CIPR

**ENVIRONMENTAL SERVICES FUND - (209)**  
**Public Works - Environmental Services Program (715)**  
**Program Manager - City Engineer**

**MISSION STATEMENT**

**Monitor environmental program revenues for solid waste, storm water, and other miscellaneous sources of funds.**

**ONGOING RESPONSIBILITIES**

- Transfer out of solid waste and storm water revenues to other City programs

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	City of Campbell Solid Waste Maximum Disposal (pounds/person/day)	4.1	4.2	4.2

In 2007 the State of California Integrated Waste Management Division established a target maximum solid waste disposal for each local agency. The City of Campbell's target is to dispose of less than 5.2 lbs/person/day.

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

EXHIBIT A  
 209.715

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	49	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	49	-	-
Transfers Out (Exhibit E)	1,193,277	1,306,754	1,411,778	1,398,677
<b>Appropriation Total</b>	<b>\$ 1,193,277</b>	<b>\$ 1,306,803</b>	<b>\$ 1,411,778</b>	<b>\$ 1,398,677</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 746,360	\$ 837,180	\$ 841,307	\$ 848,363
Transfers from Other Funds 101	511,940	521,500	511,500	511,500
Use of Reserves	11,724	32,476	58,971	38,814
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 1,270,024</b>	<b>\$ 1,391,156</b>	<b>\$ 1,411,778</b>	<b>\$ 1,398,677</b>

REVENUE DETAIL					
Description	Fund/Acct.				
Storm Water Fees - WV Sanitation	4720	\$ 381,978	\$ 382,383	\$ 387,700	\$ 379,400
Storm Drain Fees	4721	30,105	11,245	15,000	15,000
AB939 Recycling - Santa Clara County	4922	48,254	66,537	44,000	49,356
Solid Waste - Beverage Container Grant	4533	10,848	(10,848)	-	-
Storm Drain Fee Interest	4410	1,847	-	-	-
Solid Waste Fees	4724	215,484	214,335	221,078	231,078
Solid Waste Revenue (10 Yr Contract)	4724	57,844	173,529	173,529	173,529
<b>Program Revenue</b>		<b>\$ 746,360</b>	<b>\$ 837,180</b>	<b>\$ 841,307</b>	<b>\$ 848,363</b>
General Fund - Transfers-In		\$ 511,940	\$ 521,500	\$ 511,500	\$ 511,500
<b>Transfers from Other Funds</b>		<b>\$ 511,940</b>	<b>\$ 521,500</b>	<b>\$ 511,500</b>	<b>\$ 511,500</b>
Solid Waste - Beginning Fund Balance		\$ -	\$ -	\$ (15,529)	\$ (25,893)
Storm Water - Beginning Fund Balance		11,724	32,476	74,500	64,707
Storm Drain - Beginning Fund Balance		-	-	-	-
<b>Use of Fund Reserves</b>		<b>\$ 11,724</b>	<b>\$ 32,476</b>	<b>\$ 58,971</b>	<b>\$ 38,814</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,270,024</b>	<b>\$ 1,391,156</b>	<b>\$ 1,411,778</b>	<b>\$ 1,398,677</b>

**CITY OF CAMPBELL  
 OPERATING BUDGET - TRANSFERS OUT  
 PROGRAM : PUBLIC WORKS - ENVIRONMENTAL SERVICES**

**EXHIBIT E  
 209.715**

Description	FY 2016 Adopted	FY 2017 Adopted
<b>Solid Waste:</b>		
City Manager Administration - #101.510	\$ 12,500	\$ 12,500
Public Works Department Administration - #101.701	102,000	102,000
Public Works - Engineering (Street Maintenance) - #101.730	60,000	60,000
Public Works - Land Development / Environmental - #101.740	180,578	205,570
Public Works - Street Maintenance - #204.760	436,000	416,000
Public Works - Maintenance Administration - #101.745	57,500	57,500
Public Works - Parks Maintenance - #207.775	45,000	45,000
Public Works - Building Maintenance - #101.780	15,000	15,000
Finance Department - Accounting - #101.535	26,000	26,000
	<b>934,578</b>	<b>939,570</b>
<b>Storm Water:</b>		
Public Works Department Administration - #101.701	30,800	30,800
Public Works - Engineering - #101.730	25,000	25,000
Public Works Land Development / Environmental - #101.740	374,400	356,307
Public Works - Street Maintenance - #204.760	22,000	22,000
City Manager - Administration - #101.510	5,000	5,000
Finance Department - Accounting - #101.535	5,000	5,000
	<b>462,200</b>	<b>444,107</b>
<b>Storm Drain Fees:</b>		
Public Works Engineering - #101.730	<b>15,000</b>	<b>15,000</b>
<b>TOTAL</b>	<b>\$ 1,411,778</b>	<b>\$ 1,398,677</b>

**GENERAL FUND - (101)**  
**Public Works - Transportation Engineering Program (720)**  
**Program Manager - Traffic Engineer**

**MISSION STATEMENT**

**Manage, including monitoring and planning improvements to, the City's surface transportation system to achieve safe and efficient movement of pedestrians, bicyclists, and vehicles within and through the community in the most cost-effective and equitable manner possible.**

**ONGOING RESPONSIBILITIES**

- Collect and analyze traffic volume, accident, speed, and related data
- Manage traffic signal timing and coordination
- Determine the need for traffic regulation and control, and direct the placement and operation of traffic controls according to Council policy and traffic engineering standards
- Respond to citizen requests for changes in traffic controls and for evaluation of other traffic engineering issues
- Work with neighborhood groups, as appropriate, to evaluate traffic issues, identify appropriate alternatives, and develop recommendations
- Support the Engineering Division's design and construction of capital improvement projects
- Represent the City in regional and interagency transportation programs and projects, including congestion management, arterial and freeway operations, public transit planning and development, project funding, and bikeway planning
- Prepare and submit mandated reports to the Santa Clara Valley Transportation Agency and Caltrans
- Staff the City's Bicycle and Pedestrian Advisory Committee
- Support the Community Development Department, and 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)**  
**Program Manager - Traffic Engineer**

**WORK PLAN ITEMS FOR FISCAL YEAR 2016 - 2017**

- Harriet Avenue/McCoy Avenue/San Tomas Aquino Road Signalization Project – design and construction
- Great Streets (Bascom Avenue) – joint project with VTA
- Transportation Improvement Plan for Campbell PDA
- Develop Traffic Calming Policy
- Campbell and Page Signal Analysis
- Bicycle Transportation Improvements

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	95% of Congestion Management Program (CMP) roadways meet CMP Level Of Service standards	100%	88.9%	88.9%
<b>2</b>	Number of pedestrian accidents and percent of total of all accidents	17 3.3%	14 2.5%	8* 3.0%
<b>3</b>	Number of bicycle accidents and percent of total of all accidents	28 5.4%	37 6.5%	8* 3.0%
<b>4</b>	Number of injury accidents and percent of total of all accidents	71 13.6%	74 13.0%	45* 25.3%
<b>5</b>	80% of Traffic Service Requests responded to within 30 days	98.2%	97.9%	96.9%

\*Six months of accident data from July 1, 2015 to December 31, 2015

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

**EXHIBIT A**  
**101.720**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 229,155	\$ 282,725	\$ 291,752	\$ 308,190
Supplies, Services & Capital Outlay (Exhibit C)	25,430	39,825	84,661	85,872
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	254,585	322,550	376,413	394,062
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 254,585</b>	<b>\$ 322,550</b>	<b>\$ 376,413</b>	<b>\$ 394,062</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 8,808	\$ 39,843	\$ 31,500	\$ 36,500
Transfers from Other Funds	163,362	26,580	25,000	25,000
Use of Reserves	-	-	70,000	35,000
Additional Fund Revenue	82,415	256,127	249,913	297,562
<b>Funding Source Total</b>	<b>\$ 254,585</b>	<b>\$ 322,550</b>	<b>\$ 376,413</b>	<b>\$ 394,062</b>

REVENUE DETAIL					
Description	Fund/Acct.				
Truck Permits	4271	\$ 1,472	\$ 1,152	\$ 500	\$ 500
Transit Shelter Advertising	4544	7,236	5,071	6,000	6,000
Traffic Engineering Services	4728	100	-	-	-
Cost Recovery	4701	-	-	-	-
Project Overhead Offset *	4725	-	33,620	25,000	30,000
<b>Program Revenue</b>		<b>\$ 8,808</b>	<b>\$ 39,843</b>	<b>\$ 31,500</b>	<b>\$ 36,500</b>
Gas Tax Fund	204	\$ 163,362	\$ 26,580	\$ 25,000	\$ 25,000
<b>Transfers from Other Funds</b>		<b>\$ 163,362</b>	<b>\$ 26,580</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
Construction Tax Reserve		\$ -	\$ -	\$ 35,000	\$ -
Beginning Fund Balance - CIPR		-	-	35,000	35,000
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000</b>	<b>\$ 35,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ 82,415</b>	<b>\$ 256,127</b>	<b>\$ 249,913</b>	<b>\$ 297,562</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 254,585</b>	<b>\$ 322,550</b>	<b>\$ 376,413</b>	<b>\$ 394,062</b>

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

**EXHIBIT B  
101.720**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
<b>7001</b> Personnel - Regular	\$ 131,782	\$ 135,547	\$ 199,648	\$ 209,716
<b>7002</b> Personnel - Temporary	43,183	84,127	15,600	15,600
<b>7003</b> Personnel - Overtime	-	-	500	500
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 174,965</b>	<b>\$ 219,674</b>	<b>\$ 215,748</b>	<b>\$ 225,816</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	75	150
<b>7106</b> Retirement	22,276	24,534	37,861	39,770
<b>7107</b> Dental Insurance	1,860	1,971	4,056	4,050
<b>7108</b> Group Health Insurance	13,511	13,908	22,122	22,125
<b>7109</b> Group Life Insurance	186	186	384	279
<b>7110</b> Workers' Compensation Insurance	1,654	2,633	3,468	5,306
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	792	807	1,704	1,337
<b>7113</b> Medicare	2,741	3,457	3,121	4,278
<b>7114</b> Auto Allowance	963	949	960	1,920
<b>7115</b> Cell Phone Allowance	361	347	360	360
<b>7118</b> Other Benefits Pay	5,046	6,929	-	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	3,294	5,204	-	-
<b>7122</b> Deferred Compensation Contribution	1,043	1,017	1,690	650
<b>7124</b> VEBA Health Deferred Compensation	-	26	-	1,040
<b>7126</b> PARS 457 Retirement	462	1,082	203	1,109
<b>Total Benefits</b>	<b>\$ 54,190</b>	<b>\$ 63,051</b>	<b>\$ 76,004</b>	<b>\$ 82,374</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 229,155</b>	<b>\$ 282,725</b>	<b>\$ 291,752</b>	<b>\$ 308,190</b>

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

**EXHIBIT B-1  
 101.720**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Traffic Engineer	1.00	1.00	1.00	1.00	\$ 150,260
Assistant Engineer *	0.50	-	0.50	0.50	59,456
* FY 15 Moved to Program 740 with Temp Backfill. New Position FY 16					
<b>TOTAL</b>	<b>1.50</b>	<b>1.00</b>	<b>1.50</b>	<b>1.50</b>	<b>\$ 209,716</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Traffic Engineering Assistant (Intern)	0.25	0.50	0.50	0.50	\$ 15,600
Project Engineer	-	0.50	-	-	-
<b>TOTAL</b>	<b>0.25</b>	<b>1.00</b>	<b>0.50</b>	<b>0.50</b>	<b>\$ 15,600</b>

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

**EXHIBIT C  
 101.720**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	-	-	10,500	10,500
<b>7428</b> Maintenance of Buildings, Structures & Ground	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	215	-	7,500	7,500
<b>7430</b> Professional & Specialized Services	5,000	16,472	35,000	35,000
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	718	514	1,050	1,050
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	-	7	-	-
<b>7551</b> User Charges - IT Pool	19,497	22,832	30,611	31,822
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 25,430</b>	<b>\$ 39,825</b>	<b>\$ 84,661</b>	<b>\$ 85,872</b>



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

**MISSION STATEMENT**

**Design and construct Public Works maintenance and Capital Improvement Program (CIP) projects in a timely and cost-effective manner; administer special engineering programs; regulate and inspect construction operations within the public right-of-way.**

**ONGOING RESPONSIBILITIES**

- Perform project planning, engineering design, cost estimating, bid advertisement, and construction management services for Public Works Engineering projects
- Manage schedules and budgets for Public Works Engineering projects
- Conduct periodic street assessment surveys and evaluate and recommend pavement maintenance treatments using the computerized Pavement Management Program
- Participate in MTC’s Pavement Maintenance Program
- Issue permits for construction within the public right-of-way
- Perform field inspections of construction within the public right-of-way
- Coordinate one-year maintenance inspections, accept work and release permits/bonds
- Coordinate effectively with other agencies regarding public works construction
- Provide engineering support for Capital Improvement Program development
- Provide engineering support to Traffic Engineering and other departments as needed

**WORK PLAN ITEMS FOR FISCAL YEAR 2016 - 2017**

- East Campbell Avenue Portals Project – complete construction and final reporting
- Pavement Management Program – update street condition survey
- Annual Street Maintenance Project – design and construction
- Virginia Avenue Sidewalk Project – complete construction and final reporting
- San Tomas Aquino Creek Trail – complete feasibility study and environmental review
- Miscellaneous Storm Drain Improvement Project – design
- Accessibility Ramp Project – design and construction
- Develop Park Improvement Plan
- Park System Improvement Projects – design and construction following completion of Park Improvement Master Plan

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	Average cost of design and construction engineering is 18%	17%	26%	10%
<b>2</b>	75% of City’s pavement network is at a PCI of 70 or greater	66.3%	66.3%	48.5%
<b>3</b>	Mean PCI of City’s pavement network	74	74	68

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

**EXHIBIT A  
101.730**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
Employee Services (Exhibit B)	\$ 1,182,172	\$ 962,178	\$ 862,709	\$ 1,095,419
Supplies, Services & Capital Outlay (Exhibit C)	55,879	65,372	82,672	83,748
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,238,052	1,027,551	945,381	1,179,167
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 1,238,052</b>	<b>\$ 1,027,551</b>	<b>\$ 945,381</b>	<b>\$ 1,179,167</b>

<b>FUNDING SOURCE(s)</b>				
Program Revenue	\$ 461,158	\$ 592,994	\$ 253,000	\$ 353,000
Transfers from Other Funds 209	198,660	100,000	100,000	100,000
Use of Reserves	-	-	-	165,000
Additional Fund Revenue	578,234	334,557	592,381	561,167
<b>Funding Source Total</b>	<b>\$ 1,238,052</b>	<b>\$ 1,027,551</b>	<b>\$ 945,381</b>	<b>\$ 1,179,167</b>

<b>REVENUE DETAIL</b>					
<b>Description</b>	<b>Fund/Acct.</b>				
Project Overhead Offset	4725	\$ 427,588	\$ 586,279	\$ 250,000	\$ 350,000
Sale of Maps / Publications	4760	4,188	1,390	1,000	1,000
Notice of Improvement Obligation	4924	4,374	5,325	2,000	2,000
Cost Recovery (Other Agency)	4701	25,008	-	-	-
<b>Program Revenue</b>		<b>\$ 461,158</b>	<b>\$ 592,994</b>	<b>\$ 253,000</b>	<b>\$ 353,000</b>
Lighting & Landscaping District	207	\$ 30,000	\$ -	\$ -	\$ -
Environmental Programs	209	100,000	100,000	100,000	100,000
Gas Tax Fund	204	68,660	-	-	-
VTA Project Readiness	212	-	-	-	-
<b>Transfers from Other Funds</b>		<b>\$ 198,660</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>
CIPR - Limited Term Position		\$ -	\$ -	\$ -	\$ 165,000
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 165,000</b>
<b>Additional Fund Subsidy</b>		<b>\$ 578,234</b>	<b>\$ 334,557</b>	<b>\$ 592,381</b>	<b>\$ 561,167</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,238,052</b>	<b>\$ 1,027,551</b>	<b>\$ 945,381</b>	<b>\$ 1,179,167</b>

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

**EXHIBIT B  
101.730**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
7001 Personnel - Regular	\$ 778,313	\$ 625,210	\$ 577,209	\$ 726,431
7002 Personnel - Temporary	81,109	70,795	65,080	90,080
7003 Personnel - Overtime	259	4,964	3,000	3,000
7005 Personnel - POST	-	-	-	-
7103 Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 859,681</b>	<b>\$ 700,969</b>	<b>\$ 645,289</b>	<b>\$ 819,511</b>
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	557	600	450	600
7106 Retirement	127,987	110,314	109,463	137,761
7107 Dental Insurance	12,364	10,330	9,126	11,138
7108 Group Health Insurance	88,850	71,276	65,916	79,695
7109 Group Life Insurance	1,221	975	864	1,023
7110 Workers' Compensation Insurance	9,136	11,823	10,347	18,408
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	4,461	3,523	3,654	4,374
7113 Medicare	13,935	10,948	9,314	12,376
7114 Auto Allowance	2,710	1,635	1,440	2,880
7115 Cell Phone Allowance	722	600	540	540
7118 Other Benefits Pay	8,055	15,629	-	-
7120 Sick Leave Payout	7,104	6,196	-	-
7121 Leave Balance Payout	36,520	10,600	-	-
7122 Deferred Compensation Contribution	7,815	6,295	5,460	3,900
7124 VEBA Health Deferred Compensation	-	39	-	1,560
7126 PARS 457 Retirement	1,054	425	846	1,653
<b>Total Benefits</b>	<b>\$ 322,491</b>	<b>\$ 261,209</b>	<b>\$ 217,420</b>	<b>\$ 275,908</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 1,182,172</b>	<b>\$ 962,178</b>	<b>\$ 862,709</b>	<b>\$ 1,095,419</b>

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

**EXHIBIT B-1  
101.730**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
City Engineer *	1.00	0.50	0.50	0.50	\$ 85,103
Senior Civil Engineer	2.00	1.00	1.00	1.00	145,580
Assistant Engineer	1.00	2.00	2.00	1.00	118,914
Senior Public Works Inspector	1.00	1.00	1.00	1.00	123,718
Public Works Inspector	1.00	-	-	-	-
Associate Engineer **	-	-	-	1.00	134,202
Assistant Engineer ***	-	-	-	1.00	118,914
* 0.50 FTE moved to 740 in FY15					
** Reclassed from Assistant Engineer					
*** 2-year term limited position					
<b>TOTAL</b>	<b>6.00</b>	<b>4.50</b>	<b>4.50</b>	<b>5.50</b>	<b>\$ 726,431</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Engineering Assistant (Intern)	0.50	0.50	0.50	0.50	\$ 15,080
Project Engineer	1.00	1.00	0.50	0.75	75,000
<b>TOTAL</b>	<b>1.50</b>	<b>1.50</b>	<b>1.00</b>	<b>1.25</b>	<b>\$ 90,080</b>

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

**EXHIBIT C**  
**101.730**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	250	250
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	-	-	1,500	1,500
<b>7427</b> Special Departmental Expense	-	-	200	200
<b>7428</b> Maintenance of Buildings, Structures & Ground	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	-	-	2,000	5,000
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	1,713	1,571	2,050	2,050
<b>7435</b> Professional Development & Meetings	272	2,807	9,350	6,300
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	14,900	15,331	16,100	14,804
<b>7551</b> User Charges - IT Pool	38,994	45,664	51,222	53,644
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 55,879</b>	<b>\$ 65,372</b>	<b>\$ 82,672</b>	<b>\$ 83,748</b>

Description	FY 2017 Adopted
<b>7423 <u>Clothing &amp; Personal Expense</u></b> Safety Clothing and Damaged Clothing Repair	<b>\$ 250</b>
<b>7425 <u>Minor Tools &amp; Equipment</u></b> Survey Equipment	<b>1,500</b>
<b>7427 <u>Special Departmental Expense</u></b> Employee Recognition	<b>200</b>
<b>7430 <u>Professional &amp; Specialized Services</u></b> Supplemental Engineering & Storm Water Consultant Services (As Needed)	<b>5,000</b>
<b>7434 <u>Memberships, Dues, Books</u></b> Books Dues Subscriptions	500 1,450 100 <b>2,050</b>
<b>7435 <u>Professional Development &amp; Meetings</u></b> APWA Monthly Meetings APWA Annual Conference League of Cities - PW Inst. Inspector Training Engineer Training Teleconferences	600 2,500 1,200 800 800 400 <b>6,300</b>
<b>7550 <u>User Charges - Motor Pool</u></b> Use of City Vehicles	<b>14,804</b>
<b>7551 <u>User Charges - IT Pool</u></b> Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>53,644</b>
<b>TOTAL</b>	<b>\$ 83,748</b>

**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)

**WORK PLAN ITEMS FOR FISCAL YEAR 2016 - 2017**

- Provide assistance to Public Works Maintenance regarding the implementation of Community Facilities District No. 2
- Assist in the implementation of updated Vehicle Impact Fee associated with new Solid Waste collection vehicles
- Complete GIS updates for the City's storm drain facilities
- Develop new procedures as necessary for compliance with the storm water Municipal Regional Permit
- Coordinate an update of the City's Standard Specifications and Details for Public Works Construction

**GENERAL FUND - (101)**  
**Public Works - Land Development / Environmental Programs (740)**  
**Program Manager - City Engineer**

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	80% of development application reviews completed within ten working days	89%	91%	90%

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

**EXHIBIT A**  
**101.740**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 182,775	\$ 542,265	\$ 664,331	\$ 679,649
Supplies, Services & Capital Outlay (Exhibit C)	435,231	403,639	545,351	541,173
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	618,006	945,904	1,209,682	1,220,822
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 618,006</b>	<b>\$ 945,904</b>	<b>\$ 1,209,682</b>	<b>\$ 1,220,822</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 2,020,851	\$ 2,254,929	\$ 1,902,000	\$ 2,150,000
Transfers from Other Funds 209	487,402	552,618	595,378	602,277
Use of Reserves	-	-	20,000	-
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 2,508,253</b>	<b>\$ 2,807,547</b>	<b>\$ 2,517,378</b>	<b>\$ 2,752,277</b>

REVENUE DETAIL					
Description	Fund/Acct.				
Franchise - Garbage	4123	\$ 1,696,744	\$ 1,816,356	\$ 1,602,000	\$ 1,800,000
Engineering & Subdivision Filing Fees	4722	324,107	438,574	300,000	350,000
<b>Program Revenue</b>		<b>\$ 2,020,851</b>	<b>\$ 2,254,929</b>	<b>\$ 1,902,000</b>	<b>\$ 2,150,000</b>
Environmental Services - Storm Water	209	\$ 307,902	\$ 334,376	\$ 374,400	\$ 356,307
Environmental Programs - Solid Waste	209	179,500	180,578	180,578	205,570
Community Facilities District #2	237	-	2,664	5,400	5,400
Lighting and Landscape District	207	-	35,000	35,000	35,000
<b>Transfers from Other Funds</b>		<b>\$ 487,402</b>	<b>\$ 552,618</b>	<b>\$ 595,378</b>	<b>\$ 602,277</b>
General Fund - CIPR		\$ -		\$ 20,000	\$ -
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 2,508,253</b>	<b>\$ 2,807,547</b>	<b>\$ 2,517,378</b>	<b>\$ 2,752,277</b>

**CITY OF CAMPBELL**  
**OPERATING BUDGET - Employee Services**  
**PROGRAM : PUBLIC WORKS - LAND DEVELOPMENT**

**EXHIBIT B**  
**101.740**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 101,916	\$ 328,397	\$ 454,073	\$ 465,453
<b>7002</b> Personnel - Temporary	34,527	75,269	40,080	35,080
<b>7003</b> Personnel - Overtime	-	915	-	-
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 136,443</b>	<b>\$ 404,580</b>	<b>\$ 494,153</b>	<b>\$ 500,533</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	150	150	300	300
<b>7106</b> Retirement	18,058	68,489	86,111	88,269
<b>7107</b> Dental Insurance	1,844	5,393	7,098	7,088
<b>7108</b> Group Health Insurance	13,467	38,637	51,288	51,075
<b>7109</b> Group Life Insurance	184	493	672	651
<b>7110</b> Workers' Compensation Insurance	1,387	5,484	7,960	13,523
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	589	1,844	2,922	2,916
<b>7113</b> Medicare	2,214	6,079	7,166	7,258
<b>7114</b> Auto Allowance	-	1,191	1,440	2,880
<b>7115</b> Cell Phone Allowance	-	433	540	540
<b>7118</b> Other Benefits Pay	-	6,096	-	-
<b>7120</b> Sick Leave Payout	2,862	-	-	-
<b>7121</b> Leave Balance Payout	3,946	-	-	-
<b>7122</b> Deferred Compensation Contribution	1,299	3,197	4,160	2,600
<b>7124</b> VEBA Health Deferred Compensation	-	39	-	1,560
<b>7126</b> PARS 457 Retirement	333	159	521	456
<b>Total Benefits</b>	<b>\$ 46,332</b>	<b>\$ 137,685</b>	<b>\$ 170,178</b>	<b>\$ 179,116</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 182,775</b>	<b>\$ 542,265</b>	<b>\$ 664,331</b>	<b>\$ 679,649</b>

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

**EXHIBIT B-1**  
**101.740**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Associate Civil Engineer *	1.00	-	-	-	\$ -
Senior Civil Engineer **	-	1.00	1.00	1.00	145,580
Assistant Engineer ***	0.50	1.00	1.00	1.00	118,914
City Engineer **	-	0.50	0.50	0.50	85,103
Public Works Inspector **	-	1.00	1.00	1.00	115,856
* Transferred 1.0 FTE Assoc Engineer to Program 730 in FY 15					
** Moved from Program 730					
*** Moved 0.50 FTE from Prog 720 in FY 15					
<b>TOTAL</b>	<b>1.50</b>	<b>3.50</b>	<b>3.50</b>	<b>3.50</b>	<b>\$ 465,453</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Engineering Assistant (Intern)	0.50	0.50	0.50	0.50	\$ 15,080
Project Engineer	-	-	0.25	0.20	20,000
<b>TOTAL</b>	<b>0.50</b>	<b>0.50</b>	<b>0.75</b>	<b>0.70</b>	<b>\$ 35,080</b>

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

**EXHIBIT C**  
**101.740**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	-	-	200	200
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	15,413	2,068	5,700	3,000
<b>7428</b> Maintenance of Buildings, Structures & Grounds	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	-	-	-
<b>7430</b> Professional & Specialized Services	374,814	345,150	465,563	463,970
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	30,275	39,268	48,915	48,915
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	115	758	1,435	1,435
<b>7435</b> Professional Development & Meetings	-	-	3,900	3,900
<b>7437</b> Staff Development	-	-	1,600	1,600
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	4,866	4,979	5,232	4,742
<b>7551</b> User Charges - IT Pool	9,749	11,416	12,806	13,411
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 435,231</b>	<b>\$ 403,639</b>	<b>\$ 545,351</b>	<b>\$ 541,173</b>

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

EXHIBIT C-1  
 101.740  
 Page 1

Description	FY 2017 Adopted
<b>7423 <u>Clothing &amp; Personal Expense</u></b>	
Safety Clothing	\$ 200
<b>7427 <u>Special Departmental Expense</u></b>	
Public Education Material	800
County Recorder Fees	1,000
County Recorder Map Update	1,000
Employee Recognition	200
	<b>3,000</b>
<b>7430 <u>Professional &amp; Specialized Services</u></b>	
Supplemental Land Development Engineering Services	60,000
West Valley Clean Water Program *	336,307
West Valley Solid Waste Management Authority *	47,163
LLA Management Services	11,500
CFD #2 Management Services	4,000
GIS Support Services	5,000
	<b>463,970</b>
<b>7432 <u>Other Contractual Services</u></b>	
Household Hazardous Waste Supplemental Services *	23,915
Storm Drain Cleaning (West Valley Sanitation District) *	25,000
	<b>48,915</b>
<b>7434 <u>Memberships, Dues, Books</u></b>	
Books & Subscriptions	500
Dues / Registration	935
	<b>1,435</b>
<b>7435 <u>Professional Development &amp; Meetings</u></b>	
Professional Development & Meetings	<b>3,900</b>
<b>7437 <u>Staff Development</u></b>	
Staff Development	<b>1,600</b>
<b>7550 <u>User Charges - Motor Pool</u></b>	
Use of City Vehicles	<b>5,232</b>
<b>7551 <u>User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>13,411</b>
* Funded by Environmental Services Program (715)	
<b>TOTAL</b>	<b>\$ 541,663</b>

**COMMUNITY FACILITIES DISTRICT #2 FUND- (237)  
Public Works – Community Facilities District #2 (741)  
Program Manager – City Engineer**

**MISSION STATEMENT**

**Administer the special tax revenues generated from Community Facilities District No. 2 (Public Services – Storm Water Treatment and Related Facilities) and account for related expenditures.**

**ONGOING RESPONSIBILITIES**

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

**CITY OF CAMPBELL**  
**OPERATING BUDGET - Summary of Exhibits**  
**PROGRAM : PUBLIC WORKS - COMMUNITY FACILITIES DISTRICT #2**

**EXHIBIT A**  
**237.741**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	168	-	-
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	-	168	-	-
Transfers Out (Exhibit E)	-	-	15,020	15,020
<b>Appropriation Total</b>	<b>\$ -</b>	<b>\$ 168</b>	<b>\$ 15,020</b>	<b>\$ 15,020</b>

FUNDING SOURCE(s)				
Program Revenue	\$ -	\$ 16,754	\$ 16,094	\$ 16,094
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	(16,586)	(1,074)	(1,074)
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ -</b>	<b>\$ 168</b>	<b>\$ 15,020</b>	<b>\$ 15,020</b>

REVENUE DETAIL					
Description	Fund/Acct.				
Community Facilities District #2	5005	\$ -	\$ 16,754	\$ 16,094	\$ 16,094
Assessment					
<b>Program Revenue</b>		<b>\$ -</b>	<b>\$ 16,754</b>	<b>\$ 16,094</b>	<b>\$ 16,094</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
CFD #2 - Beginning Fund Balance		\$ -	\$ (16,586)	\$ (1,074)	\$ (1,074)
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ (16,586)</b>	<b>\$ (1,074)</b>	<b>\$ (1,074)</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ -</b>	<b>\$ 168</b>	<b>\$ 15,020</b>	<b>\$ 15,020</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - TRANSFERS OUT  
 PROGRAM : PUBLIC WORKS - COMMUNITY FACILITIES DISTRICT #2

EXHIBIT E  
 237.741

Description	FY 2016 Adopted	FY 2017 Adopted
<b><u>9899 Operating Transfers Out</u></b>		
CFD #2		
Public Works - Engineering - #101.730	\$ -	\$ -
Public Works Land Development / Environmental - #101.740	5,400	5,400
Public Works - Park Maintenance - #207.775	9,620	9,620
<b>TOTAL</b>	<b>\$ 15,020</b>	<b>\$ 15,020</b>

**GENERAL FUND - (101)**  
**Public Works - Maintenance Administration Program (745)**  
**Program Manager - Public Works Superintendent**

**MISSION STATEMENT**

**Provide cost-effective management oversight for the maintenance of the City's infrastructure, including public right-of-way facilities, parks, grounds, traffic signals, and streetlights, as well as the City's vehicles and equipment.**

**ONGOING RESPONSIBILITIES**

- Provide personnel and budget administration for the Maintenance Division
- Manage citizen requests for Maintenance Division service
- Provide public information concerning maintenance activities
- Coordinate the annual Arbor Day observance
- Serve as Safety Coordinator for the Maintenance Division
- Assure Maintenance Division adherence to the Injury and Illness Prevention Program
- Administer the City's motor pool, shopping cart collection, integrated pest management program, and the underground storage tank designated operator contract
- Support the Parks and Recreation Commission
- Optimize the use of community volunteers
- Track adherence to performance standards
- Coordinate Maintenance Division Review, as needed, for Capital Improvement Program and private development projects
- Keep the Hazardous Materials Management Plan and Storm Water Pollution Prevention Plans up-to-date
- Oversee and coordinate maintenance personnel for special events
- Participate in Emergency Operation Center (EOC) drills
- Oversee the operation of the Community Garden at Edith Morley Park
- Develop annual sidewalk repair and street tree planting location lists
- Develop and implement cost savings in all Sections
- Coordinate City-wide garage sale, residential clean-up and West Valley Clean Water Program litter pick-up events
- Coordinate home composting classes in the City with the Santa Clara County Home Composting Education Program
- Continue sidewalk inspection program

**WORK PLAN ITEMS FOR FISCAL YEAR 2016 - 2017**

- Evaluate the feasibility and benefits of hiring an energy consultant to develop energy saving projects
- Update all of the Maintenance Section's Performance Measures and Outcomes
- Support the completion of the new fleet maintenance software project

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

**EXHIBIT A**  
**101.745**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 357,716	\$ 390,636	\$ 426,351	\$ 448,397
Supplies, Services & Capital Outlay (Exhibit C)	50,254	53,158	61,899	62,913
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	407,970	443,795	488,250	511,310
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 407,970</b>	<b>\$ 443,795</b>	<b>\$ 488,250</b>	<b>\$ 511,310</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 32	\$ 18	\$ -	\$ -
Transfers from Other Funds 207-209-641	102,500	102,500	102,500	102,500
Use of Reserves	-	-	-	-
Additional Fund Revenue	305,438	341,277	385,750	408,810
<b>Funding Source Total</b>	<b>\$ 407,970</b>	<b>\$ 443,795</b>	<b>\$ 488,250</b>	<b>\$ 511,310</b>

REVENUE DETAIL					
Description	Fund/Acct.				
Miscellaneous Fines (Shopping Cart)	4390	\$ 32	\$ 18	\$ -	\$ -
<b>Program Revenue</b>		<b>\$ 32</b>	<b>\$ 18</b>	<b>\$ -</b>	<b>\$ -</b>
Lighting & Landscaping District (LLA-1)	207	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Environmental Programs *	209	57,500	57,500	57,500	57,500
Motor Vehicle Pool	641	35,000	35,000	35,000	35,000
* Includes Beverage Container Grant Funds					
<b>Transfers from Other Funds</b>		<b>\$ 102,500</b>	<b>\$ 102,500</b>	<b>\$ 102,500</b>	<b>\$ 102,500</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 305,438</b>	<b>\$ 341,277</b>	<b>\$ 385,750</b>	<b>\$ 408,810</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 407,970</b>	<b>\$ 443,795</b>	<b>\$ 488,250</b>	<b>\$ 511,310</b>

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

**EXHIBIT B  
101.745**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
<b>7001</b> Personnel - Regular	\$ 248,327	\$ 270,660	\$ 293,260	\$ 307,548
<b>7002</b> Personnel - Temporary	-	3,050	13,000	10,000
<b>7003</b> Personnel - Overtime	1,334	1,414	1,000	1,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 249,662</b>	<b>\$ 275,124</b>	<b>\$ 307,260</b>	<b>\$ 318,548</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	-	-	-	-
<b>7106</b> Retirement	41,778	47,935	55,614	58,694
<b>7107</b> Dental Insurance	5,580	5,913	6,084	6,075
<b>7108</b> Group Health Insurance	38,368	39,738	42,524	43,590
<b>7109</b> Group Life Insurance	558	558	576	558
<b>7110</b> Workers' Compensation Insurance	1,876	2,905	3,377	5,349
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,979	2,018	2,436	2,430
<b>7113</b> Medicare	4,216	4,533	4,441	4,633
<b>7114</b> Auto Allowance	-	-	-	1,920
<b>7115</b> Cell Phone Allowance	359	347	360	360
<b>7118</b> Other Benefits Pay	8,285	7,698	-	1,950
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	1,535	341	-	-
<b>7122</b> Deferred Compensation Contribution	3,520	3,497	3,510	3,120
<b>7124</b> VEBA Health Deferred Compensation	-	26	-	1,040
<b>7126</b> PARS 457 Retirement	-	3	169	130
<b>Total Benefits</b>	<b>\$ 108,055</b>	<b>\$ 115,513</b>	<b>\$ 119,091</b>	<b>\$ 129,849</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 357,716</b>	<b>\$ 390,636</b>	<b>\$ 426,351</b>	<b>\$ 448,397</b>

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

**EXHIBIT B-1  
 101.745**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Public Works Superintendent	1.00	1.00	1.00	1.00	\$ 152,588
Office Assistant *	0.90	0.90	0.90	1.00	69,388
Executive Assistant *	1.00	1.00	1.00	1.00	85,572
* Position reclassified in FY14					
<b>TOTAL</b>	<b>2.90</b>	<b>2.90</b>	<b>2.90</b>	<b>3.00</b>	<b>\$ 307,548</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Engineering Technician *	0.25	0.25	0.25	0.20	\$ 10,000
* Position retitled from GIS Intern in FY 16					
<b>TOTAL</b>	<b>0.25</b>	<b>0.25</b>	<b>0.25</b>	<b>0.20</b>	<b>\$ 10,000</b>

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

**EXHIBIT C  
 101.745**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	6,048	6,371	9,400	9,400
<b>7423</b> Clothing & Personal Expense	-	-	-	-
<b>7424</b> Office Expense	4,685	4,409	4,500	4,500
<b>7425</b> Minor Tools & Equipment	-	-	-	-
<b>7427</b> Special Departmental Expense	8,721	11,062	13,600	14,000
<b>7428</b> Maintenance of Buildings, Structures & Ground	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	-	74	-	-
<b>7430</b> Professional & Specialized Services	-	-	500	500
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	132	-	850	850
<b>7435</b> Professional Development & Meetings	7,503	7,107	7,000	7,300
<b>7437</b> Staff Development	2,211	511	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	6,332	6,502	6,842	6,246
<b>7551</b> User Charges - IT Pool	14,622	17,123	19,207	20,117
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 50,254</b>	<b>\$ 53,158</b>	<b>\$ 61,899</b>	<b>\$ 62,913</b>

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

EXHIBIT C-1  
 101.745  
 Page 1

Description	FY 2017 Adopted
<b>7421 Communications - Phones</b>	
Cellular Phones & Pager Rentals	\$ 9,400
<b>7424 Office Expense</b>	
Office Supplies, Forms, Diskettes, Etc.	4,500
<b>7427 Special Departmental Expense</b>	
Alarm System, Furniture, Comcast Cable	5,000
Community Garage Sale Advertising, Publicity, Etc. (Recycling Map*)	3,000
Employee Recognition	1,000
Great American Litter Pick-Up *	5,000
	<b>14,000</b>
<b>7430 Professional &amp; Specialized Services</b>	
Blueprints, Drafting & Printing	500
<b>7434 Memberships, Dues, Books</b>	
Books	165
Dues - Maintenance Superintendents Association; California Parks & Recreation Society; Arbor Day Foundation, American Public Works Associations, Etc.	685
	<b>850</b>
<b>7435 Professional Development &amp; Meetings</b>	
Professional Development & Meetings	7,300
<b>7550 User Charges - Motor Pool</b>	
Use of City Vehicles	6,246
<b>7551 User Charges - IT Pool</b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	20,117
<b>TOTAL</b>	<b>\$ 62,913</b>

\* Funded from Environmental Services Fund (Beverage Recycling Grant)

**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

**WORK PLAN ITEMS FOR FISCAL YEAR 2016 - 2017**

- Oversee the installation of new gas pumps and the implementation of the new Fleet Management Software
- Procure all approved vehicle & equipment acquisitions

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	80% of preventative maintenance is completed on schedule	90%	90%	93%
<b>2</b>	Public Safety vehicle availability is 85%	90%	92%	90%

**CITY OF CAMPBELL**  
**OPERATING BUDGET - Summary of Exhibits**  
**PROGRAM : PUBLIC WORKS - VEHICLE & EQUIPMENT MAINTENANCE**

**EXHIBIT A**  
**641.750**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 304,184	\$ 338,146	\$ 350,915	\$ 393,162
Supplies, Services & Capital Outlay (Exhibit C)	811,332	774,716	1,080,640	1,118,926
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,115,516	1,112,862	1,431,555	1,512,088
Transfers Out (Exhibit E)	45,000	102,000	45,000	45,000
<b>Appropriation Total</b>	<b>\$ 1,160,516</b>	<b>\$ 1,214,862</b>	<b>\$ 1,476,555</b>	<b>\$ 1,557,088</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 949,216	\$ 979,612	\$ 1,025,078	\$ 1,175,073
Transfers from Other Funds	45,000	102,000	35,000	130,000
Use of Reserves	166,300	133,250	416,477	252,015
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 1,160,516</b>	<b>\$ 1,214,862</b>	<b>\$ 1,476,555</b>	<b>\$ 1,557,088</b>

REVENUE DETAIL					
Description	Fund/Acct.				
Sale of Property	4960	\$ 12,423	\$ 22,052	\$ 8,500	\$ 8,500
Insurance Claims Refunds	4962	50	244	10,000	10,000
Motor Pool (Dept Charges)	5101	932,743	957,316	1,006,578	1,156,573
Other Revenue	4965	-	-	-	-
Reimbursement (Lease Rebate)	4727	4,000	-	-	-
<b>Program Revenue</b>		<b>\$ 949,216</b>	<b>\$ 979,612</b>	<b>\$ 1,025,078</b>	<b>\$ 1,175,073</b>
General Fund - CIPR	101	\$ 45,000	\$ 102,000	\$ 35,000	\$ 130,000
<b>Transfers from Other Funds</b>		<b>\$ 45,000</b>	<b>\$ 102,000</b>	<b>\$ 35,000</b>	<b>\$ 130,000</b>
Motor Pool - Beginning Fund Balance		\$ 166,300	\$ 133,250	\$ 416,477	\$ 252,015
<b>Use of Fund Reserves</b>		<b>\$ 166,300</b>	<b>\$ 133,250</b>	<b>\$ 416,477</b>	<b>\$ 252,015</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,160,516</b>	<b>\$ 1,214,862</b>	<b>\$ 1,476,555</b>	<b>\$ 1,557,088</b>

**CITY OF CAMPBELL**  
**OPERATING BUDGET - Employee Services**  
**PROGRAM : PUBLIC WORKS - VEHICLE & EQUIPMENT MAINTENANCE**

**EXHIBIT B**  
**641.750**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 203,253	\$ 222,752	\$ 224,604	\$ 248,202
<b>7002</b> Personnel - Temporary	-	-	-	-
<b>7003</b> Personnel - Overtime	289	404	500	500
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 203,542</b>	<b>\$ 223,156</b>	<b>\$ 225,104</b>	<b>\$ 248,702</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	900	900	990	-
<b>7106</b> Retirement	33,157	38,447	42,594	47,261
<b>7107</b> Dental Insurance	5,412	5,751	6,084	6,075
<b>7108</b> Group Health Insurance	45,487	49,491	54,243	54,880
<b>7109</b> Group Life Insurance	558	558	576	521
<b>7110</b> Workers' Compensation Insurance	7,704	12,010	12,131	29,132
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,536	1,773	2,196	2,041
<b>7113</b> Medicare	3,420	3,738	3,257	3,614
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	361	347	360	-
<b>7118</b> Other Benefits Pay	800	(236)	1,950	-
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	-	776	-	-
<b>7122</b> Deferred Compensation Contribution	1,306	1,434	1,430	936
<b>7126</b> PARS 457 Retirement	-	-	-	-
<b>Total Benefits</b>	<b>\$ 100,643</b>	<b>\$ 114,990</b>	<b>\$ 125,811</b>	<b>\$ 144,460</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 304,184</b>	<b>\$ 338,146</b>	<b>\$ 350,915</b>	<b>\$ 393,162</b>

**CITY OF CAMPBELL  
 OPERATING BUDGET - Personnel Allocation  
 PROGRAM : PUBLIC WORKS - VEHICLE & EQUIPMENT MAINTENANCE**

**EXHIBIT B-1  
 641.750**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Equipment Maintenance Supervisor	1.00	1.00	1.00	1.00	\$ 103,646
Mechanic I / II	1.50	1.75	1.75	1.80	144,556
<b>TOTAL</b>	<b>2.50</b>	<b>2.75</b>	<b>2.75</b>	<b>2.80</b>	<b>\$ 248,202</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
<b>TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

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

**EXHIBIT C**  
**641.750**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	2,717	3,714	4,000	4,000
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	4,642	2,429	3,000	6,000
<b>7426</b> Gasoline & Diesel	195,338	145,500	175,000	150,000
<b>7427</b> Special Departmental Expense	1,454	2,660	4,000	3,500
<b>7428</b> Maint of Buildings, Structures & Grounds	594	130	500	1,000
<b>7429</b> Maintenance & Operation of Equipment	189,333	166,138	161,500	170,000
<b>7430</b> Professional & Specialized Services	6,372	6,842	8,500	8,500
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	-	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	394	105	400	450
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7444</b> Depreciation	131,934	184,990	-	-
<b>7550</b> User Charges - Motor Pool	148,201	152,182	160,129	211,654
<b>7551</b> User Charges - IT Pool	19,497	22,832	25,611	26,822
<b>7884</b> Machinery & Equipment	110,855	87,194	538,000	537,000
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 811,332</b>	<b>\$ 774,716</b>	<b>\$ 1,080,640</b>	<b>\$ 1,118,926</b>

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

EXHIBIT C-1  
 641.750  
 Page 1

Description	FY 2017 Adopted
<b>7423 <u>Clothing &amp; Personal Expense</u></b>	
Damage to Clothing & Personal Property	
Uniform/Laundry Service	\$ 4,000
<b>7425 <u>Minor Tools &amp; Equipment</u></b>	
Special Automotive Hand Tools and Diagnostic Software	6,000
<b>7426 <u>Gasoline &amp; Diesel</u></b>	
Fuel, Oil, Etc.	150,000
<b>7427 <u>Special Departmental Expense</u></b>	
Shop Alarm System Charges, Rental of Back-up Equipment, 3 Storage Cabinets, Etc.	
Storage Cabinets (Three)	3,500
<b>7428 <u>Maint of Buildings, Structures &amp; Grounds</u></b>	
Shop Equipment Repair & Fuel Island Repair	1,000
<b>7429 <u>Maintenance &amp; Operation of Equipment</u></b>	
Commercial Repairs, Painting, Bodywork, Etc.. (Including Reimbursable Repairs to Damaged Property)	115,000
Small Equipment Repair	5,000
Compressor Maintenance	1,500
Emission Testing / Diesel Testing	8,500
Miscellaneous Parts	40,000
	<b>170,000</b>
<b>7430 <u>Professional &amp; Specialized Services</u></b>	
Certified Underground Storage Tank and Liner Inspections	3,500
Fuel Storage Tank Testing, Emergency Repairs, BAAQMD Testing	5,000
	<b>8,500</b>
<b>7434 <u>Memberships, Dues, Books</u></b>	
Books - Shop Manuals, etc.	370
Dues - Public Fleet Supervisors Association	80
	<b>450</b>
<b>7444 <u>Depreciation</u></b>	
Depreciation of Equipment	0
<b>SUBTOTAL page 1</b>	<b>\$ 343,450</b>

Description	FY 2017 Adopted
<b>7550 <u>User Charges - Motor Pool</u></b> Use of City Vehicles & Other Non-Highway Equipment	<b>\$ 211,654</b>
<b>7551 <u>User Charges - IT Pool</u></b> Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>26,822</b>
<b>7884 <u>Machinery &amp; Equipment</u></b> Replacement *	
<b><u>1200 Series</u></b>	
Unit 1249    Police Unmarked Vehicle	45,000
<b><u>1400 Series</u></b>	
Unit 1419    Police All Terrain Vehicle	20,000
<b><u>2000 Series (Light Duty Trucks)</u></b>	
Unit 2073    Parks - Ford F250 w/ Liftgate	70,000
Unit 2074    PD Light Duty Truck - Ford Ranger	45,000
<b><u>3000 Series (Heavy Duty Trucks)</u></b>	
Unit 3018    Parks/Trees - GM Flatbed	100,000
<b><u>5000 Series (Heavy Equipment)</u></b>	
Unit 5102    Parks - Small Motorized Cart	17,000
Unit 5085    Parks - Toro 580D Mower	110,000
	<b>407,000</b>
 New Equipment **	
<b><u>2000 Series (Light Duty Trucks)</u></b>	
Unit 0000    Parks - Light / Medium Duty Truck	65,000
Unit 0000    Parks - Light / Medium Duty Truck	65,000
	<b>130,000</b>
<b>7884 Machinery &amp; Equipment Total</b>	<b>537,000</b>
 * Funded from Motor Pool Beginning Fund Balance ** Funded from CIPR	
<b>SUBTOTAL page 2</b>	<b>775,476</b>
<b>TOTAL Exhibit C-1</b>	<b>\$ 1,118,926</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - TRANSFERS OUT  
 PROGRAM : PUBLIC WORKS - VEHICLE & EQUIPMENT MAINTENANCE

EXHIBIT E  
 641.750

Description	FY 2016 Adopted	FY 2017 Adopted
<b><u>9899 Operating Transfers Out</u></b>		
Public Works Maintenance Administration - # 101.745	\$ 35,000	\$ 35,000
Public Works Administration - # 101.701	-	-
Finance Department - # 101.535	10,000	10,000
<b>TOTAL</b>	<b>\$ 45,000</b>	<b>\$ 45,000</b>

**GAS TAX FUND - (204)**  
**Public Works - Street Maintenance Program (760)**  
**Program Manager - Street Maintenance Supervisor**

**MISSION STATEMENT**

**Preserve the City’s capital assets and minimize hazards by performing timely and effective right-of-way maintenance by providing preventive maintenance and repair of roadways, pedestrian facilities, storm drains, signs, parking and other City facilities.**

**ONGOING RESPONSIBILITIES**

- Effectively manage the procurement and use of contractors, staff, materials and equipment
- Monitor the condition of facilities within the public rights-of-way for maintenance needs
- Oversee street sweeping, litter pickup, shopping cart removals, and illegal sign and graffiti removal
- Provide clean-up and other support for hazardous materials spills and other accidents
- Assist with the preparation of plans, specifications and estimates for right-of-way maintenance contracts
- Receive, interpret and accomplish work orders for new signing and markings on a timely basis
- Support special events
- Administer street and parking lot sweeping contracts
- Complete repainting of all school crosswalks and legends by the opening of the school year
- Administer the annual centerline striping contract
- Proactively identify and repair sidewalk hazards in high pedestrian traffic areas of the City
- Continue sidewalk inspection and repair program for high use areas
- Coordinate and oversee emergency street repairs

**WORK PLAN ITEMS FOR FISCAL YEAR 2016 - 2017**

- Complete the data collection for the City’s sign inventory and complete a replacement schedule for sign replacement
- Create Standard Operating Procedure for all of the Streets Section core services
- Complete the revamping of space at Service Yard due to the sale of a section of service yard property to an adjacent developer

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	95% of emergency call-outs responded to within two hours	100%	100%	100%
<b>2</b>	90% of sidewalk repair requests are inspected and marked within five working days	96%	97%	100%
<b>3</b>	80% of traffic work orders completed within 20 days	90%	87.9%	90%

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

**EXHIBIT A**  
**204.760**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 714,217	\$ 850,782	\$ 898,329	\$ 933,996
Supplies, Services & Capital Outlay (Exhibit C)	514,964	582,016	644,206	673,931
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,229,181	1,432,798	1,542,535	1,607,927
Transfers Out (Exhibit E)	282,551	77,300	77,300	78,200
<b>Appropriation Total</b>	<b>\$ 1,511,732</b>	<b>\$ 1,510,098</b>	<b>\$ 1,619,835</b>	<b>\$ 1,686,127</b>

FUNDING SOURCE(S)				
Program Revenue	\$ 1,301,790	\$ 1,194,193	\$ 895,200	\$ 863,500
Transfers from Other Funds 207-209	349,500	439,300	504,300	484,300
Use of Reserves	(139,558)	(123,396)	220,335	338,327
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 1,511,732</b>	<b>\$ 1,510,098</b>	<b>\$ 1,619,835</b>	<b>\$ 1,686,127</b>

REVENUE DETAIL					
Gas Tax - 2105	4510	\$ 275,963	\$ 247,986	\$ 240,000	\$ 261,000
Gas Tax - 2106	4511	144,932	168,470	128,500	132,000
Gas Tax - 2107	4512	295,382	318,873	328,000	363,000
Gas Tax - 2107.5	4513	6,000	12,000	6,000	6,000
Rev & Tax Code 7360-Gas Excise Tax	4516	565,608	431,987	190,200	99,000
Metal Recycling Revenue	4965	-	2,458	2,500	2,500
Other Revenue	4965	3,820	-	-	-
Interest Revenue	4410	10,085	10,480	-	-
GASB 31 Market Value Adjustment	4431	-	1,939	-	-
<b>Program Revenue</b>		<b>\$ 1,301,790</b>	<b>\$ 1,194,193</b>	<b>\$ 895,200</b>	<b>\$ 863,500</b>
Lighting & Landscaping Dist. - Tsfrs.	207	\$ 46,300	\$ 46,300	\$ 46,300	\$ 46,300
Environmental Services - Transfers In	209	297,000	393,000	458,000	438,000
Community Facilities District #1	236	-	-	-	-
General Fund	101	6,200	-	-	-
<b>Transfers from Other Funds</b>		<b>\$ 349,500</b>	<b>\$ 439,300</b>	<b>\$ 504,300</b>	<b>\$ 484,300</b>
Gas Tax - Beginning Fund Balance	204	\$ (139,558)	\$ (123,396)	\$ 220,335	\$ 338,327
<b>Use of Fund Reserves</b>		<b>\$ (139,558)</b>	<b>\$ (123,396)</b>	<b>\$ 220,335</b>	<b>\$ 338,327</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,511,732</b>	<b>\$ 1,510,098</b>	<b>\$ 1,619,835</b>	<b>\$ 1,686,127</b>

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

**EXHIBIT B**  
**204.760**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
7001 Personnel - Regular	\$ 420,357	\$ 472,830	\$ 532,530	\$ 527,632
7002 Personnel - Temporary	30,341	55,616	40,000	45,000
7003 Personnel - Overtime	13,228	16,858	15,000	15,000
7005 Personnel - POST	629	1,329	-	-
7103 Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 464,554</b>	<b>\$ 546,633</b>	<b>\$ 587,530</b>	<b>\$ 587,632</b>
7104 Meal Allowance	\$ -	\$ -	\$ -	\$ -
7105 Uniform Allowance	4,976	6,000	5,250	4,500
7106 Retirement	75,477	82,385	100,989	100,857
7107 Dental Insurance	12,190	15,336	14,196	14,175
7108 Group Health Insurance	124,784	151,069	137,844	132,570
7109 Group Life Insurance	1,254	1,488	1,344	1,302
7110 Workers' Compensation Insurance	16,436	27,422	30,921	71,349
7111 Unemployment Insurance	-	-	-	-
7112 Group Disability Insurance	3,925	4,802	5,124	5,346
7113 Medicare	7,013	8,362	8,301	8,330
7114 Auto Allowance	-	-	-	-
7115 Cell Phone Allowance	252	935	720	720
7118 Other Benefits Pay	-	1,585	1,950	1,950
7120 Sick Leave Payout	-	-	-	-
7121 Leave Balance Payout	-	-	-	-
7122 Deferred Compensation Contribution	3,472	4,173	3,640	3,640
7124 VEBA Health Deferred Compensation	-	-	-	1,040
7126 PARS 457 Retirement	(114)	592	520	585
<b>Total Benefits</b>	<b>\$ 249,663</b>	<b>\$ 304,149</b>	<b>\$ 310,799</b>	<b>\$ 346,364</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 714,217</b>	<b>\$ 850,782</b>	<b>\$ 898,329</b>	<b>\$ 933,996</b>

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

**EXHIBIT B-1  
 204.760**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Street Maintenance Field Supervisor	1.00	1.00	-	-	\$ -
Street Maintenance Lead Worker	1.00	2.00	2.00	2.00	153,336
Street Maintenance Worker I / II *	5.00	4.00	4.00	-	
Maintenance Worker I / II *	-	-	-	4.00	266,032
Street Maintenance Supervisor	-	-	1.00	1.00	108,264
*Street Maintenance Worker I/II Reclassed to Maintenance Worker I/II in FY17					
<b>TOTAL</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>\$ 527,632</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Temporary Staffing *	0.25	0.48	0.48	0.65	\$ 30,000
Temporary Staffing **	-	-	0.48	0.35	15,000
* Funded from Environmental Services Fund 209 for Heavy Leaf Pickup					
** Funded from Environmental Services Fund 209 for Street Tree Trimming					
<b>TOTAL</b>	<b>0.25</b>	<b>0.48</b>	<b>0.96</b>	<b>1.00</b>	<b>\$ 45,000</b>

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

**EXHIBIT C**  
**204.760**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ -	\$ -	\$ -
<b>7421</b> Communications - Phones	-	-	-	-
<b>7423</b> Clothing & Personal Expense	2,220	677	1,000	1,000
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	1,661	927	1,000	1,000
<b>7427</b> Special Departmental Expense	230	-	-	-
<b>7428</b> Maintenance of Buildings, Structures & Ground	93,640	139,442	98,000	105,000
<b>7429</b> Maintenance & Operation of Equipment	8	432	1,000	1,000
<b>7430</b> Professional & Specialized Services	1,497	1,522	2,100	2,100
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	231,479	249,137	340,500	380,000
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	-	-	400	400
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	-	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	179,355	184,171	193,803	176,725
<b>7551</b> User Charges - IT Pool	4,874	5,708	6,403	6,706
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 514,964</b>	<b>\$ 582,016</b>	<b>\$ 644,206</b>	<b>\$ 673,931</b>

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

EXHIBIT C-1  
 204.760  
 Page 1

Description	FY 2017 Adopted
<b>7423 Clothing &amp; Personal Expense</b>	
Damage to Clothing, Rain Gear Replacement, Temporary Labor Uniforms, Etc.	\$ 1,000
<b>7425 Minor Tools &amp; Equipment</b>	
Miscellaneous Small Tools & Equipment	1,000
<b>7428 Maintenance of Buildings, Structures &amp; Grounds</b>	
Asphalt, Crack Sealant, Traffic Paint, Signs, Metal/Wood Posts, Barricades, Etc.	88,000
Street Sweeping Signage*	10,000
Rental of Equipment	7,000
	<b>105,000</b>
<b>7429 Maintenance &amp; Operation of Equipment</b>	
Miscellaneous Equipment Repair: Sign Applicator, Drill Breaker, Paint Shaker, Compressors, Etc.	1,000
<b>7430 Professional &amp; Specialized Services</b>	
Annual Street Report Preparation	2,100
<b>7432 Other Contractual Services</b>	
Centerline Striping and Thermoplastic	40,000
Downtown Sidewalk and Trash Receptacle Cleaning	16,000
Emergency and/or Specialized Street Repairs / Traffic Work Orders	10,000
Miscellaneous Storm Drain Repairs *	22,000
Parking Lot & Garage Sweeping & Cleaning *	25,000
Recycled Water Service	15,000
Sidewalk Curb / Gutter Repair (Emergencies)	30,000
Storm Drain Filter & Interceptor Cleaning *	6,000
Street Sweeping (Including Heavy Leaf Pickup) *	154,000
Waste Oil / Paint Hauling	2,000
Weekend Service - Downtown Litter Cars *	20,000
Trash Capture Devices *	20,000
Traffic Improvements	20,000
	<b>380,000</b>
<b>7434 Memberships, Dues, Books</b>	
Books & Training Videos & Dues	400
<b>7550 User Charges - Motor Pool</b>	
Use of City Vehicles & Other Non-Highway Equipment	176,725
<b>7551 User Charges - IT Pool</b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	6,706
* Funding from Environmental Services Programs	
<b>TOTAL</b>	<b>\$ 673,931</b>

CITY OF CAMPBELL  
 OPERATING BUDGET - TRANSFERS OUT  
 PROGRAM : PUBLIC WORKS - STREET MAINTENANCE

EXHIBIT E  
 204.760

Description	FY 2016 Adopted	FY 2017 Adopted
<b><u>9899 Operating Transfers Out</u></b>		
City Council for Congestion Management Association (CMA) Dues - # 101.501	\$ 52,300	\$ 53,200
Transportation Engineering Program - #101.720	25,000	25,000
Engineering Program - #101.730	-	-
<b>TOTAL</b>	<b>\$ 77,300</b>	<b>\$ 78,200</b>

**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

**WORK PLAN ITEMS FOR FISCAL YEAR 2016 - 2017**

- Assist with the conversion of street lights to LED fixtures
- Provide construction assistance in the installation of a new traffic signal at Harriet Avenue/McCoy Avenue/and San Tomas Aquino Road
- Support the Traffic Signal Cabinet Replacement Project

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	95% of emergency call-outs responded to within two (2) hours	100%	100%	100%
<b>2</b>	85% of streetlight outages repaired within ten (10) working day.	97%	97%	98%
<b>3</b>	100% of Underground Service Alert utility location requests responded to within seven (7) working days	100%	100%	100%

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

**EXHIBIT A**  
**207.770**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 299,380	\$ 316,872	\$ 395,082	\$ 419,414
Supplies, Services & Capital Outlay (Exhibit C)	425,742	495,529	435,881	458,200
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	725,122	812,402	830,963	877,614
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 725,122</b>	<b>\$ 812,402</b>	<b>\$ 830,963</b>	<b>\$ 877,614</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 922,099	\$ 1,059,746	\$ 798,500	\$ 800,500
Transfers from Other Funds	-	-	-	-
Use of Reserves	-	-	-	-
Additional Fund Revenue	(196,977)	(247,344)	32,463	77,114
<b>Funding Source Total</b>	<b>\$ 725,122</b>	<b>\$ 812,402</b>	<b>\$ 830,963</b>	<b>\$ 877,614</b>

REVENUE DETAIL					
Description	Fund/Acct.				
Campbell Municipal Lighting Dist. - Prop. Ta:	4001-4582	\$ 802,632	\$ 1,030,063	\$ 690,000	\$ 690,000
USA Marking Fees	4701	-	-	-	-
Insurance Claims Refund	4962	20,832	12,996	5,000	5,000
Signal Maintenance Cost Sharing	4542	4,851	-	2,500	2,500
Redevelopment Prop Tax Trust Fund	4008	-	-	3,000	3,000
Property Tax Pass-Thru (RDA)	4007	93,784	-	80,000	80,000
Electric Vehicle Charging Stations	4709	-	16,687	18,000	20,000
<b>Program Revenue</b>		<b>\$ 922,099</b>	<b>\$ 1,059,746</b>	<b>\$ 798,500</b>	<b>\$ 800,500</b>
<b>Transfers from Other Funds</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ (196,977)</b>	<b>\$ (247,344)</b>	<b>\$ 32,463</b>	<b>\$ 77,114</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 725,122</b>	<b>\$ 812,402</b>	<b>\$ 830,963</b>	<b>\$ 877,614</b>

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

**EXHIBIT B  
207.770**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
<b>7001</b> Personnel - Regular	\$ 175,969	\$ 180,883	\$ 249,994	\$ 254,196
<b>7002</b> Personnel - Temporary	32,920	40,814	-	-
<b>7003</b> Personnel - Overtime	6,458	4,874	6,500	8,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 215,348</b>	<b>\$ 226,572</b>	<b>\$ 256,494</b>	<b>\$ 262,196</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	1,500	1,500	2,250	2,250
<b>7106</b> Retirement	28,894	31,365	47,409	48,859
<b>7107</b> Dental Insurance	3,608	3,834	6,084	6,075
<b>7108</b> Group Health Insurance	36,688	36,880	59,076	58,800
<b>7109</b> Group Life Insurance	372	372	576	558
<b>7110</b> Workers' Compensation Insurance	7,019	10,111	13,502	31,763
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,188	1,211	2,196	2,187
<b>7113</b> Medicare	3,292	3,454	3,625	3,736
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	360	-
<b>7118</b> Other Benefits Pay	-	-	1,950	1,950
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	-	-	-	-
<b>7122</b> Deferred Compensation Contribution	1,042	1,043	1,560	1,040
<b>7126</b> PARS 457 Retirement	429	532	-	-
<b>Total Benefits</b>	<b>\$ 84,032</b>	<b>\$ 90,301</b>	<b>\$ 138,588</b>	<b>\$ 157,218</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 299,380</b>	<b>\$ 316,872</b>	<b>\$ 395,082</b>	<b>\$ 419,414</b>

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

**EXHIBIT B-1  
 207.770**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Lighting & Traffic Signal Supervisor	1.00	1.00	1.00	1.00	\$ 103,646
Lighting & Traffic Signal Technician	1.00	1.00	1.00	1.00	86,674
Lighting & Traffic Signal Assistant *	-	-	1.00	1.00	63,876
* Reclass Temp Position					
<b>TOTAL</b>	<b>2.00</b>	<b>2.00</b>	<b>3.00</b>	<b>3.00</b>	<b>\$ 254,196</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Temporary Lighting Assistant	0.77	0.96	-	-	\$ -
<b>TOTAL</b>	<b>0.77</b>	<b>0.96</b>	<b>-</b>	<b>-</b>	<b>\$ -</b>

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

**EXHIBIT C  
207.770**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ 211,715	\$ 293,679	\$ 224,000	\$ 224,000
<b>7421</b> Communications - Phones	5,097	6,423	5,200	5,200
<b>7423</b> Clothing & Personal Expense	319	980	900	900
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	999	1,008	1,000	1,000
<b>7427</b> Special Departmental Expense	6,751	2,690	7,050	8,400
<b>7428</b> Maintenance of Buildings, Structures & Ground	-	-	-	-
<b>7429</b> Maintenance & Operation of Equipment	128,510	126,389	118,690	141,200
<b>7430</b> Professional & Specialized Services	-	-	-	-
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	1,050	-	-	-
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	3,189	824	2,200	2,200
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	39	-	-	-
<b>7438</b> Other Charges	9,620	-	8,000	8,000
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	34,083	34,998	36,828	33,772
<b>7551</b> User Charges - IT Pool	24,371	28,539	32,013	33,528
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 425,742</b>	<b>\$ 495,529</b>	<b>\$ 435,881</b>	<b>\$ 458,200</b>

Description	FY 2017 Adopted
<b><u>7420 Utilities - Electricity/Gas/Water</u></b>	
Parks & Other Lighting	\$ 5,000
Street Lighting	175,000
Traffic Signals	44,000
	<b>224,000</b>
<b><u>7421 Communications - Phones</u></b>	
Controllers, Modem, Phone Lines, Etc.	<b>5,200</b>
<b><u>7423 Clothing &amp; Personal Expense</u></b>	
Repair of Damaged Clothing; Staff Rain Gear; Safety Gear & Vests for Three Temporary Labor Uniforms	<b>900</b>
<b><u>7425 Minor Tools &amp; Equipment</u></b>	
Miscellaneous New Tools	<b>1,000</b>
<b><u>7427 Special Departmental Expense</u></b>	
Downtown Tree Lighting and Banners	6,200
Trailer & Storage Unit Alarms	200
Underground Service Alert One Call System Fee (Required by Law)	2,000
	<b>8,400</b>
<b><u>7429 Maintenance &amp; Operation of Equipment</u></b>	
Cost Share Agreement with the City of San Jose for Operation of Shared Signals	8,500
Cost Share Agreement with Santa Clara County for San Tomas Expressway Shared Signals	1,700
Street Lighting Pole Replacement	9,000
Street Light & Traffic Signal Upgrades, Preventive Maintenance, Scheduled & Emergency Repairs; Video Detection Modifications, Knock-downs, Miscellaneous Repairs of Damaged Equipment (\$5,000 Offset with Insurance Reimbursements)	90,000
Stolen Wire Replacement	7,000
Maintenance / Repair EV Charging Stations (change out terminals)	25,000
	<b>141,200</b>
<b><u>7434 Memberships, Dues, Books</u></b>	
Books - National Electrical Manufacturers Association (NEMA) Manual; Elect. Code Updates	400
Dues - California Street Light Association;	1,500
International Municipal Signal Association (IMSA); Traffic Signal Association	300
	<b>2,200</b>
<b>SUBTOTAL page 1</b>	<b>\$ 382,900</b>

Description	FY 2017 Adopted
<b>7438 Other Charges</b> Property Tax Administration Fees	\$ 8,000
<b>7550 User Charges - Motor Pool</b> Use of City Vehicles & Other Non-Highway Equipment	33,772
<b>7551 User Charges - IT Pool</b> Use of Computer Hardware/Software; Phones & Photocopier/Fax	33,528
SUBTOTAL page 2	75,300
TOTAL Exhibit C-1	\$ 458,200

**LIGHTING AND LANDSCAPE ACT FUND - (207)  
Public Works - Parks Maintenance Program (775)  
Program Manager - Park Maintenance Supervisor**

**MISSION STATEMENT**

**Preserve the City's investment through quality, cost effective maintenance of all parks, street trees, public facility grounds, and the creek trail in an aesthetic, usable and safe condition.**

**ONGOING RESPONSIBILITIES**

- Effectively manage the procurement and use of staff, contractors, consultants, materials and equipment
- Administer landscape maintenance and parking lot sweeping contracts
- Monitor public parks and grounds for maintenance and repair needs
- Provide horticultural advice for the general public and other City departments
- Serve as the City's Pest Control Advisor
- Support special events
- Assist with the preparation of plans, specifications and estimates for park-related projects and provide inspection assistance
- Coordinate maintenance activities with the Recreation & Community Services Department
- Coordinate the Neighborhood Street Tree Planting Program
- Assist with the Edith Morley Park Community Garden
- Continue to celebrate Arbor Day and maintain Tree City USA status
- Assist Engineering with park related projects

**WORK PLAN ITEMS FOR FISCAL YEAR 2016 – 2017**

- Establish priorities for the Park Improvement Master Plan (Park Impact Fees)
- Expand the Park Asset Inventory and establish a repair/replacement criteria for park infrastructure
- Create an Urban Forest Management Plan
- Complete the transfer of tree data to a new management database
- Monitor drought conditions and restrictions and adjust citywide watering schedules as required

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	95% of emergency tree work is mitigated within one day	100%	95%	95%
<b>2</b>	90% of landscaped medians, parks and civic grounds maintained at a rating of 3 (4 point scale/bi-annual survey)	85%	81%	82%

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

EXHIBIT A  
 207.775

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 1,468,932	\$ 1,488,684	\$ 1,708,540	\$ 1,855,450
Supplies, Services & Capital Outlay (Exhibit C)	745,030	750,115	776,485	858,901
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	2,213,962	2,238,799	2,485,025	2,714,351
Transfers Out (Exhibit E)	106,300	111,300	111,300	111,300
<b>Appropriation Total</b>	<b>\$ 2,320,262</b>	<b>\$ 2,350,099</b>	<b>\$ 2,596,325</b>	<b>\$ 2,825,651</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 1,167,775	\$ 1,250,947	\$ 1,227,000	\$ 1,215,000
Transfers from Other Funds 207	955,510	837,187	1,401,788	1,687,765
Use of Reserves	-	-	-	-
Additional Fund Revenue	196,977	261,964	(32,463)	(77,114)
<b>Funding Source Total</b>	<b>\$ 2,320,262</b>	<b>\$ 2,350,099</b>	<b>\$ 2,596,325</b>	<b>\$ 2,825,651</b>

REVENUE DETAIL					
Description	Fund/Acct.				
Lighting & Landscape Assessment	5001	1,165,350	1,165,911	1,142,000	1,165,000
Cost Recovery	4701	2,425	-	-	-
Project Overhead Offset	4725	-	85,000	85,000	50,000
Donations - Parks	4818	-	-	-	-
Expense Abate-Miscellaneous	4968	-	36	-	-
<b>Program Revenue</b>		<b>\$ 1,167,775</b>	<b>\$ 1,250,947</b>	<b>\$ 1,227,000</b>	<b>\$ 1,215,000</b>
Environmental Services	209	45,000	45,000	45,000	45,000
General Fund Subsidy	101	889,583	792,187	1,337,168	1,623,145
ABAG Risk Mitigation	212	20,927	-	10,000	10,000
Community Facilities District #2	237	-	-	9,620	9,620
<b>Transfers from Other Funds</b>		<b>\$ 955,510</b>	<b>\$ 837,187</b>	<b>\$ 1,401,788</b>	<b>\$ 1,687,765</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 196,977</b>	<b>\$ 261,964</b>	<b>\$ (32,463)</b>	<b>\$ (77,114)</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 2,320,262</b>	<b>\$ 2,350,099</b>	<b>\$ 2,596,325</b>	<b>\$ 2,825,651</b>

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

EXHIBIT B  
 207.775

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 829,206	\$ 843,152	\$ 967,820	\$ 1,002,486
<b>7002</b> Personnel - Temporary	133,960	105,377	133,000	147,000
<b>7003</b> Personnel - Overtime	27,367	33,977	30,000	30,000
<b>7005</b> Personnel - POST	6,607	4,339	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 997,139</b>	<b>\$ 986,845</b>	<b>\$ 1,130,820</b>	<b>\$ 1,179,486</b>
<b>7104</b> Meal Allowance	\$ 27	\$ 18	\$ -	\$ -
<b>7105</b> Uniform Allowance	8,250	8,178	9,750	8,250
<b>7106</b> Retirement	138,497	148,268	183,539	193,772
<b>7107</b> Dental Insurance	21,719	22,889	26,364	26,325
<b>7108</b> Group Health Insurance	214,383	215,634	250,992	250,170
<b>7109</b> Group Life Insurance	2,234	2,201	2,496	2,418
<b>7110</b> Workers' Compensation Insurance	37,998	52,266	59,452	144,323
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	7,334	7,355	9,756	9,720
<b>7113</b> Medicare	16,533	16,152	15,962	17,750
<b>7114</b> Auto Allowance	-	-	-	1,920
<b>7115</b> Cell Phone Allowance	-	276	-	360
<b>7118</b> Other Benefits Pay	150	6,975	10,400	11,050
<b>7120</b> Sick Leave Payout	-	185	-	-
<b>7121</b> Leave Balance Payout	16,225	13,349	-	-
<b>7122</b> Deferred Compensation Contribution	6,779	6,715	7,280	6,240
<b>7124</b> VEBA Health Deferred Compensation	-	26	-	1,040
<b>7126</b> PARS 457 Retirement	1,663	1,352	1,729	2,626
<b>Total Benefits</b>	<b>\$ 471,793</b>	<b>\$ 501,839</b>	<b>\$ 577,720</b>	<b>\$ 675,964</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 1,468,932</b>	<b>\$ 1,488,684</b>	<b>\$ 1,708,540</b>	<b>\$ 1,855,450</b>

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

**EXHIBIT B-1  
207.775**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Park Maintenance Supervisor	1.00	1.00	1.00	1.00	\$ 111,260
Park Maintenance Lead Worker	2.00	3.00	3.00	3.00	252,972
Park Maintenance Worker I / II	9.00	8.00	7.00	-	-
Park Maintenance Worker I / II **	-	1.00	1.00	-	-
Maintenance Worker I/II *	-	-	-	7.00	480,464
Maintenance Worker I / II **	-	-	1.00	1.00	71,428
Senior Park Maint Worker/Arborist	-	-	1.00	1.00	86,362
<b>*Street Maintenance Worker I/II Reclassed to Maintenance Worker I/II in FY17</b>					
** Limited Term (Extended from 1 year to 2 years)					
*** Reclass to Senior/Arborist					
<b>TOTAL</b>	<b>12.00</b>	<b>13.00</b>	<b>14.00</b>	<b>13.00</b>	<b>\$ 1,002,486</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Temporary Labor	2.75	2.75	3.50	3.50	\$ 147,000
Weekend Work Furlough Supervisor	0.20	-	-	-	-
Weekend Park Maintenance	0.20	-	-	-	-
<b>TOTAL</b>	<b>3.15</b>	<b>2.75</b>	<b>3.50</b>	<b>3.50</b>	<b>\$ 147,000</b>

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

**EXHIBIT C  
 207.775**

<b>Description</b>	<b>FY 2014 Actual</b>	<b>FY 2015 Actual</b>	<b>FY 2016 Adopted</b>	<b>FY 2017 Adopted</b>
<b>7420</b> Utilities - Electricity/Gas/Water	\$ 250,626	\$ 231,178	\$ 230,000	\$ 230,000
<b>7421</b> Communications - Phones	1,994	2,448	3,000	3,000
<b>7423</b> Clothing & Personal Expense	1,688	1,361	2,000	3,000
<b>7424</b> Office Expense	-	-	-	-
<b>7425</b> Minor Tools & Equipment	4,388	5,204	4,500	6,000
<b>7427</b> Special Departmental Expense	4,162	4,595	14,000	17,000
<b>7428</b> Maintenance of Buildings, Structures & Grounds	166,869	175,970	178,000	195,000
<b>7429</b> Maintenance & Operation of Equipment	2,180	4,588	3,000	3,000
<b>7430</b> Professional & Specialized Services	1,687	4,938	5,000	5,000
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	146,237	147,283	154,620	184,620
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	260	560	750	750
<b>7435</b> Professional Development & Meetings	-	200	-	-
<b>7437</b> Staff Development	(125)	-	-	-
<b>7438</b> Other Charges	-	231	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	150,442	154,436	162,408	191,414
<b>7551</b> User Charges - IT Pool	14,622	17,123	19,207	20,117
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 745,030</b>	<b>\$ 750,115</b>	<b>\$ 776,485</b>	<b>\$ 858,901</b>

Description	FY 2017 Adopted
<b>7420 Utilities - Electricity/Gas/Water</b> San Jose Water; Pacific Gas & Electric; West Valley Sanitation District	<b>\$ 230,000</b>
<b>7421 Communications - Phones</b> Irrigation Controller Phone Charges	<b>3,000</b>
<b>7423 Clothing &amp; Personal Expense</b> Damage to Personal Clothing; Rain Gear & Glove Replacement; Temporary Labor Uniforms (Parks - \$2,000 / Trees - \$1,000)	<b>3,000</b>
<b>7425 Minor Tools &amp; Equipment</b> Shovels, Rakes, Small Hand Tools (Pliers, Screwdrivers, Etc.) (Parks - \$4,500 / Trees - \$1,500) Small Power Equipment (Parks - \$8,000 / Trees - \$3,000)	6,000 11,000 <b>17,000</b>
<b>7427 Special Departmental Expense</b> Special Projects / Volunteer Support Play Equipment Replacement	5,000 12,000 <b>17,000</b>
<b>7428 Maintenance of Buildings, Structures &amp; Grounds</b> Backflow Maintenance & Replacements Chemicals, Fertilizer, Seed, Ground Cover, Sod, Shrubs, Trees, Fibar Equipment Rental Maint. of Park Furniture, Playground Equip., Irrigation, Fences, Pumps, Elect., Plumbing, Etc. Pest Control Projects (One-Time) John D. Morgan (\$8,000) Irrigation Control Conversion (\$17,000)	12,000 85,000 3,000 60,000 10,000  25,000 <b>195,000</b>
<b>7429 Maintenance &amp; Operation of Equipment</b> Alarms Landscaping Equipment Maintenance & Repairs	2,000 1,000 <b>3,000</b>
<b>7430 Professional &amp; Specialized Services</b> Arborist Consulting and Other Park Consultant Services	<b>5,000</b>
<b>SUBTOTAL page 1</b>	<b>\$ 473,000</b>



CITY OF CAMPBELL  
 OPERATING BUDGET - TRANSFERS OUT  
 PROGRAM : PUBLIC WORKS - PARK MAINTENANCE

EXHIBIT E  
 207.775

Description	FY 2016 Adopted	FY 2017 Adopted
<b><u>9899 Operating Transfers Out</u></b>		
Administrative Cost Allocation - Non-Departmental # 101.540	\$ 10,000	\$ 10,000
General Departmental Administration # 101.701	10,000	10,000
Land Development # 101.740	35,000	35,000
Maintenance Administration # 101.745	10,000	10,000
Street Maintenance - Sidewalk Repair # 204.760	46,300	46,300
<b>TOTAL</b>	<b>\$ 111,300</b>	<b>\$ 111,300</b>

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

**MISSION STATEMENT**

**Effectively and efficiently maintain all City buildings for maximum operation, safety, comfort and a pleasing visual appearance.**

**ON-GOING PROGRAM RESPONSIBILITIES**

- Provide effective custodial maintenance and repair services to City buildings
- Plan, manage and oversee all improvements, maintenance and repairs to buildings
- Provide efficient, professional and courteous service to all customers
- Coordinate and supervise tenant improvements at the Community Center
- Improve energy efficiency in all City buildings when and wherever possible
- Propose, plan, manage and administer all Capital Improvement Projects related to building preservation, remodeling, safety and operations
- Carryout specified IIPP training and inspection requirements
- Provide set-ups and take-downs for Community Center facility uses, supervise uses; and insure the security of the facility
- Provide support, expertise and equipment to/for community special events, City activities and departmental programs and operations
- Maintain the Community Center swimming pool to required health and safety codes
- Provide support and expertise to other departments on maintenance and repair issues
- Initiate all Building Maintenance Special Projects
- Serve as departmental Safety Coordinator

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2016 - 2017**

- Deliver refresh projects for City Hall
- Complete all special projects approved in the FY17 budget
- Complete the revamping of space at the Service Yard due to the sale of a section of the service yard property to an adjacent development

**PERFORMANCE OUTCOMES**

	<b>Measure</b>	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>
<b>1</b>	Cost per square foot to maintain City buildings	\$4.36	\$4.36	\$4.39
<b>2</b>	50 % of work orders are completed within three working days	79%	87.9%	90%

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

EXHIBIT A  
 101.780

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 400,912	\$ 519,132	\$ 583,417	\$ 656,274
Supplies, Services & Capital Outlay (Exhibit C)	742,389	876,936	1,101,020	1,009,324
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	1,143,301	1,396,068	1,684,437	1,665,598
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 1,143,301</b>	<b>\$ 1,396,068</b>	<b>\$ 1,684,437</b>	<b>\$ 1,665,598</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 65	\$ -	\$ -	\$ -
Transfers from Other Funds	15,000	15,000	15,000	15,000
Use of Reserves	-	-	-	-
Additional Fund Revenue	1,128,236	1,381,068	1,669,437	1,650,598
<b>Funding Source Total</b>	<b>\$ 1,143,301</b>	<b>\$ 1,396,068</b>	<b>\$ 1,684,437</b>	<b>\$ 1,665,598</b>

REVENUE DETAIL					
Description	Fund/Acct.				
Cost Recovery	4701	\$ 65	\$ -	\$ -	\$ -
<b>Program Revenue</b>		<b>\$ 65</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Environmental Services	209	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Santa Clara County Grant*	212	-	-	-	-
* Hydra Stations at Community Center					
<b>Transfers from Other Funds</b>		<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 1,128,236</b>	<b>\$ 1,381,068</b>	<b>\$ 1,669,437</b>	<b>\$ 1,650,598</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 1,143,301</b>	<b>\$ 1,396,068</b>	<b>\$ 1,684,437</b>	<b>\$ 1,665,598</b>

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

**EXHIBIT B**  
**101.780**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7001</b> Personnel - Regular	\$ 223,643	\$ 299,153	\$ 329,076	\$ 354,454
<b>7002</b> Personnel - Temporary	55,238	62,610	80,000	90,000
<b>7003</b> Personnel - Overtime	3,118	3,221	3,000	3,000
<b>7005</b> Personnel - POST	-	-	-	-
<b>7103</b> Personnel - Holiday Pay	-	-	-	-
<b>Total Salaries</b>	<b>\$ 281,999</b>	<b>\$ 364,984</b>	<b>\$ 412,076</b>	<b>\$ 447,454</b>
<b>7104</b> Meal Allowance	\$ -	\$ -	\$ -	\$ -
<b>7105</b> Uniform Allowance	1,800	1,719	2,400	1,800
<b>7106</b> Retirement	36,945	52,188	62,406	67,807
<b>7107</b> Dental Insurance	5,572	7,721	8,112	8,100
<b>7108</b> Group Health Insurance	40,366	53,025	58,512	57,900
<b>7109</b> Group Life Insurance	557	729	768	744
<b>7110</b> Workers' Compensation Insurance	6,836	17,170	22,093	55,411
<b>7111</b> Unemployment Insurance	-	-	-	-
<b>7112</b> Group Disability Insurance	1,829	2,573	2,928	3,159
<b>7113</b> Medicare	4,767	5,817	5,932	6,489
<b>7114</b> Auto Allowance	-	-	-	-
<b>7115</b> Cell Phone Allowance	-	-	-	-
<b>7118</b> Other Benefits Pay	1,474	3,612	1,950	1,300
<b>7120</b> Sick Leave Payout	-	-	-	-
<b>7121</b> Leave Balance Payout	14,463	4,496	-	-
<b>7122</b> Deferred Compensation Contribution	3,852	4,756	5,200	3,900
<b>7124</b> VEBA Health Deferred Compensation	-	26	-	1,040
<b>7126</b> PARS 457 Retirement	452	316	1,040	1,170
<b>Total Benefits</b>	<b>\$ 118,912</b>	<b>\$ 154,148</b>	<b>\$ 171,341</b>	<b>\$ 208,820</b>
<b>Total Salary &amp; Benefits</b>	<b>\$ 400,912</b>	<b>\$ 519,132</b>	<b>\$ 583,417</b>	<b>\$ 656,274</b>

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

**EXHIBIT B-1**  
**101.780**

Permanent Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Facilities Maintenance Manager *	1.00	-	-	-	\$ -
Building Maintenance Supervisor	-	1.00	1.00	1.00	100,776
Building Maintenance Lead Worker	1.00	1.00	1.00	1.00	90,022
Building Maintenance Worker	2.00	2.00	2.00	2.00	163,656
* Reclassified as Build. Maint Supervisor					
<b>TOTAL</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>\$ 354,454</b>

Temporary Personnel	Full-Time Equivalents (FTE's)				FY 2017 Adopted
	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted	
Temporary Building Maintenance Worker	0.80	0.80	0.80	0.80	\$ 40,000
Project Manager (One-Time Projects)	-	0.25	0.25	0.40	50,000
<b>TOTAL</b>	<b>0.80</b>	<b>1.05</b>	<b>1.05</b>	<b>1.20</b>	<b>\$ 90,000</b>

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

**EXHIBIT C**  
**101.780**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
<b>7420</b> Utilities - Electricity/Gas/Water	\$ -	\$ 34,856	\$ 111,000	\$ 111,000
<b>7421</b> Communications - Phones	3,276	4,726	4,000	3,000
<b>7422</b> Advertising	-	-	-	-
<b>7423</b> Clothing & Personal Expense	329	896	900	900
<b>7424</b> Office Expense	-	(163)	-	-
<b>7425</b> Minor Tools & Equipment	1,166	1,682	1,250	1,250
<b>7427</b> Special Departmental Expense	86,386	91,339	96,000	101,000
<b>7428</b> Maintenance of Buildings, Structures & Grounds	260,908	313,675	432,175	331,000
<b>7429</b> Maintenance & Operation of Equipment	72,031	95,077	92,300	94,300
<b>7430</b> Professional & Specialized Services	77	-	-	-
<b>7431</b> Promotional Expense	-	-	-	-
<b>7432</b> Other Contractual Services	281,646	293,686	318,000	318,000
<b>7433</b> Insurance & Surety Bonds	-	-	-	-
<b>7434</b> Memberships, Dues, Books	-	-	200	200
<b>7435</b> Professional Development & Meetings	-	-	-	-
<b>7437</b> Staff Development	-	81	-	-
<b>7438</b> Other Charges	-	-	-	-
<b>7439</b> Bad Debts	-	-	-	-
<b>7440</b> Fees Paid to State	-	-	-	-
<b>7442</b> Insurance Claims Expense	-	-	-	-
<b>7550</b> User Charges - Motor Pool	12,199	12,542	13,182	15,146
<b>7551</b> User Charges - IT Pool	24,371	28,539	32,013	33,528
<b>7884</b> Machinery & Equipment	-	-	-	-
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 742,389</b>	<b>\$ 876,936</b>	<b>\$ 1,101,020</b>	<b>\$ 1,009,324</b>

Description	FY 2017 Adopted
<b>7420 Utilities - Electricity/Gas/Water</b> PG&E, Sewer, Water Services *	<b>\$ 111,000</b>
<b>7421 Communications - Phones</b> Alarms & Telephone Lines / DSL for John D. Morgan Park Video Camera	<b>3,000</b>
<b>7423 Clothing &amp; Personal Expense</b> Damaged Clothing; Replace Rain Gear; City T-Shirts & Uniforms for Part-Time Employees	<b>900</b>
<b>7425 Minor Tools &amp; Equipment</b> Miscellaneous Tools For Shop & Replacement Hammers, Drills, Saws, Shovels, Etc.	<b>1,250</b>
<b>7427 Special Departmental Expense</b> Batteries for Drills, Flashlights, Pagers, Etc.	500
Custodial Supplies & Lights (All Buildings)	79,000
Miscellaneous Unanticipated Equipment & Supplies	1,000
Pool Supplies (Salt, Sodium Hypo-Chlorite, & CO2 Test Kits)	18,000
Rental of Special Maintenance Equipment	2,000
Signs	500
	<b>101,000</b>
<b>7428 Maintenance of Buildings, Structures &amp; Grounds</b> General Maintenance: Ainsley House, Carriage House & Museum	5,000
City Hall	20,000
Community Center - Painting / General	80,000
Downtown Parking Garage	4,000
Firehouse Museum & Offices	6,000
Park Buildings - JDM, Campbell, Fischer, & Morley	12,000
Service Center	6,000
<b>Subtotal</b>	<b>133,000</b>
* Costs related to tenant leases only. Community Center and Theatre costs accounted for in respective programs 527 & 529.	
<b>SUBTOTAL page 1</b>	<b>\$ 350,150</b>

Description	FY 2017 Adopted
<b>7428 Maintenance of Buildings, Structures &amp; Grounds (Continued)</b>	
Special Projects:	
City Hall (1 Project)	\$ 12,500
Community Center (6 Projects)	105,000
Museum /Ainsley House (2 Projects)	40,000
Service Center (3 Projects)	28,500
Parks (1 Project)	12,000
<b>Subtotal</b>	<b>198,000</b>
<b>Account Total</b>	<b>331,000</b>
<b>7429 Maintenance &amp; Operation of Equipment</b>	
Miscellaneous:	
Radios, Overhead Doors, Elevators, High Lift, Ponds (Light Repair, Chlorine Tabs, Cleaning Equip.), Etc.	5,000
Routine Service & Repairs:	
Boilers & HVAC Units	22,000
Fire Alarm Equipment (Heat Detectors, Wiring, Horns, Etc.)	4,000
Fire Extinguisher Re-Charge Program (All City Buildings)	4,500
Microphone & General P.A. System Repairs (Council Chambers & Portable Units)	1,000
Service Agreements:	
Annual Check of Fire Alarm System	5,000
Burglar Alarm (Community Center)	1,500
Elevator Maintenance (City Hall, Community Center & Parking Garage)	9,500
Emergency Generators (City Hall, EOC, Service Center, Community Center & Portable) (New Generator at Community Center for Information Technology)	9,500
Emergency Lighting Systems (Theatre & Parking Garage)	2,000
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	27,000
Panic Alarm Monitoring (City Hall)	550
	<b>94,300</b>
<b>SUBTOTAL page 2</b>	<b>\$ 292,300</b>

Description	FY 2017 Adopted
<b>7432 <u>Other Contractual Services</u></b>	
Custodial Services:	
Citizen Callouts for Janitorial Services	\$ 500
City Hall, Police Department, Service Center & Downtown Parking Garage	42,000
Community Center	215,000
Parks Buildings	51,000
Upholstery Cleaning	1,000
Battery & Light Recycling	1,500
Emergency Pool Service	1,000
Furniture Moving	2,500
Pest Control/Abatement (All Buildings)	2,000
Removal of Bio-Hazardous Waste	500
Window Washing - Semi-Annual (Ainsley House & Museum)	1,000
	<b>318,000</b>
<b>7434 <u>Memberships, Dues, Books</u></b>	
Books, Reference & Training Manuals	<b>200</b>
<b>7550 <u>User Charges - Motor Pool</u></b>	
Use of City Vehicles	<b>15,146</b>
<b>7551 <u>User Charges - IT Pool</u></b>	
Use of Computer Hardware/Software; Phones & Photocopier/Fax	<b>33,528</b>
<b>SUBTOTAL page 3</b>	<b>366,874</b>
<b>TOTAL Exhibit C-1</b>	<b>\$ 1,009,324</b>

**DEBT SERVICE FUNDS - (366-368)**  
**Finance Department - Debt Service Programs (543 - 544)**  
**Program Manager - Finance Manager**

**MISSION STATEMENT**

Effectively administer debt service related to the City's Certificates of Participation.

**ONGOING RESPONSIBILITIES**

- Account for all transactions related to bond principal and interest on Special
- Invest all idle funds in accordance with the City's Investment Policy and ensure safety, provide liquidity, and obtain a market yield in that specific order
- Pay principal and interest on maturities of debt in a timely manner
- Coordinate accounting of bond proceeds subject to arbitrage and related Federal reporting
- Restructure outstanding debt when economically feasible
- Monitor service levels and performance reporting standards for this program
- Submit Continuing Disclosure Statement by February 1<sup>st</sup>

**CITY OF CAMPBELL**  
**OPERATING BUDGET - Summary of Exhibits**  
**PROGRAM : FINANCE - DEBT SERVICE - 2002 CERTIFICATES of PARTICIPATION**

**EXHIBIT A**  
**366.543**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	870,573	868,398	874,233	866,493
Total Before Transfers	\$ 870,573	\$ 868,398	\$ 874,233	\$ 866,493
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 870,573</b>	<b>\$ 868,398</b>	<b>\$ 874,233</b>	<b>\$ 866,493</b>
<b>FUNDING SOURCE(s)</b>				
Program Revenue	\$ 52,526	\$ 40,327	\$ 360,012	\$ 357,983
Transfers from Other Funds	509,506	-	511,382	508,510
Use of Reserves	-	-	-	-
Additional Fund Revenue	308,541	828,071	-	-
<b>Funding Source Total</b>	<b>\$ 870,573</b>	<b>\$ 868,398</b>	<b>\$ 871,394</b>	<b>\$ 866,493</b>

<b>REVENUE DETAIL</b>					
Description	Fund / Acct.				
Other Interest - Successor Agency	4450	\$ 79,436	\$ 67,237	\$ 53,652	\$ 39,203
Other Interest - RDA Advance	4450	-	-	-	-
Principal Repayment - Successor Agency	4966	(26,910)	(26,910)	306,360	318,780
Principal Repayment - RDA Advance	4966	-	-	-	-
<b>Program Revenue</b>		<b>\$ 52,526</b>	<b>\$ 40,327</b>	<b>\$ 360,012</b>	<b>\$ 357,983</b>
General Fund	6899	\$ 509,506	\$ -	\$ 511,382	\$ 508,510
<b>Transfers from Other Funds</b>		<b>\$ 509,506</b>	<b>\$ -</b>	<b>\$ 511,382</b>	<b>\$ 508,510</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ 308,541</b>	<b>\$ 828,071</b>	<b>\$ 2,839</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 870,573</b>	<b>\$ 868,398</b>	<b>\$ 874,233</b>	<b>\$ 866,493</b>

**CITY OF CAMPBELL**  
**OPERATING BUDGET - Debt Service**  
**PROGRAM : FINANCE - DEBT SERVICE - 2002 CERTIFICATES of PARTICIPATION**

**EXHIBIT D**  
**366.543**

Description	Due Date	PRINCIPAL 7775	INTEREST 7776	FEEES 7777	FY 2017 Adopted
2002 Certificates of Participation	10/1/16 4/1/17	\$ 770,000	\$ 56,009 38,684	\$ 1,800	\$ 827,809 38,684
<b>TOTAL</b>		\$ 770,000	\$ 94,693	\$ 1,800	\$ 866,493

CITY OF CAMPBELL  
 OPERATING BUDGET - Summary of Exhibits  
 PROGRAM : FINANCE - DEBT SERVICE - 1997 CERTIFICATES of PARTICIPATION

EXHIBIT A  
 368.544

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ -	\$ -	\$ -	\$ -
Supplies, Services & Capital Outlay (Exhibit C)	-	-	-	-
Debt Service (Exhibit D)	736,796	733,546	730,210	733,434
Total Before Transfers	\$ 736,796	\$ 733,546	\$ 730,210	\$ 733,434
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 736,796</b>	<b>\$ 733,546</b>	<b>\$ 730,210</b>	<b>\$ 733,434</b>

FUNDING SOURCE(s)				
Program Revenue	\$ 302,924	\$ 301,562	\$ 302,199	\$ 302,731
Transfers from Other Funds	430,622	-	429,951	430,703
Use of Reserves	-	-	-	-
Additional Fund Revenue	-	-	-	-
<b>Funding Source Total</b>	<b>\$ 733,546</b>	<b>\$ 301,562</b>	<b>\$ 732,150</b>	<b>\$ 733,434</b>

REVENUE DETAIL					
Description	Fund / Acct.				
Other Interest - Successor Agency	4450	\$ 276,014	\$ 274,652	\$ 273,219	\$ 271,681
Other Interest - RDA Advance	4450	-	-	-	-
Principal Repayment - Successor Agency	4966	26,910	26,910	28,980	31,050
Principal Repayment - RDA Advance	4966	-	-	-	-
<b>Program Revenue</b>		<b>\$ 302,924</b>	<b>\$ 301,562</b>	<b>\$ 302,199</b>	<b>\$ 302,731</b>
General Fund Subsidy	6899	\$ 430,622	\$ -	\$ 429,951	\$ 430,703
<b>Transfers from Other Funds</b>		<b>\$ 430,622</b>	<b>\$ -</b>	<b>\$ 429,951</b>	<b>\$ 430,703</b>
<b>Use of Fund Reserves</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Additional Fund Subsidy</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 733,546</b>	<b>\$ 301,562</b>	<b>\$ 732,150</b>	<b>\$ 733,434</b>

**CITY OF CAMPBELL  
 OPERATING BUDGET - Debt Service  
 PROGRAM : FINANCE - DEBT SERVICE - 1997 CERTIFICATES of PARTICIPATION**

**EXHIBIT D  
 368.544**

Description	Due Date	PRINCIPAL 7775	INTEREST 7776	FEES 7777	FY 2017 Adopted
1997 Certificates of Participation	10/1/16 4/1/17	\$ 75,000	\$ 329,078 327,156	\$ 2,200	\$ 406,278 327,156
<b>TOTAL</b>		\$ 75,000	\$ 656,234	\$ 2,200	\$ 733,434



## 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 17 budget approval process.

### Summary

As shown below, the proposed FY 2017-21 CIP contains 27 projects of which 20 are new. The remaining projects were previously included in the City's adopted CIP, including five projects requiring additional appropriations. Noteworthy in this CIP is the allocation of an additional \$800,000 in CIPR funding for street maintenance in Year 1, making the total funding \$2 million.

<b>New Capital Projects</b>	<b>Total Budget</b>	<b>Timing</b>	<b>Source of Funds</b>
Campisi Way Feasibility Study	\$150,000	Year 1	CIPR
Campbell Park Improvements	\$500,000	Years 1 & 2	Park
Citywide ITS Enhancements	\$500,000	Year 1	Grants/Private
Citywide Park Playground Renovations	\$900,000	Annually	Park
Community Center Aquatic Feasibility Study	\$60,000	Year 1	Park
Community Center Bathroom Upgrades	\$80,000	Years 1 - 2	CIPR
Community Center E-Wing Improvements	\$280,000	Year 2	Park
Community Center HVAC Improvements	\$50,000	Year 1	CIPR
Community Center Outdoor Exercise Station Renovation	\$115,000	Year 1	Park
Community Center Play Area – Construction	\$250,000	Year 2	Park
Community Center Play Area – Design	\$50,000	Year 1	Park
Community Center Q-80 and Q-84 Improvements	\$100,000	Year 1	CIPR
Community Center Sports Fields Irrigation Upgrades	\$50,000	Year 1	CIPR
Eden Avenue Sidewalk Improvements	\$100,000	Year 2	CT/Envir. Services
Public Safety Forensic 3D Scanner	\$75,000	Year 1	CIPR
Service Center Portable Building Replacement	\$125,000	Year 1	Grants/Private
Service Center Solar Canopy	\$100,000	Year 2	Grants/Private
Service Center Storage Bins and Covers	\$60,000	Year 1	Grants/Private
Silicon Valley Radio Communications System (SVRCS)	\$900,000	Year 1	CIPR
Winchester Boulevard ITS Phase II	\$250,000	Year 1	Grants/Private

<b>Additional Appropriations</b>	<b>Total Budget</b>	<b>Timing</b>	<b>Source of Funds</b>
ADA Transition Plan Improvements	\$150,000	Years 1, 3 & 5	CIPR
Annual Street Maintenance	\$6,300,000	Annual	CIPR/Grants/VIF
Bike/Pedestrian & Traffic Safety Improvements	\$225,000	Annual	CT/Grants
Miscellaneous Storm Drainage Improvements	\$150,000	Years 1, 3 & 5	Envir. Services
Sidewalk/Curb and Gutter Replacement	\$500,000	Annual	CIPR/CT

Existing Projects	Total Budget	Timing	Source of Funds
Accessibility Ramps	\$100,000	Years 2 & 4	Construction Tax
Los Gatos Creek Trail Feasibility Study	\$100,000	Year 2	Park
<b>Total Projects – All Years</b>	<b>\$12,220,000</b>		

Projects that require appropriations for FY 2017 are as follows:

Year 1 Projects	Budget Appropriation	Source of Funds
ADA Transition Plan Improvements	\$50,000	CIPR
Annual Street Maintenance	\$2,000,000	CIPR/Grants/VIF
Bike/Pedestrian & Traffic Safety Improvements	\$45,000	CT/Grants
Campisi Way Feasibility Study	\$150,000	CIPR
Campbell Park Improvements	\$50,000	Park
Citywide ITS Enhancements	\$500,000	Grants/Private
Citywide Park Playground Renovations	\$100,000	Park
Community Center Aquatic Feasibility Study	\$60,000	Park
Community Center Bathroom Upgrades	\$40,000	CIPR
Community Center HVAC Improvements	\$50,000	CIPR
Community Center Outdoor Exercise Station Renovation	\$115,000	Park
Community Center Play Area – Design	\$50,000	Park
Community Center Q-80 and Q-84 Improvements	\$100,000	CIPR
Community Center Sports Fields Irrigation Upgrades	\$50,000	CIPR
Miscellaneous Storm Drainage Improvements	\$50,000	Environmental Services
Public Safety Forensic 3D Scanner	\$75,000	CIPR
Service Center Portable Building Replacement	\$125,000	Grants/Private
Service Center Storage Bins and Covers	\$60,000	Grants/Private
Sidewalk/Curb and Gutter Replacement	\$100,000	CIPR/CT
Silicon Valley Radio Communications System (SVRCS)	\$900,000	CIPR
Winchester Boulevard ITS Phase II	\$250,000	Grants/Private
<b>TOTAL</b>	<b>\$4,920,000</b>	

### Project Funding Sources

Revenue for project expenditures comes from a number of funding sources, both restricted and discretionary. For projects appropriated in the 2017-21 CIP, the primary sources of funding for projects are the Capital Improvement Plan Reserve (CIPR) of \$4,180,000, Vehicle Impact Fees of \$2,850,000, Park Dedication Fees of \$2,255,000 and Grant/Private funds of \$2,210,000. Other funding sources include Construction Tax and Environmental Services fees.

The CIPR, which is part of the General Fund, is the City's most flexible funding source and has historically been used for a wide range of project expenditures. By established Council Policy, the CIPR receives a portion of available General Fund surplus at fiscal year-end. The availability of funds for the CIPR is dependent on actual expenditures and revenues in a given fiscal year. In years where revenues are strong or expenditures are lower than anticipated, the CIPR increases. In years where revenues are lean and reserves are needed to balance the City's budget, the CIPR does not increase and proposed projects are required to be deferred or placed on the City's Unfunded Projects list.

The City projects a \$50,000 operating surplus in FY 17 that will be added to CIPR, but no surplus thereafter in the five year CIP.

### **Planning Commission Review**

On May 24, 2016, 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 2017-21 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 Pubic 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 Category

	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
<b>Community Center</b>						
<b>Project</b>						
<b>Community Center Aquatic Feasibility Study</b>	\$ 60,000					\$ 60,000
<b>Community Center Bathroom Upgrades</b>	40,000	40,000				80,000
<b>Community Center Play Area - Construction</b>		250,000				250,000
<b>Community Center Play Area - Design</b>	50,000					50,000
<b>Community Center E -Wing Improvements</b>		280,000				280,000
<b>Community Center HVAC Improvements</b>	50,000					50,000
<b>Community Center Q-80 and Q-84 Improvements</b>	100,000					100,000
<b>Community Center Outdoor Exercise Station Renovation</b>	115,000					115,000
<b>Community Center Sports Fields Irrigation Upgrades</b>	50,000					50,000
<b>Sub-total</b>	<b>\$ 465,000</b>	<b>\$ 570,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,035,000</b>

<b>Parks &amp; Open Space</b>						
<b>Project</b>						
<b>Campbell Park Improvements - Design</b>	50,000					50,000
<b>Campbell Park Improvements - Construction</b>		450,000				450,000
<b>Citywide Park Playground Renovations</b>	100,000	200,000	200,000	200,000	200,000	900,000
<b>Los Gatos Creek Trail Feasibility Study</b>		100,000				100,000
<b>Sub-total</b>	<b>\$ 150,000</b>	<b>\$ 750,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 1,500,000</b>

<b>Public Facility (Buildings)</b>						
<b>Project</b>						
<b>ADA Transition Plan Improvements</b>	\$ 50,000		\$ 50,000		\$ 50,000	\$ 150,000
<b>Service Center Storage Bins and Covers</b>	60,000					60,000
<b>Service Center Portable Building Replacement</b>	125,000					125,000
<b>Service Center Solar Canopy</b>		100,000				100,000
<b>Sub-total</b>	<b>\$ 235,000</b>	<b>\$ 100,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 435,000</b>

<b>Public Facility (Equipment)</b>						
<b>Project</b>						
<b>Silicon Valley Radio Communications Systems (SVRCS)</b>	\$ 900,000					\$ 900,000
<b>Sub-total</b>	<b>\$ 900,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 900,000</b>

# Capital Improvement Plan Summaries

## By Category

	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
<b>Public Facility (I-T)</b>						
<b>Project</b>						
<b>Public Safety Forensic 3D Scanner</b>	\$ 75,000					\$ 75,000
<b>Sub-total</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>

<b>Streets &amp; Signals</b>						
<b>Project</b>						
Accessibility Ramps		\$ 50,000		\$ 50,000		\$ 100,000
Annual Street Maintenance	2,000,000	1,200,000	1,100,000	1,000,000	1,000,000	6,300,000
Bike/Pedestrian and Traffic Safety Improvements	45,000	45,000	45,000	45,000	45,000	225,000
<b>Campisi Way Feasibility Study</b>	150,000					150,000
<b>Citywide ITS Enhancements Project</b>	500,000					500,000
<b>Eden Avenue Sidewalk Improvements</b>		100,000				100,000
Miscellaneous Storm Drainage Improvements	50,000		50,000		50,000	150,000
Sidewalk/Curb and Gutter Replacement	100,000	100,000	100,000	100,000	100,000	500,000
<b>Winchester Boulevard ITS Phase II</b>	250,000					250,000
<b>Sub-total</b>	<b>\$ 3,095,000</b>	<b>\$ 1,495,000</b>	<b>\$ 1,295,000</b>	<b>\$ 1,195,000</b>	<b>\$ 1,195,000</b>	<b>\$ 8,275,000</b>

<b>GRAND TOTAL</b>	<b>\$ 4,920,000</b>	<b>\$ 2,915,000</b>	<b>\$ 1,545,000</b>	<b>\$ 1,395,000</b>	<b>\$ 1,445,000</b>	<b>\$ 12,220,000</b>
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# Capital Improvement Plan Summaries

By Responsible Department

	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
<b>Public Works</b>						
<b>Project</b>						
Accessibility Ramps		\$ 50,000		\$ 50,000		\$ 100,000
ADA Transition Plan Improvements	50,000		50,000		50,000	150,000
Annual Street Maintenance	2,000,000	1,200,000	1,100,000	1,000,000	1,000,000	6,300,000
Bike/Pedestrian and Traffic Safety Improvements	45,000	45,000	45,000	45,000	45,000	225,000
<b>Campisi Way Feasibility Study</b>	150,000					150,000
<b>Campbell Park Improvements - Design</b>	50,000					50,000
<b>Campbell Park Improvements - Construction</b>		450,000				450,000
<b>Citywide ITS Enhancements Project</b>	500,000					500,000
<b>Citywide Park Playground Renovations</b>	100,000	200,000	200,000	200,000	200,000	900,000
<b>Community Center Outdoor Exercise Station Renovation</b>	115,000					115,000
<b>Community Center Sports Fields Irrigation Upgrades</b>	50,000					50,000
<b>Eden Avenue Sidewalk Improvements</b>		100,000				100,000
Los Gatos Creek Trail Feasibility Study		100,000				100,000
Miscellaneous Storm Drainage Improvements	50,000		50,000		50,000	150,000
<b>Service Center Storage Bins and Covers</b>	60,000					60,000
<b>Service Center Portable Building Replacement</b>	125,000					125,000
<b>Service Center Solar Canopy</b>		100,000				100,000
Sidewalk/Curb and Gutter Replacement	100,000	100,000	100,000	100,000	100,000	500,000
<b>Winchester Boulevard ITS Phase II</b>	250,000					250,000
<b>Sub-total</b>	<b>\$3,645,000</b>	<b>\$ 2,345,000</b>	<b>\$ 1,545,000</b>	<b>\$1,395,000</b>	<b>\$ 1,445,000</b>	<b>\$ 10,375,000</b>

<b>Police Department</b>						
<b>Project</b>						
<b>Public Safety Forensic 3D Scanner</b>	\$ 75,000					\$ 75,000
Silicon Valley Radio Communications Systems (SVRCS)	900,000					900,000
<b>Sub-total</b>	<b>\$ 975,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 975,000</b>

<b>Recreation &amp; Community Services</b>						
<b>Project</b>						
<b>Community Center Aquatic Feasibility Study</b>	60,000					60,000
<b>Community Center Bathroom Upgrades</b>	40,000	40,000				80,000
<b>Community Center E -Wing Improvements</b>		280,000				280,000
<b>Community Center HVAC Improvements</b>	50,000					50,000
<b>Community Center Play Area - Construction</b>		250,000				250,000
<b>Community Center Play Area - Design</b>	50,000					50,000
<b>Community Center Q-80 and Q-84 Improvements</b>	100,000					100,000
<b>Sub-total</b>	<b>\$ 300,000</b>	<b>\$ 570,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 870,000</b>

<b>GRAND TOTAL</b>	<b>\$4,920,000</b>	<b>\$ 2,915,000</b>	<b>\$ 1,545,000</b>	<b>\$1,395,000</b>	<b>\$ 1,445,000</b>	<b>\$ 12,220,000</b>
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## Capital Improvement Plan Summaries

### By Funding Source

	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
<b>Capital Improvement Reserve</b>						
<b>Project</b>						
ADA Transition Plan Improvements	\$ 50,000		\$ 50,000		\$ 50,000	\$ 150,000
Annual Street Maintenance	1,155,000	355,000	355,000	255,000	255,000	2,375,000
<b>Campisi Way Feasibility Study</b>	150,000					150,000
<b>Community Center Bathroom Upgrades</b>	40,000	40,000				80,000
<b>Community Center HVAC Improvements</b>	50,000					50,000
<b>Community Center Q-80 and Q-84 Improvements</b>	100,000					100,000
<b>Community Center Sports Fields Irrigation Upgrades</b>	50,000					50,000
<b>Public Safety Forensic 3D Scanner</b>	75,000					75,000
Sidewalk/Curb and Gutter Improvements	50,000	50,000	50,000	50,000	50,000	250,000
Silicon Valley Radio Communications Systems (SVRCS)	900,000					900,000
<b>Sub-total</b>	<b>\$ 2,620,000</b>	<b>\$ 445,000</b>	<b>\$ 455,000</b>	<b>\$ 305,000</b>	<b>\$ 355,000</b>	<b>\$ 4,180,000</b>

<b>Construction Tax</b>						
<b>Project</b>						
Accessibility Ramps		\$ 50,000		\$ 50,000		\$ 100,000
Bike/Pedestrian and Traffic Safety Improvements	25,000	25,000	25,000	25,000	25,000	125,000
<b>Eden Avenue Sidewalk Improvements</b>		50,000				50,000
Sidewalk/Curb and Gutter Replacement	50,000	50,000	50,000	50,000	50,000	250,000
<b>Sub-total</b>	<b>\$ 75,000</b>	<b>\$ 175,000</b>	<b>\$ 75,000</b>	<b>\$ 125,000</b>	<b>\$ 75,000</b>	<b>\$ 525,000</b>

<b>Environmental Services Funds</b>						
<b>Project</b>						
<b>Eden Avenue Sidewalk Improvements</b>		\$ 50,000				\$ 50,000
Miscellaneous Storm Drainage Improvements	50,000		50,000		50,000	150,000
<b>Sub-total</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 200,000</b>

# Capital Improvement Plan Summaries

## By Funding Source

	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
<b>Grants / Private</b>						
<b>Project</b>						
Annual Street Maintenance	\$ 215,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ 215,000	\$ 1,075,000
Bike/Pedestrian and Traffic Safety Improvements	20,000	20,000	20,000	20,000	20,000	100,000
<b>Citywide ITS Enhancements Project</b>	500,000					500,000
<b>Service Center Storage Bins and Covers</b>	60,000					60,000
<b>Service Center Portable Building Replacement</b>	125,000					125,000
<b>Service Center Solar Canopy</b>		100,000				100,000
<b>Winchester Boulevard ITS Phase II Project</b>	250,000					250,000
<b>Sub-total</b>	<b>\$ 1,170,000</b>	<b>\$ 335,000</b>	<b>\$ 235,000</b>	<b>\$ 235,000</b>	<b>\$ 235,000</b>	<b>\$ 2,210,000</b>

<b>Parkland Dedication</b>						
<b>Project</b>						
<b>Campbell Park Improvements - Design</b>	50,000					50,000
<b>Campbell Park Improvements - Construction</b>		450,000				450,000
<b>Citywide Park Playground Renovations</b>	100,000	200,000	200,000	200,000	200,000	900,000
<b>Community Center Aquatic Feasibility Study</b>	60,000					60,000
<b>Community Center E -Wing Improvements</b>		280,000				280,000
<b>Community Center Outdoor Exercise Station Renovation</b>	115,000					115,000
<b>Community Center Play Area - Construction</b>		250,000				250,000
<b>Community Center Play Area - Design</b>	50,000					50,000
Los Gatos Creek Trail Feasibility Study		100,000				100,000
<b>Sub-total</b>	<b>\$ 375,000</b>	<b>\$1,280,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 2,255,000</b>

<b>Vehicle Impact Fees - Garbage</b>						
<b>Project</b>						
Annual Street Maintenance	\$ 330,000	\$ 330,000	\$ 330,000	\$ 330,000	\$ 330,000	\$ 1,650,000
<b>Sub-total</b>	<b>\$ 330,000</b>	<b>\$ 1,650,000</b>				

<b>Vehicle Impact Fees - Building Permits</b>						
<b>Project</b>						
Annual Street Maintenance	\$ 300,000	\$ 300,000	\$ 200,000	\$ 200,000	\$ 200,000	\$ 1,200,000
<b>Sub-total</b>	<b>\$ 300,000</b>	<b>\$ 300,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 1,200,000</b>

<b>GRAND TOTAL</b>	<b>\$ 4,920,000</b>	<b>\$2,915,000</b>	<b>\$ 1,545,000</b>	<b>\$ 1,395,000</b>	<b>\$ 1,445,000</b>	<b>\$ 12,220,000</b>
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**CIP Five Year Cash Flow Analysis  
FY 16-17 Through FY 20-21**

**CIPR - Designated Fund Balance - Fund 101**

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total FY17-21
Designated CIP Fund Balance-- July 1	\$ 6,947,438	\$ 3,091,438	\$ 1,745,438	\$ 1,090,438	\$ 585,438	6,947,438
Add Projected Revenues:						
Projected Surplus Estimated at FYE	50,000	-	-	-	-	-
Total Projected Resources	50,000	-	-	-	-	-
Less Projected Expenditures:						
Five Year CIP Proposed	2,620,000	445,000	455,000	305,000	355,000	4,180,000
Two Year Approved Postions	1,002,000	701,000	-	-	-	1,703,000
Operating & Capital Budget Adj.	284,000	200,000	200,000	200,000	200,000	1,084,000
Sub-Total Expenditures	3,906,000	1,346,000	655,000	505,000	555,000	6,967,000
<b>Projected Available Fund Balance</b>	<b>\$ 3,091,438</b>	<b>\$ 1,745,438</b>	<b>\$ 1,090,438</b>	<b>\$ 585,438</b>	<b>\$ 30,438</b>	<b>\$ 30,438</b>

**Construction Tax - Designated Fund Balance - Fund 101**

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total FY17 to 21
Designated Fund Balance--July 1	\$ 183,543	\$ 178,543	\$ 73,543	\$ 68,543	\$ 13,543	\$ 183,543
Add Projected Revenues:						
Construction Tax	65,000	65,000	65,000	65,000	65,000	325,000
Total Projected Revenues	70,000	70,000	70,000	70,000	70,000	325,000
Less Projected Expenditures:						
Civic Center Pedestrian Pathway Improvements	-	-	-	-	-	-
Five Year CIP Proposed	75,000	175,000	75,000	125,000	75,000	525,000
Operating budget expenditures						-
Carryforward from prior years						-
Sub-Total Expenditures	75,000	175,000	75,000	125,000	75,000	525,000
<b>Projected Fund Balance Designation</b>	<b>\$ 178,543</b>	<b>\$ 73,543</b>	<b>\$ 68,543</b>	<b>\$ 13,543</b>	<b>\$ 8,543</b>	<b>\$ 8,543</b>

**CIP Five Year Cash Flow Analysis  
FY 16-17 Through FY 20-21**

**Environmental Services Storm Drain Reserves - Fund Balance - Fund 209**

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total FY17 to 21
	Environ. Svcs. Storm Drain Res Fund Balance FD 209	Environ Svcs. Storm Drain Res Fund Balance FD 209				
Available Reserve--July 1	\$ 163,032	\$ 133,532	\$ 104,032	\$ 74,532	\$ 95,032	\$ 163,032
Add Projected Revenues:						
Storm Drain Fees	20,000	20,000	20,000	20,000	20,000	100,000
Environmental Services Fund Investment income	500	500	500	500	500	- 2,500
<b>Total Projected Revenues</b>	<b>20,500</b>	<b>20,500</b>	<b>20,500</b>	<b>20,500</b>	<b>20,500</b>	<b>102,500</b>
Less Projected Expenditures:						
Five Year CIP Proposed	50,000	50,000	50,000	-	50,000	200,000
<b>Sub-Total Expenditures</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>-</b>	<b>50,000</b>	<b>200,000</b>
<b>Projected Available Reserve</b>	<b>\$ 133,532</b>	<b>\$ 104,032</b>	<b>\$ 74,532</b>	<b>\$ 95,032</b>	<b>\$ 65,532</b>	<b>\$ 65,532</b>

**Other Grants - Fund Balance - Funds 212, 216, 218**

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total FY17 to 21
	Other Grants Fund Balance FD 212, 216, 218					
Fund Balance--July 1	(1,548,769)	16,231	231,231	241,231	251,231	(1,548,769)
Add Projected Revenues:						
Grant Receipts(SCVWD,SCC,MTC,HSIP)	2,300,000	305,000	-	-	-	2,605,000
TDA Grants (Fund 216)	30,000	30,000	30,000	30,000	30,000	150,000
Prop 42 Replacement (Sec. 2103)	190,000	-	-	-	-	190,000
Gas Tax Revenue/Other Grants/STP/CMAQ/Meas. B	215,000	215,000	215,000	215,000	215,000	1,075,000
<b>Total Projected Revenues</b>	<b>2,735,000</b>	<b>550,000</b>	<b>245,000</b>	<b>245,000</b>	<b>245,000</b>	<b>4,020,000</b>
Less Projected Expenditures:						
Five Year CIP Proposed	1,170,000	335,000	235,000	235,000	235,000	2,210,000
<b>Sub-Total Expenditures</b>	<b>1,170,000</b>	<b>335,000</b>	<b>235,000</b>	<b>235,000</b>	<b>235,000</b>	<b>2,210,000</b>
<b>Projected Available Fund Balance</b>	<b>\$ 16,231</b>	<b>\$ 231,231</b>	<b>\$ 241,231</b>	<b>\$ 251,231</b>	<b>\$ 261,231</b>	<b>\$ 261,231</b>

**CIP Five Year Cash Flow Analysis  
FY 16-17 Through FY 20-21**

**Vehicle Impact - Fund Balance - Fund 202**

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total FY 17 to 21
Available Reserve--July 1	\$ 551,832	\$ 552,082	\$ 552,332	\$ 552,582	\$ 552,832	\$ 551,832
Add Projected Revenues:						
Vehicle Impact Fees	300,000	300,000	280,000	280,000	280,000	1,440,000
Solid Waste Vehicle Impact Fees	330,000	330,000	250,000	250,000	250,000	1,410,000
Investment income	250	250	250	250	250	1,250
<b>Total Projected Revenues</b>	<b>630,250</b>	<b>630,250</b>	<b>530,250</b>	<b>530,250</b>	<b>530,250</b>	<b>2,851,250</b>
Less Projected Expenditures:						
Carryforward from prior years						-
Five Yr. CIP Proposed	630,000	630,000	530,000	530,000	530,000	2,850,000
<b>Sub-Total Expenditures</b>	<b>630,000</b>	<b>630,000</b>	<b>530,000</b>	<b>530,000</b>	<b>530,000</b>	<b>2,850,000</b>
<b>Projected Available Fund Balance</b>	<b>\$ 552,082</b>	<b>\$ 552,332</b>	<b>\$ 552,582</b>	<b>\$ 552,832</b>	<b>\$ 553,082</b>	<b>\$ 553,082</b>

**Parkland Dedication - Undesignated Fund Balance 295**

	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	Total FY17 to 21
Cash - Liabilities Balance--July 1	\$ 3,434,040	\$ 3,510,551	\$ 2,683,209	\$ 2,923,457	\$ 3,167,309	\$ 3,434,040
Add: Projected Revenues:						
Investment Income	51,511	52,658	40,248	43,852	47,510	235,778
Other Revenue						-
Parkland Ded. Fees	400,000	400,000	400,000	400,000	400,000	2,000,000
<b>Total Projected Revenues</b>	<b>451,511</b>	<b>452,658</b>	<b>440,248</b>	<b>443,852</b>	<b>447,510</b>	<b>2,235,778</b>
Less Projected Expenditures:						
Transfer to Parks Maint (Equipment)						
Five Yr. CIP Proposed	375,000	1,280,000	200,000	200,000	200,000	2,255,000
<b>Sub-Total Expenditures</b>	<b>375,000</b>	<b>1,280,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>2,255,000</b>
<b>Projected Available Fund Balance</b>	<b>\$ 3,510,551</b>	<b>\$ 2,683,209</b>	<b>\$ 2,923,457</b>	<b>\$ 3,167,309</b>	<b>\$ 3,414,818</b>	<b>\$ 3,414,818</b>
Other Expenditures	1,253,498	1,278,568	1,304,139	1,330,222	-	6,269,947
<b>Sub-Total Expenditures</b>	<b>1,253,498</b>	<b>1,278,568</b>	<b>1,304,139</b>	<b>1,330,222</b>	<b>-</b>	<b>6,269,947</b>
<b>Projected Available Fund Balance</b>	<b>\$ 787,836</b>	<b>\$ 803,592</b>	<b>\$ 819,664</b>	<b>\$ 836,057</b>	<b>\$ -</b>	<b>\$ 3,940,723</b>
<b>CIP Totals--All Funding Sources</b>	<b>\$ 4,920,000</b>	<b>\$ 2,915,000</b>	<b>\$ 1,545,000</b>	<b>\$ 1,395,000</b>	<b>\$ 1,445,000</b>	<b>\$ 12,220,000</b>



# CAPITAL PROJECT

PROJECT #: XX  
 PROGRAM #: 730  
 DEPARTMENT: Public Works  
 CATEGORY: Streets & Signals

PROJECT TITLE: Accessibility Ramps

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction		43,000		43,000		86,000
City Staff		7,000		7,000		14,000
Equipment						-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>
Staff Hours		80		80		160

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2016/17				2017/18				2018/19				2019/20				2020/21			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design						X									X					
Bids Received							X								X					
Bid Award							X								X					
Construction											X	X							X	X

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June



# CAPITAL PROJECT

**PROJECT #:** 17-AA  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Public Facility

**PROJECT TITLE:** ADA Transition Plan Improvements

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	43,000		43,000		43,000	129,000
City Staff	7,000		7,000		7,000	21,000
Equipment						-
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 150,000</b>
Staff Hours	80		80		80	240

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2016/17				2017/18				2018/19				2019/20				2020/21			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design	X								X								X			
Bids Received		X								X									X	
Bid Award		X								X									X	
Construction			X	X							X	X							X	X

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

<b>PROJECT #:</b>	17-BB	<b>NEW PROJECT:</b>	
<b>PROGRAM #:</b>	730	<b>ADD'L APPROP:</b>	X
<b>DEPARTMENT:</b>	Public Works	<b>USEFUL LIFE:</b>	20 Years
<b>CATEGORY:</b>	Streets & Signals		

**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	VIF (Building)	VIF (Garbage)	Grants/Private			TOTAL
2016/17	\$ 1,155,000	\$ 300,000	\$ 330,000	\$ 215,000	\$ -	\$ -	\$ 2,000,000
2017/18	\$ 355,000	300,000	\$ 330,000	\$ 215,000			1,200,000
2018/19	\$ 355,000	200,000	\$ 330,000	\$ 215,000			1,100,000
2019/20	255,000	200,000	\$ 330,000	\$ 215,000			1,000,000
2020/21	255,000	200,000	\$ 330,000	\$ 215,000			1,000,000
<b>TOTAL</b>	<b>\$ 2,375,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,650,000</b>	<b>\$ 1,075,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,300,000</b>

**PROJECT MANAGER:** Amy Olay

# CAPITAL PROJECT

**PROJECT #:** 17-BB  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets & Signals

**PROJECT TITLE:** Annual Street Maintenance

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	30,000	30,000	30,000	30,000	30,000	150,000
Construction	1,870,000	1,070,000	970,000	870,000	870,000	5,650,000
City Staff	100,000	100,000	100,000	100,000	100,000	500,000
Equipment						-
<b>TOTAL</b>	<b>\$ 2,000,000</b>	<b>\$ 1,200,000</b>	<b>\$ 1,100,000</b>	<b>\$ 1,000,000</b>	<b>\$ 1,000,000</b>	<b>\$ 6,300,000</b>
Staff Hours	1,100	1,100	1,100	1,100	1,100	5,500

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2016/17				2017/18				2018/19				2019/20				2020/21				
	Q1	Q2	Q3	Q4																	
Acquisition																					
Design		X	X			X	X			X	X			X	X				X	X	
Bids Received			X				X				X				X					X	
Bid Award			X				X				X				X					X	
Construction	X	X		X	X	X		X	X	X		X	X	X		X	X		X	X	X

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

<b>PROJECT #:</b>	17-CC	<b>NEW PROJECT:</b>	X
<b>PROGRAM #:</b>	435	<b>ADD'L APPROP:</b>	X
<b>DEPARTMENT:</b>	Public Works	<b>USEFUL LIFE:</b>	20 Years
<b>CATEGORY:</b>	Streets & Signals		

**PROJECT TITLE:** Bike/Pedestrian and Traffic Safety Improvements

## PROJECT DESCRIPTION

This annual project provides minor improvements to streets and signals to increase safety as deemed necessary by the City's Traffic Engineer and City Engineer. This project also constructs Class II bike lanes, sidewalks, paths, and other improvements to enhance pedestrian and bicyclist safety on City streets. TDA funds represent the majority of the project funding.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Supports Strategic Objective 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

## ALTERNATIVES

1. Allow the current conditions to remain.
2. Submit each minor project/improvement to the City Council for approval.

## SOURCE OF FUNDING

	Const. Tax	Grant					TOTAL
2016/17	\$ 25,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 45,000
2017/18	\$ 25,000	20,000					45,000
2018/19	\$ 25,000	20,000					45,000
2019/20	\$ 25,000	20,000					45,000
2020/21	\$ 25,000	20,000					45,000
<b>TOTAL</b>	<b>\$ 125,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 225,000</b>

**PROJECT MANAGER:** Matthew Jue, Traffic Engineer

# CAPITAL PROJECT

**PROJECT #:** 17-CC  
**PROGRAM #:** 435  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets & Signals

**PROJECT TITLE:** Bike/Pedestrian and Traffic Safety Improvements

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	40,000	40,000	40,000	40,000	40,000	200,000
City Staff	5,000	5,000	5,000	5,000	5,000	25,000
Equipment						-
<b>TOTAL</b>	<b>\$ 45,000</b>	<b>\$ 225,000</b>				
Staff Hours	60	60	60	60	60	300

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2016/17				2017/18				2018/19				2019/20				2020/21			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design	X				X				X				X				X			
Bids Received		X				X				X				X				X		
Bid Award			X				X				X				X				X	
Construction			X	X			X	X			X	X			X	X			X	X

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

**PROJECT #:** 17-DD **NEW PROJECT:** X  
**PROGRAM #:** 730 **ADD'L APPROP:**  
**DEPARTMENT:** Public Works **USEFUL LIFE:** 20 years  
**CATEGORY:** Parks and Open Space

**PROJECT TITLE:** Campbell Park Improvements

## PROJECT DESCRIPTION

This project will renovate and expand amenities at Campbell Park. The project will include the design, demolition, and reconstruction of the following elements - playgrounds, restroom, and picnic areas. Scope will be determined by a community input process led by the Parks and Recreation Commission.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objectives 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.

## ALTERNATIVES

1. Do not move forward with improvements - repair as elements fall into disrepair.

## SOURCE OF FUNDING

	Park-in-Lieu Fees						TOTAL
2016/17	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
2017/18	\$450,000						450,000
2018/19							-
2019/20							-
2020/21							-
<b>TOTAL</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 500,000</b>				

**PROJECT MANAGER:** Amy Olay

# CAPITAL PROJECT

**PROJECT #: 17-DD**

**PROGRAM #:** 730

**DEPARTMENT:** Public Works

**CATEGORY:** Parks and Open Space

**PROJECT TITLE:** Campbell Park Improvements

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	50,000		-			50,000
Construction	-	430,000	-			430,000
City Staff	-	20,000	-			20,000
Equipment						-
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ 450,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>
Staff Hours		200				200

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2016/17				2017/18				2018/19				2019/20				2020/21				
	Q1	Q2	Q3	Q4																	
Acquisition																					
Design		X	X																		
Bids Received			X																		
Bid Award				X																	
Construction				X	X																

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

<b>PROJECT #:</b>	17-EE	<b>NEW PROJECT:</b>	X
<b>PROGRAM #:</b>	730	<b>ADD'L APPROP:</b>	
<b>DEPARTMENT:</b>	Public Works	<b>USEFUL LIFE:</b>	20 years
<b>CATEGORY:</b>	Streets & Signals		

**PROJECT TITLE:**      **Campisi Way Feasibility Study**

**PROJECT DESCRIPTION**

Campisi Way is situated over an existing landfill. The material in the landfill continues to deteriorate, causing soil settlement along sidewalk and roadway service. This project would conduct an investigation on the extent of the settlement and provide analysis of alternatives to properly address the issue.

**RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES**

This project addresses Strategic Plan Objective 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles, and Objective 3.4 - Streets that are safe, clean, and well-maintained.

**ALTERNATIVES**

1. Take no action to resolve this issue.
2. Defer this project until later date.

**SOURCE OF FUNDING**

	CIPR						TOTAL
2016/17	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
2017/18							-
2018/19							-
2019/20							-
2020/21							-
<b>TOTAL</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>				

**PROJECT MANAGER:** Amy Olay

# CAPITAL PROJECT

**PROJECT #:** 17-EE  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets & Signals

**PROJECT TITLE:** Campisi Way Feasibility Study

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	120,000					120,000
Construction						-
City Staff	30,000					30,000
Equipment						-
<b>TOTAL</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000</b>
Staff Hours	300					300

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2016/17				2017/18				2018/19				2019/20				2020/21			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design			X	X																
Bids Received																				
Bid Award																				
Construction																				

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

<b>PROJECT #:</b>	17-FF	<b>NEW PROJECT:</b>	X
<b>PROGRAM #:</b>	435	<b>ADD'L APPROP:</b>	
<b>DEPARTMENT:</b>	Public Works	<b>USEFUL LIFE:</b>	20 years
<b>CATEGORY:</b>	Streets/Signals		

**PROJECT TITLE:** Citywide ITS Enhancements Project

## PROJECT DESCRIPTION

Purchase traffic signal controllers, install communication equipment, replace older video detection systems, purchase and install emergency vehicle preemption equipment, and/or procure and install controller cabinet replacements and service pedestals at various locations; purchase computer monitors for the City's Advanced Traffic Management System (ATMS) workstations in City Hall and the Service Center.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Supports Strategic Objective 3.7 - Streets that operate efficiently and effectively

## ALTERNATIVES

1. Do nothing.
2. Use City funds to purchase and install equipment.

## SOURCE OF FUNDING

	VTA Grant						TOTAL
2016/17	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
2017/18							-
2018/19							-
2019/20							-
2020/21							-
<b>TOTAL</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 500,000</b>				

**PROJECT MANAGER:** Matthew Jue, Traffic Engineer

# CAPITAL PROJECT

**PROJECT #:** 17-FF  
**PROGRAM #:** 435  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets/Signals

**PROJECT TITLE:** Citywide ITS Enhancements Project

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	175,000					175,000
City Staff	25,000					25,000
Equipment	300,000					300,000
<b>TOTAL</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>
Staff Hours	300					300

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2016/17				2017/18				2018/19				2019/20				2020/21				
	Q1	Q2	Q3	Q4																	
Acquisition		X																			
Design		X																			
Bids Received		X																			
Bid Award		X																			
Construction			X	X																	

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

<b>PROJECT #:</b>	17-GG	<b>NEW PROJECT:</b>	X
<b>PROGRAM #:</b>	730	<b>ADD'L APPROP:</b>	X
<b>DEPARTMENT:</b>	Public Works	<b>USEFUL LIFE:</b>	20 years
<b>CATEGORY:</b>	Parks & Open Space		

**PROJECT TITLE:** Citywide Park Playground Renovations

## PROJECT DESCRIPTION

Renovate playgrounds and tot-lots at Hyde, Jack Fischer, John D. Morgan, and Virginia Parks. Playground equipment and surfacing will be replaced as appropriate to address accessibility and safety requirements.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objectives 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.

## ALTERNATIVES

1. Replace playground components in kind if they are available and/or continue to make repairs when possible. Safety conditions and ratings will continue to fall as the equipment ages.

## SOURCE OF FUNDING

	Park-in-lieu						TOTAL
2016/17	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
2017/18	\$200,000						200,000
2018/19	200,000						200,000
2019/20	200,000						200,000
2020/21	200,000						200,000
<b>TOTAL</b>	<b>\$ 900,000</b>	<b>\$ -</b>	<b>\$ 900,000</b>				

**PROJECT MANAGER:** Amy Olay

# CAPITAL PROJECT

**PROJECT #:** 17-GG  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Parks & Open Space

**PROJECT TITLE:** Citywide Park Playground Renovations

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services		40,000				40,000
Construction	80,000	145,000	185,000	185,000	185,000	780,000
City Staff	20,000	15,000	15,000	15,000	15,000	80,000
Equipment						-
<b>TOTAL</b>	<b>\$ 100,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 200,000</b>	<b>\$ 900,000</b>
Staff Hours	400	300	300	300	300	1,600

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2016/17				2017/18				2018/19				2019/20				2020/21			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design	X	X			X	X														
Bids Received			X				X													
Bid Award			X				X		X		X		X		X		X		X	
Construction				X				X		X		X		X		X		X		X

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

<b>PROJECT #:</b>	17--HH	<b>NEW PROJECT:</b>	X
<b>PROGRAM #:</b>	524	<b>ADD'L APPROP:</b>	
<b>DEPARTMENT:</b>	RCS	<b>USEFUL LIFE:</b>	5 years
<b>CATEGORY:</b>	CC		

**PROJECT TITLE:** Community Center Aquatic Feasibility Study

**PROJECT DESCRIPTION**

The pool facility at the Community Center is over 50 years old. A feasibility study is needed to determine the current condition of the pool and the mechanical systems and to explore options such as adding a second pool. Ways to improve the locker room area, lifeguard offices, and attached exercise room would also be included in the study. The City Council expressed support for this project at the October 29, 2015 Study Session on Community Center Improvements.

**RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES**

General Plan OSP -2-2; Maintain and renovate existing open space, park and recreation facilities to improve their usefulness, safety and appearance.

**ALTERNATIVES**

1. Do not conduct a feasibility study.

**SOURCE OF FUNDING**

	Park-in-Lieu						TOTAL
2016/17	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
2017/18							-
2018/19							-
2019/20							-
2020/21							-
<b>TOTAL</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ 60,000</b>				

**PROJECT MANAGER:** Public Works/Aaron Bueno

# CAPITAL PROJECT

**PROJECT #:** 17-HH  
**PROGRAM #:** 524  
**DEPARTMENT:** RCS  
**CATEGORY:** CC

**PROJECT TITLE:** Community Center Aquatic Feasibility Study

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	\$50,000					50,000
Construction						-
City Staff	\$10,000					10,000
Equipment						-
<b>TOTAL</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,000</b>
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2016/17				2017/18				2018/19				2019/20				2020/21			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design		x	x	x																
Bids Received	x																			
Bid Award	x																			
Construction																				

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

<b>PROJECT #:</b>	17-JJ	<b>NEW PROJECT:</b>	X
<b>PROGRAM #:</b>	524	<b>ADD'L APPROP:</b>	X
<b>DEPARTMENT:</b>	RCS	<b>USEFUL LIFE:</b>	25+ years
<b>CATEGORY:</b>	CC		

**PROJECT TITLE:** Community Center Bathroom Upgrades

## PROJECT DESCRIPTION

The public restrooms at the Community Center are in need of updating. Most of the restrooms are located in the classroom wings. There are also restrooms in the Q Building, the Concession Building and near the tennis courts. This project would be spread over the five year CIP with two restrooms upgraded each year. City Council expressed support for this project at the October 29, 2015 Study Session on Community Center Improvements.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

General Plan OSP -2-2; Maintain and renovate existing open space, park and recreation facilities to improve their usefulness, safety and appearance.

## ALTERNATIVES

1. Do not upgrade the restrooms at the Community Center

## SOURCE OF FUNDING

	CIPR						TOTAL
2016/17	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
2017/18	40,000						40,000
2018/19							
2019/20							
2020/21							
<b>TOTAL</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>\$ 80,000</b>				

**PROJECT MANAGER:** Public Works/Misty Booth

# CAPITAL PROJECT

**PROJECT #:** 17-JJ  
**PROGRAM #:** 524  
**DEPARTMENT:** RCS  
**CATEGORY:** CC

**PROJECT TITLE:** Community Center Bathroom Upgrades

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	40,000	40,000				80,000
City Staff						-
Equipment						-
<b>TOTAL</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>				<b>\$ 80,000</b>
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2016/17				2017/18				2018/19				2019/20				2020/21			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design																				
Bids Received		x				x														
Bid Award		x				x														
Construction		x				x														

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

<b>PROJECT #:</b>	XX	<b>NEW PROJECT:</b>	X
<b>PROGRAM #:</b>	524	<b>ADD'L APPROP:</b>	X
<b>DEPARTMENT:</b>	RCS	<b>USEFUL LIFE:</b>	20+ years
<b>CATEGORY:</b>	CC		

**PROJECT TITLE:** Community Center E Wing Improvements

## PROJECT DESCRIPTION

E-42 and E-46 are highly utilized rooms at the Community Center. Both rooms need to be improved with new flooring, paint, and A/V equipment. New, larger windows would brighten the space. E-46 would have a kitchen support space and E-42 would have a small area where coffee could be made. The improvements to E-46 would increase the usable space and allow for additional rental income. E-44 is underutilized and is recommended for conversion to a Conference Room similar to the Doetsch Room at City Hall. The room would need to be updated with new flooring, fresh paint and new window coverings. A/V equipment, in addition to a conference table and chairs, would need to be purchased. A small kitchenette would be installed in the back of the room. E-44 has the potential to generate additional rental income. The small room next to E-44 would be converted to a staff break room. A refrigerator, microwave, counter, table, and chairs would be installed. The outside vents covering the upper windows of the three rooms would be removed. City Council expressed support for this project at the October 29, 2015 Study Session on Community Center Improvements.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

General Plan OSP -2-2; Maintain and renovate existing open space, park and recreation facilities to improve their usefulness, safety, and appearance.

## ALTERNATIVES

1. Do not make improvements to rooms E-42, E-44 and E-46.

## SOURCE OF FUNDING

	Parkland Dedication						TOTAL
2016/17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017/18	280,000						280,000
2018/19							-
2019/20							-
2020/21							-
<b>TOTAL</b>	<b>\$ 280,000</b>	<b>\$ -</b>	<b>\$ 280,000</b>				

**PROJECT MANAGER:** Lauren Merriman/Lance Rostege

# CAPITAL PROJECT

**PROJECT #:** XX  
**PROGRAM #:** 524  
**DEPARTMENT:** RCS  
**CATEGORY:** CC

**PROJECT TITLE:** Community Center E Wing Improvements

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction		250,000				250,000
City Staff		30,000				30,000
Equipment						-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 280,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 280,000</b>
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2016/17				2017/18				2018/19				2019/20				2020/21			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design					x															
Bids Received						x														
Bid Award						x														
Construction						x														

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

<b>PROJECT #:</b>	17-KK	<b>NEW PROJECT:</b>	X
<b>PROGRAM #:</b>	524	<b>ADD'L APPROP:</b>	X
<b>DEPARTMENT:</b>	RCS	<b>USEFUL LIFE:</b>	20+ years
<b>CATEGORY:</b>	CC		

**PROJECT TITLE:** Community Center HVAC Improvements

## PROJECT DESCRIPTION

Staff members in Recreation have offices located in D37. There is not a separate HVAC system for this room. The HVAC is shared with and controlled by one of the tenants. At times the D37 office is too hot for staff to work in. This impacts productivity. The HVAC system at the Computer Room should be separated from the building maintenance offices so that the Computer Room can be converted for other uses in the future. The HVAC system in M-50 is part of the Preschool rooms. Since M-50 hosts the Senior Nutrition Program, the smell of food often drifts into the Preschool classrooms. It would be better to separate the systems.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

General Plan OSP -2-2; Maintain and renovate existing open space, park and recreation facilities to improve their usefulness, safety, and appearance.

## ALTERNATIVES

1. Do not make HVAC improvements in D37, M50 and Computer Room

## SOURCE OF FUNDING

	CIPR						TOTAL
2016/17	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
2017/18							-
2018/19							-
2019/20							-
2020/21							-
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>				

**PROJECT MANAGER:** Misty Booth/Lance Rostege

# CAPITAL PROJECT

**PROJECT #:** 17-KK  
**PROGRAM #:** 524  
**DEPARTMENT:** RCS  
**CATEGORY:** CC

**PROJECT TITLE:** Community Center HVAC Improvements

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	50,000					50,000
Construction						-
City Staff						-
Equipment						-
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2016/17				2017/18				2018/19				2019/20				2020/21			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design																				
Bids Received		x																		
Bid Award		x																		
Construction		x																		

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

<b>PROJECT #:</b>	XX	<b>NEW PROJECT:</b>	X
<b>PROGRAM #:</b>	524	<b>ADD'L APPROP:</b>	X
<b>DEPARTMENT:</b>	RCS	<b>USEFUL LIFE:</b>	25+ years
<b>CATEGORY:</b>	CC		

**PROJECT TITLE:** Community Center Play Area Construction

**PROJECT DESCRIPTION**

The Community Center does not have a playground for children ages 5 - 12 years old. Since the Community Center has many elementary school tenants and youth who take part in recreational activities on campus, a playground for older children would be a wonderful addition. A small portion of the athletic fields and the picnic area across from room M-50 has been identified as a possible location. City Council expressed support for this project at the October 29, 2015 Study Session on Community Center Improvements.

**RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES**

General Plan OSP -2-2; Maintain and renovate existing open space, park and recreation facilities to improve their usefulness, safety, and appearance.

**ALTERNATIVES**

1. Do not construct playground at Community Center.

**SOURCE OF FUNDING**

	Park-in-lieu						TOTAL
2016/17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017/18	250,000						250,000
2018/19							-
2019/20							-
2020/21							-
<b>TOTAL</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>				

**PROJECT MANAGER:** Public Works/Regina Maurantonio

# CAPITAL PROJECT

**PROJECT #:** XX  
**PROGRAM #:** 524  
**DEPARTMENT:** RCS  
**CATEGORY:** CC

**PROJECT TITLE:** Community Center Play Area Construction

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services		50,000				50,000
Construction		125,000				125,000
City Staff		25,000				25,000
Equipment		50,000				50,000
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2016/17				2017/18				2018/19				2019/20				2020/21			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design																				
Bids Received					x															
Bid Award					x															
Construction						x	x	x												

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

<b>PROJECT #:</b>	17-LL	<b>NEW PROJECT:</b>	X
<b>PROGRAM #:</b>	524	<b>ADD'L APPROP:</b>	X
<b>DEPARTMENT:</b>	RCS	<b>USEFUL LIFE:</b>	5 years
<b>CATEGORY:</b>	CC		

**PROJECT TITLE:** Community Center Play Area Design

## PROJECT DESCRIPTION

The Community Center does not have a playground for children ages 5 - 12 years old. Since the Community Center has many elementary school tenants and youth who take part in recreational activities on campus, a playground for older children would be a wonderful addition. A small portion of the athletic fields and the picnic area across from room M-50 has been identified as a possible location. City Council expressed support for this project at the October 29, 2015 Study Session on Community Center Improvements.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

General Plan OSP -2-2; Maintain and renovate existing open space, park and recreation facilities to improve their usefulness, safety, and appearance.

## ALTERNATIVES

1. Do not design a playground for the Community Center

## SOURCE OF FUNDING

	Park-in-Lieu						TOTAL
2016/17	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
2017/18							-
2018/19							-
2019/20							-
2020/21							-
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>				

## PROJECT MANAGER: Public Works/Regina Maurantonio

# CAPITAL PROJECT

**PROJECT #:** 17-LL  
**PROGRAM #:** 524  
**DEPARTMENT:** RCS  
**CATEGORY:** CC

**PROJECT TITLE:** Community Center Play Area Design

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	\$45,000					45,000
Construction						-
City Staff	\$5,000					5,000
Equipment						-
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2016/17				2017/18				2018/19				2019/20				2020/21			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design		x	x	x																
Bids Received	x																			
Bid Award	x																			
Construction																				

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

<b>PROJECT #:</b>	17-MM	<b>NEW PROJECT:</b>	X
<b>PROGRAM #:</b>	775	<b>ADD'L APPROP:</b>	X
<b>DEPARTMENT:</b>	Public Works	<b>USEFUL LIFE:</b>	10 years
<b>CATEGORY:</b>	Community Center		

**PROJECT TITLE:** Community Center Outdoor Exercise Station Renovation

**PROJECT DESCRIPTION**

This project will include the review, design, removal, and replacement of non-operational, outdated, and under-utilized exercise equipment located at the Campbell Community Center's track area. The equipment is specifically designed for use by senior citizens, and the new equipment will be similar in nature. The surrounding surface treatments will be replaced to provide safe access to all equipment.

**RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES**

This project will address Strategic Plan Objectives 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.

**ALTERNATIVES**

1. Remove non-functional equipment and existing surface treatments. Do not replace any equipment.

**SOURCE OF FUNDING**

	Park-in-Lieu						TOTAL
2016/17	\$ 115,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,000
2017/18							-
2018/19							-
2019/20							-
2020/21							-
<b>TOTAL</b>	<b>\$ 115,000</b>	<b>\$ -</b>	<b>\$ 115,000</b>				

**PROJECT MANAGER:** Alex Mordwinow, Public Works Superintendent

# CAPITAL PROJECT

**PROJECT #:** 17-MM  
**PROGRAM #:** 775  
**DEPARTMENT:** Public Works  
**CATEGORY:** Community Center

**PROJECT TITLE:** Community Center Outdoor Exercise Station Renovation

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	10,000					10,000
Construction	100,000					100,000
City Staff	5,000					5,000
Equipment						-
<b>TOTAL</b>	<b>\$ 115,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 115,000</b>
Staff Hours	50					50

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2016/17				2017/18				2018/19				2019/20				2020/21			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design	X																			
Bids Received	X																			
Bid Award	X																			
Construction		X																		

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

<b>PROJECT #:</b>	17-NN	<b>NEW PROJECT:</b>	X
<b>PROGRAM #:</b>	524	<b>ADD'L APPROP:</b>	X
<b>DEPARTMENT:</b>	RCS	<b>USEFUL LIFE:</b>	10 years
<b>CATEGORY:</b>	CC		

**PROJECT TITLE:** Community Center Q-80 and Q-84 Improvements

## PROJECT DESCRIPTION

Q-80 and Q-84 are highly utilized rooms at the Community Center for rentals, fitness, and workshops. The rooms need to be updated with new flooring, fresh paint, and new window coverings. City Council expressed support for this project at the October 29, 2015 Study Session on Community Center Improvements.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

General Plan OSP -2-2; Maintain and renovate existing open space, park and recreation facilities to improve their usefulness, safety, and appearance.

## ALTERNATIVES

1. Do not make improvements to Q-80 and Q-84.

## SOURCE OF FUNDING

	CIPR						TOTAL
2016/17	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
2017/18							-
2018/19							-
2019/20							-
2020/21							-
<b>TOTAL</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>				

**PROJECT MANAGER:** Misty Booth/Lance Rostege

# CAPITAL PROJECT

**PROJECT #:** 17-NN  
**PROGRAM #:** 524  
**DEPARTMENT:** RCS  
**CATEGORY:** CC

**PROJECT TITLE:** Community Center Q-80 and Q-84 Improvements

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	50,000					50,000
City Staff	10,000					10,000
Equipment	40,000					40,000
<b>TOTAL</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2016/17				2017/18				2018/19				2019/20				2020/21			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design	x																			
Bids Received	x																			
Bid Award	x																			
Construction	x																			

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

<b>PROJECT #:</b>	17-PP	<b>NEW PROJECT:</b>	X
<b>PROGRAM #:</b>	730	<b>ADD'L APPROP:</b>	X
<b>DEPARTMENT:</b>	Public Works	<b>USEFUL LIFE:</b>	20 years
<b>CATEGORY:</b>	Parks & Open Space		

**PROJECT TITLE:** Community Center - Sports Fields Irrigation Upgrades

**PROJECT DESCRIPTION**

This project will add one new water meter and backflow in order to split the existing irrigation system that irrigates all sports fields at the Community Center into two independent systems. The project will provide improved water pressure to the system and will allow for improved watering times.

**RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES**

Strategic Plan Objective 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit, and enjoyment.

**ALTERNATIVES**

1. Do not add the new meter and backflow, leaving the existing irrigation system in place. Irrigation times and coverage will continue to be problematic, resulting in wasted staff time and declining turf conditions.

**SOURCE OF FUNDING**

	CIPR						TOTAL
2016/17	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
2017/18							-
2018/19							-
2019/20							-
2020/21							-
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>				

**PROJECT MANAGER:** Alex Mordwinow, Public Works Superintendent

# CAPITAL PROJECT

**PROJECT #:** 17-PP  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Parks & Open Space

**PROJECT TITLE:** Community Center - Sports Fields Irrigation Upgrades

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	50,000					50,000
City Staff						-
Equipment						-
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>
Staff Hours	50					50

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2016/17				2017/18				2018/19				2019/20				2020/21				
	Q1	Q2	Q3	Q4																	
Acquisition																					
Design	X																				
Bids Received		X																			
Bid Award			X																		
Construction			X																		

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

<b>PROJECT #:</b>	XX	<b>NEW PROJECT:</b>	X
<b>PROGRAM #:</b>	730	<b>ADD'L APPROP:</b>	
<b>DEPARTMENT:</b>	Public Works	<b>USEFUL LIFE:</b>	20
<b>CATEGORY:</b>	Streets & Signals		

**PROJECT TITLE: Eden Avenue Sidewalk Improvements**

**PROJECT DESCRIPTION**

Eden Avenue between Hamilton Avenue and the northern city limits is a major walk route feeding into Rosemary Elementary School, which is located on the northwest corner of Eden Avenue and Hamilton Avenue. The east side of Eden Avenue and the abutting Rosemary Lane lack sidewalk and adequate storm drainage facilities. This phase of the project will focus on design while additional funding sources are being identified to fund the construction phase.

**RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES**

This project addresses Strategic Plan Objective 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles, and Objective 3.4 - Streets that are safe, clean, and well-maintained.

**ALTERNATIVES**

1. Take no action to resolve this issue.

**SOURCE OF FUNDING**

	Const. Tax	Env't'l Services					TOTAL
2016/17	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
2017/18	50,000	50,000					100,000
2018/19							-
2019/20							-
2020/21							-
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>

**PROJECT MANAGER: Amy Olay**

# CAPITAL PROJECT

**PROJECT #:** XX  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets & Signals

**PROJECT TITLE:** Eden Avenue Sidewalk Improvements

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services		80,000				80,000
Construction						-
City Staff		20,000				20,000
Equipment						-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2016/17				2017/18				2018/19				2019/20				2020/21			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design							X	X												
Bids Received																				
Bid Award																				
Construction																				

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

<b>PROJECT #:</b>	XX	<b>NEW PROJECT:</b>	X
<b>PROGRAM #:</b>	730	<b>ADD'L APPROP:</b>	X
<b>DEPARTMENT:</b>	Public Works	<b>USEFUL LIFE:</b>	50 years
<b>CATEGORY:</b>	Parks & Open Space		

**PROJECT TITLE:** Los Gatos Creek Trail Feasibility Study

**PROJECT DESCRIPTION**

This project will fund a study that will assess the feasibility of constructing a creek trail on the west side of the Los Gatos Creek between Hamilton and Campbell Avenues. The study will assess and evaluate environmental issues, ownership issues, and constructability issues. The study would also be used to amend the creek trail master plan and allow the City to pursue grant funding and other outside funding sources.

**RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES**

Supports Strategic Goal 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

**ALTERNATIVES**

1. Do not perform the study.

**SOURCE OF FUNDING**

	Park In-Lieu						TOTAL
2016/17			\$ -	\$ -	\$ -	\$ -	\$ -
2017/18	\$ 100,000						100,000
2018/19							-
2019/20							-
2020/21							-
<b>TOTAL</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>				

**PROJECT MANAGER:** Amy Olay

# CAPITAL PROJECT

**PROJECT #:** XX  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Parks & Open Space

**PROJECT TITLE:** Los Gatos Creek Trail Feasibility Study

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction		90,000				90,000
City Staff		10,000				10,000
Equipment						-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>
Staff Hours		100				100

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2016/17				2017/18				2018/19				2019/20				2020/21			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design							X													
Bids Received							X													
Bid Award								X												
Construction																				

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

**PROJECT #:** 17-QQ                      **NEW PROJECT:**  
**PROGRAM #:** 730                      **ADD'L APPROP:**  
**DEPARTMENT:** Public Works        **USEFUL LIFE:** 20 Years  
**CATEGORY:** Streets & Signals

**PROJECT TITLE:**        **Miscellaneous Storm Drainage  
 Improvements**

**PROJECT DESCRIPTION**

This biennial maintenance project provides minor drainage improvements to streets to increase safety and decrease pavement deterioration. Environmental Services Funds support this project.

**RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES**

This project addresses Strategic Plan Objective 3.4 - Streets that are safe, clean, and well-maintained; and Objective 3.6 - Streets that serve the needs of adjacent land uses.

**ALTERNATIVES**

1. Allow the current conditions to remain and continue stop gap maintenance efforts.
2. Submit each individual location/project site and improvement to the City Council for approval.

**SOURCE OF FUNDING**

	Env't'l. Services						TOTAL
2016/17	50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
2017/18							-
2018/19	50,000						50,000
2019/20							-
2020/21	50,000						50,000
<b>TOTAL</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>				

**PROJECT MANAGER:** Amy Olay

# CAPITAL PROJECT

**PROJECT #:** 17-QQ  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets & Signals

**PROJECT TITLE:** Miscellaneous Storm Drainage Improvements

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	43,000		43,000		43,000	129,000
City Staff	7,000		7,000		7,000	21,000
Equipment						-
<b>TOTAL</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 150,000</b>
Staff Hours	100		100		100	300

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2016/17				2017/18				2018/19				2019/20				2020/21			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design																				
Bids Received	X								X								X			
Bid Award		X								X									X	
Construction		X								X									X	

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

**PROJECT #:** 17-RR **NEW PROJECT:** X  
**PROGRAM #:** 604 **ADD'L APPROP:**  
**DEPARTMENT:** Police **USEFUL LIFE:**  
**CATEGORY:** Equipment

**PROJECT TITLE:** Public Safety Forensic 3D Scanner

**PROJECT DESCRIPTION**

The Police Department's Major Accident Investigation Team (MAIT) and Crime Scene Investigation Team (CSI) currently use an electronic distance measuring device for their investigations. It is critical to accurately measure and record the hundreds (if not thousands) of evidentiary items that can be present at a scene for later use in court. The current system, while accurate, has become outdated and does not have certain features, including 3D mapping, that have become standard. It also takes many hours to process a scene, which can cause major traffic delays as well cause personnel to spend an extensive amount of time on processing scenes.

Newly-identified technology would help mitigate these issues as well as provide a new, updated tool that provides enhanced details and options over our current system. 3D scanners provide officers with a portable way to capture accurate details of a scene for accident investigation and crime scene reconstruction. Traffic is minimally disrupted after the accident, and evidence is recorded without compromising a crime scene.

The level of precision and detail collected from the 3D laser scanning solutions allows investigators to extract exact measurements or create 3D simulations or models of accidents and crimes for use in litigation and other analysis. The requested 3D scanner will replace the existing (and outdated) system that the PD currently uses.

**RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES**

Minimizes staff time and utilizes the most up to date technology. Reduces impacts on the community associated with crime and accident scene processing.

**ALTERNATIVES**

1. Continue to utilize current system.

**SOURCE OF FUNDING**

	CIPR						TOTAL
2016/17	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
2017/18	-						-
2018/19							-
2019/20							-
2020/21							-
<b>TOTAL</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>				

**PROJECT MANAGER:** Gary Berg

# CAPITAL PROJECT

**PROJECT #:** 17-RR  
**PROGRAM #:** 604  
**DEPARTMENT:** Police  
**CATEGORY:** Equipment

**PROJECT TITLE:** Public Safety Forensic 3D Scanner

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction						-
City Staff						-
Equipment	75,000	-				75,000
<b>TOTAL</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2016/17				2017/18				2018/19				2019/20				2020/21				
	Q1	Q2	Q3	Q4																	
Acquisition	X																				
Design																					
Bids Received																					
Bid Award																					
Construction																					

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

<b>PROJECT #:</b>	17-SS	<b>NEW PROJECT:</b>	X
<b>PROGRAM #:</b>	780	<b>ADD'L APPROP:</b>	X
<b>DEPARTMENT:</b>	Public Works	<b>USEFUL LIFE:</b>	30 years
<b>CATEGORY:</b>	Public Facility - Building		

**PROJECT TITLE:** Service Center Portable Building Replacement

## PROJECT DESCRIPTION

Replace the existing portable building at the Service Center that is used for staff offices, workshops, traffic monitoring, and storage with a new, pre-fabricated metal building. The existing building was bought over 22 years ago and does not meet the current demands of the space. The building not only has capacity issues, but has been repaired many times for rot and structural damage as well. The new warehouse/office building will provide a more efficient use of the building footprint and address some of the space needs generated from the sale of portions of Service Center lands.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Strategic Plan Objective 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit, and enjoyment.

## ALTERNATIVES

1. Have staff remain in and operate from the existing building; continue to store equipment in unsecure and unprotected areas,
2. Design and build a "brick & mortar" building to meet operational needs. This option will be substantially higher in cost than the proposed project.

## SOURCE OF FUNDING

	Grants/Private (Service Center Reserve)					TOTAL
2016/17	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 125,000
2017/18						-
2018/19						-
2019/20						-
2020/21						-
<b>TOTAL</b>	<b>\$ 125,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125,000</b>

**PROJECT MANAGER:** Alex Mordwinow, Public Works Superintendent

# CAPITAL PROJECT

**PROJECT #:** 17-SS  
**PROGRAM #:** 780  
**DEPARTMENT:** Public Works  
**CATEGORY:** Public Facility - Building

**PROJECT TITLE:** Service Center Portable Building Replacement

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services	10,000					10,000
Construction	110,000					110,000
City Staff	5,000					5,000
Equipment						-
<b>TOTAL</b>	<b>\$ 125,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125,000</b>
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2016/17				2017/18				2018/19				2019/20				2020/21			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design	X																			
Bids Received		X																		
Bid Award			X																	
Construction				X																

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June



# CAPITAL PROJECT

**PROJECT #:** XX  
**PROGRAM #:** 780  
**DEPARTMENT:** Public Works  
**CATEGORY:** Public Facility - Building

**PROJECT TITLE:** Service Center Solar Canopy

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services		10,000				10,000
Construction		90,000				90,000
City Staff						-
Equipment						-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>
Staff Hours		80				80

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2016/17				2017/18				2018/19				2019/20				2020/21			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design					X															
Bids Received						X														
Bid Award							X													
Construction								X												

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

<b>PROJECT #:</b>	17-TT	<b>NEW PROJECT:</b>	X
<b>PROGRAM #:</b>	780	<b>ADD'L APPROP:</b>	X
<b>DEPARTMENT:</b>	Public Works	<b>USEFUL LIFE:</b>	20 years
<b>CATEGORY:</b>	Public Facility - Building		

**PROJECT TITLE:** Service Center Storage Bins and Covers

**PROJECT DESCRIPTION**

Replace the existing deteriorated material storage bins located at the back of the Service Center. The existing bins are made of wood and are susceptible to damage by heavy equipment. The project will replace the wooden structures with cinder block constructed walls. The new walls will be higher and covered, allowing for more material to be stored and using less space than the current bins do. Portions of the Service Center land have been sold to adjacent property developers. The project will allow for better use of the remaining Service Center space. Additionally, the project will provide coverage of material during rain events, which is a current clean water regulation.

**RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES**

Strategic Plan Objective 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit, and enjoyment.

**ALTERNATIVES**

1. Rebuild the storage bins with other materials at a lower project cost. Other materials will not provide the long term life of the proposed project and may cost more in maintenance and ongoing costs.

**SOURCE OF FUNDING**

	Grants/Private (Service Center Reserves)					TOTAL	
2016/17	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
2017/18							-
2018/19							-
2019/20							-
2020/21							-
<b>TOTAL</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ 60,000</b>				

**PROJECT MANAGER:** Alex Mordwinow, Public Works Superintendent

# CAPITAL PROJECT

**PROJECT #:** 17-TT  
**PROGRAM #:** 780  
**DEPARTMENT:** Public Works  
**CATEGORY:** Public Facility - Building

**PROJECT TITLE:** Service Center Storage Bins and Covers

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	60,000					60,000
City Staff						-
Equipment						-
<b>TOTAL</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 60,000</b>
Staff Hours	80					80

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2016/17				2017/18				2018/19				2019/20				2020/21			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design	X																			
Bids Received	X																			
Bid Award	X																			
Construction	X																			

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

<b>PROJECT #:</b>	17-UU	<b>NEW PROJECT:</b>	X
<b>PROGRAM #:</b>	730	<b>ADD'L APPROP:</b>	X
<b>DEPARTMENT:</b>	Public Works	<b>USEFUL LIFE:</b>	20 years
<b>CATEGORY:</b>	Streets		

**PROJECT TITLE:** Sidewalk and Curb & Gutter Replacement

**PROJECT DESCRIPTION**

Replace newly damaged sidewalks that are identified for replacement or grinding. The City uses concrete and no longer uses asphalt as sidewalk replacement material when removing sections of sidewalk. Sidewalk grinds are performed on raised sidewalks where the sidewalk deflection is less than 1 and 1/2 inches. Curb and gutters are replaced in kind when the damaged or raised curb and gutter prohibits safe pedestrian access to travel ways. These locations are typically at intersections or in front of crosswalks. Curb and gutter water flow issues are NOT a criteria for replacement under this ongoing maintenance project proposal.

**RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES**

Strategic Plan Objective 3.1 - Safe residential neighborhoods. Strategic Plan Objective 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

**ALTERNATIVES**

1. Continue to replace damaged sidewalk with asphalt
2. Do not replace any curb and gutter

**SOURCE OF FUNDING**

	Const. Tax	CIPR					TOTAL
2016/17	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
2017/18	\$ 50,000	50,000					100,000
2018/19	\$ 50,000	50,000					100,000
2019/20	\$ 50,000	50,000					100,000
2020/21	\$ 50,000	50,000					100,000
<b>TOTAL</b>	<b>\$ 250,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 500,000</b>

**PROJECT MANAGER:** Alex Mordwinow, Public Works Superintendent

# CAPITAL PROJECT

**PROJECT #:** 17-UU  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets

**PROJECT TITLE:** Sidewalk and Curb & Gutter Replacement

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	100,000	100,000	100,000	100,000	100,000	500,000
City Staff						-
Equipment						-
<b>TOTAL</b>	<b>\$ 100,000</b>	<b>\$ 500,000</b>				
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2016/17				2017/18				2018/19				2019/20				2020/21			
	Q1	Q2	Q3	Q4																
Acquisition																				
Design																				
Bids Received	X				X				X				X				X			
Bid Award		X				X				X				X				X		
Construction		X	X	X		X	X	X		X	X	X		X	X	X		X	X	X

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

<b>PROJECT #:</b>	17-VV	<b>NEW PROJECT:</b>	
<b>PROGRAM #:</b>	602	<b>ADD'L APPROP:</b>	X
<b>DEPARTMENT:</b>	Police	<b>USEFUL LIFE:</b>	8 years
<b>CATEGORY:</b>	Public Facility - Equipment		

**PROJECT TITLE:** Silicon Valley Radio Communications System (SVRCS)

**PROJECT DESCRIPTION**

The Silicon Valley Regional Communications System (SVRCS) is a proposed county-wide, digital radio communications system in the 700MHz band that will allow public safety and government agencies in Santa Clara County and state-wide to improve voice interoperability. While much of the SVRCS is grant-funded, agencies are required to fund the replacement of their consoles and subscriber units. Subscriber units are mobile and portable radios. The total cost for replacement of the subscriber units will be approximately \$600,000.

Additionally, the scope of this project is being expanded to incorporate the anticipated replacement of the three existing Orbacom radio consoles with consoles that will work with the new digital, trunked radio system. The cost to replace the three existing radio consoles is estimated at a total of \$300,000.

**RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES**

Improved safety for the community

**ALTERNATIVES**

Project may be able to be deferred depending upon dependability of existing equipment and the ability of the Silicon Valley Regional Interoperability Authority to meet project milestones.

**SOURCE OF FUNDING**

	CIPR						TOTAL
2016/17	\$ 900,000		\$ -	\$ -	\$ -	\$ -	\$ 900,000
2017/18							\$0
2018/19							-
2019/20							-
2020/21							-
<b>TOTAL</b>	<b>\$ 900,000</b>	<b>\$ -</b>	<b>\$ 900,000</b>				

**PROJECT MANAGER:** Rita Thibodeau, Support Services Manager

# CAPITAL PROJECT

**PROJECT #:** 17-VV  
**PROGRAM #:** 602  
**DEPARTMENT:** Police  
**CATEGORY:** Public Facility - Equipment

**PROJECT TITLE:** Silicon Valley Radio Communications System (SVRCS)

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction						-
City Staff						-
Equipment	900,000				-	900,000
<b>TOTAL</b>	<b>\$ 900,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 900,000</b>
Staff Hours						-

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay	900,000					
Debt Service						
<b>TOTAL</b>	<b>\$ 900,000</b>	<b>\$ -</b>				
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																				
	2016/17				2017/18				2018/19				2019/20				2020/21			
	Q1	Q2	Q3	Q4																
Acquisition		X																		
Design																				
Bids Received																				
Bid Award																				
Construction																				

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

<b>PROJECT #:</b>	17-WW	<b>NEW PROJECT:</b>	X
<b>PROGRAM #:</b>	435	<b>ADD'L APPROP:</b>	
<b>DEPARTMENT:</b>	Public Works	<b>USEFUL LIFE:</b>	20 years
<b>CATEGORY:</b>	Streets/Signals		

**PROJECT TITLE: Winchester Boulevard ITS Phase II Project**

## PROJECT DESCRIPTION

Replace older video detection systems at six intersections (Winchester at Latimer, Kennedy, Budd, Camden, Sunnyoaks, and Hacienda); replace older copper interconnect cable between Hacienda Avenue and Sunnyoaks Avenue; install new emergency vehicle preemption equipment at Winchester/Hacienda and Winchester/Camden.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Supports Strategic Objective 3.7 - Streets that operate efficiently and effectively

## ALTERNATIVES

1. Do nothing.
2. Use City funds to purchase and install equipment.

## SOURCE OF FUNDING

	VTA Grant						TOTAL
2016/17	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
2017/18							-
2018/19							-
2019/20							-
2020/21							-
<b>TOTAL</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ 250,000</b>				

**PROJECT MANAGER:** Matthew Jue, Traffic Engineer

# CAPITAL PROJECT

**PROJECT #:** 17-WW  
**PROGRAM #:** 435  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets/Signals

**PROJECT TITLE:** Winchester Boulevard ITS Phase II Project

CAPITAL COST DETAIL						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Land	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Professional Services						-
Construction	85,000					85,000
City Staff	40,000					40,000
Equipment	125,000					125,000
<b>TOTAL</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000</b>
Staff Hours	450					450

OPERATING BUDGET IMPACTS						
	2016/17	2017/18	2018/19	2019/20	2020/21	TOTAL
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supplies & Services						
Capital Outlay						
Debt Service						
<b>TOTAL</b>	<b>\$ -</b>					
Funding Source						
Additional Revenue						

PROJECT SCHEDULE/CASH FLOW																					
	2016/17				2017/18				2018/19				2019/20				2020/21				
	Q1	Q2	Q3	Q4																	
Acquisition		X																			
Design		X																			
Bids Received		X																			
Bid Award		X																			
Construction			X	X																	

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# FY 2017-2021 CAPITAL IMPROVEMENT PLAN

## UNFUNDED PROJECTS--SORTED BY CIP CATEGORY

### Streets and Signals

Project	Newly Added	Total	Priority
City Gateways		\$ 100,000	Medium
Citywide LED Streetlight Conversion	x	500,000	Medium
Curb Cuts [Biennial Program]		148,000	Medium
Deferred Street Maintenance [Additional Funds]		16,500,000	High
Hamilton / Hwy 17 Southbound Off Ramp Widening	x	1,800,000	Medium
Harriet Avenue Rehabilitation Project	x	3,000,000	Medium
Median Landscaping (Campbell, Bascom, Hamilton and Harriet Avenues)		2,065,000	Low
Pollard Road/Burrows Avenue Traffic Signals		300,000	Low
Street Sign Replacement (Reflectivity Requirement)		300,000	High
<b>Sub-Total</b>		<b>\$ 24,713,000</b>	

### Community Center

Project	Newly Added	Total	Priority
Turf Conversion	x	\$ 50,000	Medium
Track Resurfacing	x	150,000	High
<b>Sub-Total</b>		<b>\$ 200,000</b>	

### Parks and Open Space

Project	Newly Added	Total	Priority
Future Park Acquisition (4-Acres)		\$ 12,000,000	Low
Los Gatos Creek Trail Extension		3,000,000	Medium
<b>Sub-Total</b>		<b>\$ 15,000,000</b>	

### Public Facility - Building

Project	Newly Added	Total	Priority
Ainsley Garden Rear Patio Enhancement	x	\$ 55,000	Low
City Hall Refresh	x	100,000	Medium
City Hall Space Study	x	50,000	Medium
Car Ports for Marked Police Vehicles		140,000	Medium
Museum Warehouse Storage	x	94,000	Medium
New Campbell Library		50,000,000	Medium
Parking Guidance System for City Garages	x	180,000	High
Resurfacing of Public Parking Lots (Downtown, Parks)		150,000	Medium
Service Center Administrative Building Renovation	x	900,000	Medium
<b>Sub-Total</b>		<b>\$ 51,669,000</b>	

### TOTAL UNFUNDED PROJECTS

TOTAL	Total
	<b>\$ 91,582,000</b>

## Capital Improvement Projects

<u>Project</u>	<u>FY 2017 Adopted</u>	<u>% of Total</u>
ADA Transition Plan Improvements	\$ 50,000	1.0%
Annual Street Maintenance	2,000,000	40.7%
Bike/Pedestrian/Traffic Safety Improvements	45,000	0.9%
Campbell Park Improvements-Design	50,000	1.0%
Campisi Way Feasibility Study	150,000	3.0%
Citywide ITS Enhancement Project	500,000	10.2%
Citywide Park Playground Renovations	100,000	2.0%
Community Center Aquatic Feasibility Study	60,000	1.2%
Community Center Bathroom Upgrades	40,000	0.8%
Community Center HVAC Improvements	50,000	1.0%
Community Center Play Area - Design	50,000	1.0%
Community Center Outdoor Exercise Station Renovation	115,000	2.3%
Community Center Q-80 and Q-84 Improvements	100,000	2.0%
Community Center Sports Fields Irrigation Upgrades	50,000	1.0%
Miscellaneous Storm Drainage Improvements	50,000	1.0%
Public Safety Forensic 3D Scanner	75,000	1.5%
Service Center Portable Building Replacement	125,000	2.5%
Service Center Storage Bins and Covers	60,000	1.2%
Sidewalk/Curb and Gutter Replacement	100,000	2.0%
Silicon Valley Radio Communications Systems (SVRCS)	900,000	18.3%
Winchester Boulevard ITS Phase II	250,000	5.1%
	<b><u>\$ 4,920,000</u></b>	<b>100.0%</b>

<u>Project Funding by Source</u>	<u>FY 2017 Adopted</u>	<u>% of Total</u>
Capital Improvement Reserve	\$ 2,620,000	53.3%
Construction Tax Reserve	75,000	1.5%
Vehicle Impact Fees	630,000	12.8%
Gas Tax	-	-
Environmental Services Reserve	50,000	1.0%
State & Local Grants	1,150,000	23.4%
TDA Grants	20,000	0.4%
Parkland Dedication Fees	375,000	7.6%
	<b><u>\$ 4,920,000</u></b>	<b>100.0%</b>

<u>Project by Category</u>	<u>FY 2017 Adopted</u>	<u>% of Total</u>
Community Center	\$ 465,000	9.5%
Parks & Open Space	650,000	13.2%
Public Facility - Building	175,000	3.6%
Public Facility - Equipment	60,000	1.2%
Public Facility - ADA Improvements	50,000	1.0%
Public Safety - Equipment	975,000	19.8%
Streets & Signals	2,545,000	51.7%
	<b><u>4,920,000</u></b>	<b>100.0%</b>

**CITY OF CAMPBELL  
CAPITAL BUDGET - Summary of Exhibits  
PROGRAM : CAPITAL PROJECTS**

**EXHIBIT A  
435.950**

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
Employee Services (Exhibit B)	\$ 427,588	\$ 619,899	\$ 223,500	\$ 269,000
Supplies, Services & Capital Outlay (Exhibit C)	2,781,591	7,227,088	2,491,500	4,651,000
Debt Service (Exhibit D)	-	-	-	-
Total Before Transfers	3,209,179	7,846,987	2,715,000	4,920,000
Transfers Out (Exhibit E)	-	-	-	-
<b>Appropriation Total</b>	<b>\$ 3,209,179</b>	<b>\$ 7,846,987</b>	<b>\$ 2,715,000</b>	<b>\$ 4,920,000</b>

FUNDING SOURCE(S)				
City Funding	\$ 335,350	\$ 3,140,000	\$ 2,080,000	\$ 3,750,000
Government Grants	385,179	315,000	635,000	1,170,000
Private Funding	77,569	249,493	-	-
<b>Funding Source Total</b>	<b>\$ 798,098</b>	<b>\$ 3,704,493</b>	<b>\$ 2,715,000</b>	<b>\$ 4,920,000</b>

REVENUE DETAIL					
Description	Fund				
Capital Improvement Reserve	101	\$ -	\$ 1,305,000	\$ 645,000	\$ 2,620,000
Construction Tax Reserve	101	-	20,000	100,000	75,000
Vehicle Impact Fees	202	298,832	365,000	370,000	630,000
Environmental Services	209	10,075	50,000	-	50,000
Parkland Dedication	295	26,443	1,200,000	965,000	375,000
Information Technologies Pool Fund	647	-	200,000	-	-
<b>City Funding</b>		<b>\$ 335,350</b>	<b>\$ 3,140,000</b>	<b>\$ 2,080,000</b>	<b>\$ 3,750,000</b>
County/Local Agency Funding	212	\$ -	\$ 215,000	\$ -	\$ -
State Funding	212/216	-	50,000	635,000	1,170,000
Federal Funding	218	385,179	50,000	-	-
<b>Government Grants</b>		<b>\$ 385,179</b>	<b>\$ 315,000</b>	<b>\$ 635,000</b>	<b>\$ 1,170,000</b>
Private Revenue	435	\$ 77,569	\$ 249,493	\$ -	\$ -
<b>Private Funding</b>		<b>\$ 77,569</b>	<b>\$ 249,493</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL FUNDING SOURCES</b>		<b>\$ 798,098</b>	<b>\$ 3,704,493</b>	<b>\$ 2,715,000</b>	<b>\$ 4,920,000</b>

CITY OF CAMPBELL  
 CAPITAL BUDGET - Employee Services  
 PROGRAM : CAPITAL PROJECTS

EXHIBIT B  
 435.950

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
7130 Project Salary & Benefits (Reimb. Dept Chgs)	\$ 427,588	\$ 619,899	\$ 269,000	\$ 269,000
<b>Total Employee Services</b>	<b>\$ 427,588</b>	<b>\$ 619,899</b>	<b>\$ 269,000</b>	<b>\$ 269,000</b>

CITY OF CAMPBELL  
 CAPITAL BUDGET - Supplies & Services Summary  
 PROGRAM : CAPITAL PROJECTS

EXHIBIT C  
 435.950

Description	FY 2014 Actual	FY 2015 Actual	FY 2016 Adopted	FY 2017 Adopted
7424 Office Expense	\$ -	\$ -	\$ -	\$ -
7430 Professional & Specialized Services	520,182	917,716	450,000	365,000
7432 Other Contractual Services	-	-	-	-
7880 Land	-	-	-	-
7881 Right of Way	-	-	-	-
7882 Buildings	-	-	-	-
7883 Improvements	2,135,771	6,206,242	365,000	2,846,000
7884 Machinery & Equipment	125,638	103,130	2,846,000	1,440,000
<b>Total Supplies, Services &amp; Capital Outlay</b>	<b>\$ 2,781,591</b>	<b>\$ 7,227,088</b>	<b>\$ 3,661,000</b>	<b>\$ 4,651,000</b>



RESOLUTION NO. 12010

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL  
ADOPTING THE CITY'S OPERATING AND CAPITAL BUDGET  
FOR FISCAL YEAR 2016-17 (FY 17)

**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 17, 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;

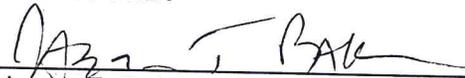
**NOW, THEREFORE, BE IT RESOLVED** by the City Council that as of July 1, 2016 the amount of \$62,014,859 be fixed as the amount necessary to meet all municipal operating requirements (excluding any further changes resulting from this public hearing and/or any miscellaneous corrections), and that the amount of \$9,840,000 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 \$71,854,859; 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 17 operating and capital budget or any miscellaneous corrections due to more refined estimates and incorporate these changes into the final published FY 17 operating and capital budget document; and,

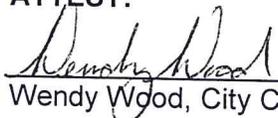
**PASSED AND ADOPTED** the 21<sup>st</sup> day of June, 2016, by the following roll call vote:

**AYES:** Councilmembers: Kotowski, Resnikoff, Cristina, Gibbons, Baker  
**NOES:** Councilmembers: None  
**ABSENT:** Councilmembers: None

**APPROVED:**

  
Jason T. Baker, Mayor

**ATTEST:**

  
Wendy Wood, City Clerk

THE FOREGOING INSTRUMENT IS A TRUE  
AND CORRECT COPY OF THE ORIGINAL  
ON FILE IN THIS OFFICE.

ATTEST: WENDY WOOD, CITY CLERK  
CITY OF CAMPBELL, CA

BY   
DATED 7/17/16

RESOLUTION NO. 12011

**A Resolution of the Campbell City Council Approving the Proposed Fiscal Years 2017-2021 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 2017-2021 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 2017-2021 Capital Improvement Plan with projects totaling \$12,220,000, including first year appropriations of \$4,920,000 for FY 17.

**PASSED AND ADOPTED** this 21<sup>st</sup> day of June, 2016, by the following roll call vote:

**AYES:** Councilmembers: Kotowski, Resnikoff, Cristina, Gibbons, Baker

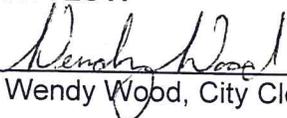
**NOES:** Councilmembers: None

**ABSENT:** Councilmembers: None

**APPROVED:**

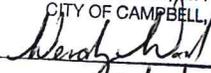
  
Jason T. Baker, Mayor

**ATTEST:**

  
Wendy Wood, City Clerk

THE FOREGOING INSTRUMENT IS A TRUE AND CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

ATTEST: WENDY WOOD, CITY CLERK  
CITY OF CAMPBELL, CA

BY 

DATED 07/17/16

# Budget Awards



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Campbell  
California**

For the Fiscal Year Beginning

**July 1, 2015**

A handwritten signature in black ink, appearing to read 'Jeffrey R. Egan'.

Executive Director

**GFOA AWARD**

# Budget Awards



**CSMFO AWARD**

# ***FY 2017 Budget Development Calendar***

## **November 2015**

11/2 CIP Forms Distributed  
11/25 Update CIP Cash Flows  
11/30 CIP Project Requests due to CM Office

## **December 2015**

12/7 IT Equipment & Project Forms & Instructions Sent to Depts.  
12/7 Motor Pool/Vehicle Equipment, Bldg/ Facility Maint. Forms & Instructions Sent to Depts.  
12/18 CIP Kick-Off Meeting

## **January 2016**

1/8 Mid-year Changes due to Finance (based on Nov Reports)  
1/14 Motor Pool/Vehicle Equipment, Bldg. & Facility Maint. Requests due to PW  
1/14 IT Equipment & Project Requests due to IT  
1/15 Distribute Round 1 Budget Packets to Departments  
1/15 Dept. Mid-year Status Reports to CM (Budget, FY 16 Work Plans & Performance Outcomes)  
1/29 Council Priority Workshop

## **February 2016**

2/3 Proposed FY 17 Work Plans Due to City Manager & Personnel Requests due to HR Office  
2/8-2/12 Review Proposed Work Plans with Dept. Heads @ 1/1's  
2/12 Round 1 Budget Requests Due to Finance  
2/12 Changes to Mission Statement/Ongoing Responsibilities due to CM Office  
2/16 Mid-year Update Report to Council  
2/26 Distribute Round 1 Budget Pages to Depts. for Proofing

## **March 2016**

3/4 Return Proofed Round 1 Budget Pages to Finance  
3/11 Distribute Final Round 1 Budget Pages to Dept.'s for Meetings w/CM  
3/11 Fee Schedule Changes Due to Finance  
3/14-3/18 Departmental Budget Meetings w/City Manager & Finance Director  
3/25 Distribute Round 2 Changes to Dept. for Proofing  
3/25 Final Work Plans Due from CM to Finance  
3/30 City Clerk to Notice Public Hearing - Fee Resolution

## **April 2016**

4/4 Return Proofed Round 2 Budget Pages to Finance  
4/4 Budget Study Session (Program Overviews and Work plans)  
4/19 Public Hearing & Adoption of User Fee Schedule & Charges

## **May 2016**

5/2 Budget Study Session - Operating Budget and CIP  
5/24 CIP - Planning Commission Review  
5/25 City Clerk to Notice Public Hearing - Budget Adoption  
5/25 Significant Accomplishments Due to CM & FIN

## **June 2016**

6/1 Distribution of Proposed Budget to Council  
6/7 Introduction of FY 17 Operating & Capital Budget (Public Hearing)  
6/21 Public Hearing & Adoption of Operating & Capital Budget  
6/21 Adoption of Gann Spending Limit

## **SUMMARY OF BUDGET PROCESS**

The City of Campbell adopts an annual budget. There is one document containing both summary and detailed information on revenues and expenditure appropriations for the Fiscal Year beginning July 1, and ending June 30. In addition to the operating budget, the City Council adopts a five-year Capital Improvement Plan (CIP) from which new projects for the first year become an integral part of the proposed operating/capital budget. Typically, this process begins in late September with the distribution of CIP request forms and instructions and ends in mid April or early May with Council's formal adoption of the five-year CIP. Although a CIP document is prepared separate from the budget document, the CIP information is incorporated into the budget document resulting in an operating/capital budget.

The formal operating budget preparation process begins in mid December with distribution of budget packets containing the appropriate forms and instructions to assist the preparer. If desired, a budget kick-off meeting is scheduled for the purpose of outlining the budget calendar, as well as the process, procedures and forms to be used in the development of the budget. More importantly, this ensures that the budget is prepared in accordance with fiscal policies/guidelines and objectives established by the City Council. The time frames provided in the budget calendar reflect early involvement of City staff and the City Council in review and discussion of policy direction, goals and objectives concurrent with development of financial projections and service level requirements. With this approach, the necessary components that guide the process are incorporated into the proposed budget prior to formal submission to the City Council. Readers may be interested to know that all appropriations, excluding Capital Projects, lapse at year-end. This means that this budget only contains new appropriations for the Fiscal Year.

## **BUDGET AMENDMENTS**

Because the budget is an estimate, from time to time it is necessary to make adjustments to fine-tune the line-items within it. Various levels of administrative control are utilized to maintain the budget's integrity. Program Managers are accountable for the line-item level of control of their individual program budgets for operating revenues and expenditures as well as capital projects. Department Heads are accountable for the fund level of control for funds within their departments. Finance oversees the general level of accountability related to budgetary integrity through systems checks and balances and various internal controls. Budget adjustments can consist of two basic types; administrative adjustments or those requiring additional appropriations. The City Manager can authorize budget adjustments within the adopted budget or those requiring transfers from reserves of less than \$5,000. These are referred to as administrative budget adjustments. All budget adjustments that increase appropriations or any adjustments to capital projects must be approved by resolution of the City Council whether they are for the operating or capital budget.

A General Fund mid-year report is presented to the City Council in February of each year. Budget amendments resulting from that review are authorized by resolution of the City Council. The City strives to publish a budget that will qualify for the Distinguished Budget Presentation Award from the Government Finance Officer's Association (GFOA) and the Excellence in Operating Budgeting Award from the California Society of Municipal Finance Officers (CSMFO).

The City Council has established formal Financial and Administrative Policies. These policies require a review of the General Fund (the City's largest fund) at the mid-point of the fiscal year. All appropriation adjustments are approved at that time by resolution of the City Council and implemented by the Finance Department. Excerpts from the Financial Policies Summary are incorporated within the Summary budget document.

## BUDGET EXHIBITS

### Summary of Exhibits

**Exhibit A:** This is a three-part summary. The first section, the **Summary of all Expenditures by Major Category**, summarizes total appropriations by program. It is considered to be the program's use of funds. The next Section of the form is the **Funding Source Summary** or source of funds. It identifies the major sources of funding for the program such as General Fund, Gas Tax, Etc.

The source and use sections must be equal in total dollars. In the unlikely circumstance that the two do not equal, budgeting a non-operating funding source such as beginning fund balance may be required.

**Revenues Monitored by the Program.** This third section of the form reflects revenue accounts that are projected and monitored by the respective program. Revenue titles and account numbers in addition to historical and projected data are reflected in this section. Total revenues may be less than, equal to, or greater than the preceding two sections of the form. Revenue documentation forms for each revenue account are completed to support both the revenue projection and fee resolution changes.

### Employee Services Summary

**Exhibit B:** This exhibit is completed by the Finance Department once final salary and benefit information is available. Department heads and managers contact Finance when specific salary and benefit information is needed.

### Personnel Allocation Detail

**Exhibit B-1:** This two-part exhibit serves as the detail to salary accounts #7001 and #7002 in Exhibit B. The top half of this form is for permanent personnel, and the bottom half is for temporary and contract personnel. The current fiscal years' full-time equivalents (FTE's) and related salary dollars (not including benefits) are identified in the shaded columns.

### Supplies and Services Summary

**Exhibit C:** The line-item detail information that supports this exhibit is contained in Exhibit C-1. Line item total from Exhibit C-1 are brought forward to this exhibit. Both exhibits are equal in total dollars.

### Supplies and Services Detail

**Exhibit C-1:** In this single exhibit, each line-item should contain narrative regarding the specific types of expenditures budgeted. Sub-total by line-item are totaled and transferred to the appropriate location on Exhibit C. Both exhibits are equal in total dollars.

### Debt Service Detail

**Exhibit D:** This exhibit is used by the Finance program area to identify principal and interest payments related to debt service.

### Transfers Detail

**Exhibit E:** This exhibit provides narrative similar to that reflected on Exhibit C-1. The primary difference is that this from pertains to interfund transfers. The information provided on this form rolls forward to the appropriate section of Exhibit A. The recipient fund and program number in addition to the intended use of the transferred funds is provided.

## Program / Department / Fund Matrix

<u>Program Name</u>	<u>#</u>	<u>Department Name</u>	<u>Fund Name</u>	<u>#</u>
City Council	501	Legislative Bodies	General Fund	101
City Manager	510	City Manager - Administration	General Fund	101
City Clerk	511	Legislative Bodies	General Fund	101
Human Resources	515	City Manager - Administration	General Fund	101
Workers' Compensation Insurance	516	City Manager - Administration	Workers Comp. Trust	690
Information Technologies	547	City Manager	IT Pool	647
Community Svcs. Administration	524	Recreation & Comm. Services	General Fund	101
Senior Nutrition Program	525	Recreation & Comm. Services	General Fund	101
Adult Services	526	Recreation & Comm. Services	General Fund	101
Campbell Community Center	527	Recreation & Comm. Services	General Fund	101
Museum Services	528	Recreation & Comm. Services	General Fund	101
Heritage Theatre	529	Recreation & Comm. Services	General Fund	101
Sports, Aquatics & Fitness	531	Recreation & Comm. Services	General Fund	101
Preschool, Day Camp & Enrichment Classes	532	Recreation & Comm. Services	General Fund	101
Accounting	535	Finance Department	General Fund	101
Non-Departmental	540	Finance Department	General Fund	101
2002 C.O.P. Debt Service	543	Debt Service	Debt Service - C.O.P.	366
1997 C.O.P. Debt Service	544	Debt Service	Debt Service - C.O.P.	368
Community Facilities District #1	549	Finance Department	Community Facilities District #1	236
Comm. Dev. - Administration	550	Community Development	General Fund	101
Current Planning	551	Community Development	General Fund	101
Policy Development	552	Community Development	General Fund	101
Housing	553	Community Development	Housing & Comm. Dev.	208
Building	554	Community Development	General Fund	101
Economic Development	556	Community Development	General Fund	101
Housing Assistance	557	Community Development	Low-Moderate Income Housing	233
Legal Services	560	City Manager - Administration	General Fund	101
Police - Administration	601	Police Department	General Fund	101
Communications	602	Police Department	General Fund	101
Records	603	Police Department	General Fund	101
Special Enforcement Services	604	Police Department	General Fund	101
Field Services	605	Police Department	General Fund	101
Fire Protection Services	610	Police Department	General Fund	101
Public Works (PW) - Administration	701	Public Works Department	General Fund	101
Environmental Programs	715	Public Works Department	Solid Waste Mgmt.	209
Transportation Engineering	720	Public Works Department	General Fund	101
Engineering	730	Public Works Department	General Fund	101
Land Dev. / Envir. Programs	740	Public Works Department	General Fund	101
Community Facilities District #2	741	Public Works Department	Community Facilities District #2	237
PW Maintenance Administration	745	Public Works Department	General Fund	101
Vehicle & Equip. Maint. Services	750	Public Works Department	Motor Vehicle Pool	641
Street Maintenance	760	Public Works Department	Gas Tax	204
Signals & Lighting Maint.	770	Public Works Department	Lighting & Lndscp. Dist.	207
Park Maintenance	775	Public Works Department	Lighting & Lndscp. Dist.	207
Building Maintenance	780	Public Works Department	General Fund	101
Capital Projects	950	Capital Project	Capital Projects	435
Transfers-Out	990	Other Financing Sources		

## **FUND DESCRIPTIONS**

The basic accounting and reporting entity for the City is a fund. A fund is "an independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created." Funds are established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Funds used in government are classified into three broad categories: governmental, proprietary and fiduciary. Governmental funds include activities usually associated with a typical state or local government's operations (public safety, general government activities, etc.). Proprietary funds are used to account for activities often found in the private sector (utilities, stadiums and golf courses are prime examples). Trust and Agency funds are utilized in situations where the government is acting in a fiduciary capacity as a trustee or agent. The various funds are grouped in fund types and categories as follows:

**GOVERNMENTAL FUNDS** - include activities usually associated with the governmental entities' operation (police, fire, and general governmental functions).

**General Fund** - The General Fund is used as the accounting entity for resources traditionally associated with governments such as administration, engineering and public safety, which are not required to be accounted for in another fund.

**Special Revenue Funds** - are those which have been created in accordance with the requirements of State and Federal statutes or which requires that the funds be used only for designated functions.

**Gas Tax Fund** - budgets and accounts for revenues and expenditures pertaining to the maintenance and 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
212	State & Other Grants (State & Local)
216	TDA Grant
218	Federal Grants
233	Low-Moderate Income Housing
236	Community Facilities District #1
237	Community Facilities District #2
295	Parkland Dedication
366	Debt Service - City C.O.P.
368	Debt Service - 1997 C.O.P.
435	Capital Projects Fund *
641	Motor Vehicle Pool
647	Information Technology Pool
690	Workers Compensation
794	Parks and Museum
797	Adult Center

\* Indicates Individual Major Fund

## **List of Programs**

### **City Council**

501 City Council

### **City Manager**

510 City Manager - Administration  
511 City Clerk  
515 Human Resources  
516 Workers Compensation Self-Insurance  
547 Information Technology

### **Recreation & Community Services**

524 Recreation & Community Services - Administration  
525 Senior Citizen Nutrition Program  
526 Adult Services  
527 Campbell Community Center  
528 Museum Services  
529 Heritage Theatre  
531 Sports, Aquatics & Fitness  
532 Pre-School, Day Camp & Enrichment Classes

### **Finance**

535 Accounting  
540 Non-Departmental  
543 2002 C.O.P. Debt Service  
544 1997 C.O.P. Debt Service  
549 Community Facilities District #1

### **Community Development**

550 Community Development - Administration  
551 Current Planning  
552 Policy Development  
553 CDBG Housing  
554 Building  
556 Economic Development  
557 Housing Assistance

## **List of Programs**

### **Legal Services**

560 Legal Services

### **Police**

601 Police - Administration  
602 Communications  
603 Records  
604 Special Enforcement Services  
605 Field Services  
610 Fire Protection Services

### **Public Works**

701 Public Works - Administration  
715 Environmental Programs  
720 Transportation Engineering  
730 Engineering  
740 Land Development / Environmental Programs  
741 Community Facilities District #2  
745 Public Works 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**

<b><u>Acronym</u></b>	<b><u>Description</u></b>
<b><u>AAM</u></b>	American Association of Museums
<b><u>ABAG</u></b>	Association of Bay Area Governments
<b><u>ADA</u></b>	American Disabilities Act
<b><u>AELE</u></b>	Americans for Law Enforcement
<b><u>AFIS</u></b>	Automated Fingerprint Identification System
<b><u>AICP</u></b>	American Institute of Certified Planners
<b><u>AMA</u></b>	American Museum Association
<b><u>AOT</u></b>	Advanced Officer Training
<b><u>A/P</u></b>	Accounts Payable
<b><u>APA</u></b>	American Payroll Association
<b><u>APA</u></b>	American Planning Association
<b><u>APC</u></b>	Armored Personnel Carrier
<b><u>APWA</u></b>	American Public Works Association
<b><u>A/R</u></b>	Accounts Receivable
<b><u>ARK</u></b>	Ark
<b><u>ARRA</u></b>	American Recovery and Reinvestment Act
<b><u>ARRA</u></b>	Asphalt Recycling & Reclaiming Association
<b><u>ASCAP</u></b>	American Society of Composers, Authors & Performers
<b><u>ASIS</u></b>	American Society for Industrial Security
<b><u>ATAP</u></b>	Association of Threat Assessment Professionals
<b><u>AT &amp; T</u></b>	American Telephone & Telegraph
<b><u>AWS</u></b>	Automated Warrant System
<b><u>BAAQMD</u></b>	Bay Area Air Quality Management District
<b><u>BCS</u></b>	Budget correction Strategy
<b><u>BFB</u></b>	Beginning Fund Balance
<b><u>BOMA</u></b>	Building Owners Managers Association
<b><u>BVP</u></b>	Bulletproof Vest Program
<b><u>CABO</u></b>	Certified Association of Building Officials
<b><u>CAD</u></b>	Computer Aided Dispatch
<b><u>CAFR</u></b>	Comprehensive Annual Financial Report
<b><u>CAHN</u></b>	California Association of Hostage Negotiators
<b><u>CALPELRA</u></b>	California Public Employers Labor Relations Association
<b><u>CAPE</u></b>	California Association of Property & Evidence
<b><u>CAPIO</u></b>	California Association of Public Information Officers
<b><u>CBO</u></b>	City Building Official
<b><u>CATO</u></b>	California Association of Tactical Officers
<b><u>CCUG</u></b>	California CLETS Users Group

## **GLOSSARY OF ACRONYMS**

<b><u>Acronym</u></b>	<b><u>Description</u></b>
<b><u>CDBG</u></b>	Community Development Block Grant
<b><u>CERT</u></b>	Community Emergency Response Team
<b><u>CESA</u></b>	California Emergency Services Association
<b><u>CEQA</u></b>	California Environmental Quality Act
<b><u>CFCIA</u></b>	California Finance Crimes Investigation Association
<b><u>CHIA</u></b>	California Homicide Investigators Association
<b><u>CHP</u></b>	California Highway Patrol
<b><u>CIP</u></b>	Capital Improvement Plan
<b><u>CIPR</u></b>	Capital Improvement Plan Reserve
<b><u>CJIC</u></b>	Criminal Justice Information Control
<b><u>CLEARs</u></b>	California Law Enforcement Association of Records Supervisor
<b><u>CLETEP</u></b>	California Law Enforcement Technology Equipment Purchase
<b><u>CLETS</u></b>	California Law Enforcement Telecommunication System
<b><u>CMA</u></b>	Congestion Management Association
<b><u>CMEA</u></b>	Campbell Municipal Employees Association
<b><u>CMP</u></b>	Congestion Management Program
<b><u>CMTA</u></b>	California Municipal Treasurers Association
<b><u>CNOA</u></b>	California Narcotics Officers Association
<b><u>CNT</u></b>	Crisis Negotiation Team
<b><u>COP</u></b>	Certificates of Participation
<b><u>CPCEA</u></b>	Campbell Police Civilian Employees Association
<b><u>CPOA</u></b>	California Police Officers Association
<b><u>CPR</u></b>	Cardio Pulmonary Resuscitation
<b><u>CPRS</u></b>	California Parks & Recreation Society
<b><u>CPT</u></b>	Continued Professional Training
<b><u>CRA</u></b>	California Redevelopment Association
<b><u>CSAIA</u></b>	California Sexual Assault Investigation Association
<b><u>CSMFO</u></b>	California Society of Municipal Finance Officers
<b><u>CSO</u></b>	Community Service Officer
<b><u>CSRT</u></b>	Crime Scene Response Team
<b><u>CUHSD</u></b>	Campbell Union High School District
<b><u>CUSD</u></b>	Campbell Union School District
<b><u>CWSA</u></b>	California Warrant Specialist Association
<b><u>DA</u></b>	District Attorney
<b><u>DARE</u></b>	Drug Abuse Resistance Education
<b><u>DCBA</u></b>	Downtown Campbell Business Association
<b><u>DDA</u></b>	Disposition Development Agreement

## **GLOSSARY OF ACRONYMS**

<b><u>Acronym</u></b>	<b><u>Description</u></b>
<b><u>DDLA</u></b>	Disposition Development & Loan Agreement
<b><u>DNA</u></b>	Deoxyribonucleic Acid
<b><u>DOIR</u></b>	Department of Industrial Relations
<b><u>DRC</u></b>	Development Review Committee
<b><u>DUI</u></b>	Driving Under the Influence of Drugs or Alcohol
<b><u>EBS</u></b>	Employee Benefit Specialists
<b><u>ECOMM</u></b>	Emergency Communications
<b><u>EIR</u></b>	Environmental Impact Report
<b><u>EMPG</u></b>	Emergency Management Performance Grant
<b><u>EOC</u></b>	Emergency Operations Center
<b><u>EOS</u></b>	Employer & Occupational Services
<b><u>ERAF</u></b>	Educational Revenue Augmentation Fund
<b><u>ESGR</u></b>	Employer Support for Guard and Reserve
<b><u>ESO</u></b>	Economic Social Opportunities
<b><u>ESRI</u></b>	Environmental Systems Research Institute, Inc.
<b><u>EVOC</u></b>	Emergency Vehicle Operations Course
<b><u>FBI</u></b>	Federal Bureau of Investigation
<b><u>FOCUS</u></b>	Focusing Our Vision
<b><u>FOHT</u></b>	Friends of the Heritage Theatre
<b><u>FTK</u></b>	Forensic Tool Kit
<b><u>FY</u></b>	Fiscal Year
<b><u>GAAP</u></b>	Generally Accepted Accounting Principals
<b><u>GASB</u></b>	Government Accounting Standards Board
<b><u>GF</u></b>	General Fund
<b><u>GFOA</u></b>	Government Finance Officers Association
<b><u>GIS</u></b>	Geographical Information Systems
<b><u>GL</u></b>	General Ledger
<b><u>GPS</u></b>	Global Positioning System
<b><u>GTS</u></b>	Government Tech Series Software
<b><u>HCD</u></b>	Housing & Community Development
<b><u>HDC</u></b>	Historic Downtown Campbell
<b><u>HDDTA</u></b>	High Density Drug Trafficking Area
<b><u>HSIP</u></b>	Highway Safety Improvement Program
<b><u>HPB</u></b>	Historic Preservation Board
<b><u>HR</u></b>	Human Resources
<b><u>HVAC</u></b>	Heating Ventilation Air Conditioning`
<b><u>ID</u></b>	Identification

## **GLOSSARY OF ACRONYMS**

<b><u>Acronym</u></b>	<b><u>Description</u></b>
<b><u>IAPE</u></b>	International Association of Property & Evidence
<b><u>ICC</u></b>	International Code Council
<b><u>ICMA</u></b>	International City Management Association
<b><u>ICS</u></b>	Incident Command System
<b><u>IIPP</u></b>	Injury/Illness Prevention Program
<b><u>IMLA</u></b>	International Municipal Lawyer's Association
<b><u>IMSA</u></b>	International Municipal Signal Association
<b><u>IMIU</u></b>	Information Management Interface Unit
<b><u>ISU</u></b>	Investigative Services Unit
<b><u>IT</u></b>	Information Technology (Previously Referred to as MIS)
<b><u>ITE</u></b>	Institute of Transportation Engineering
<b><u>ITS</u></b>	Intelligent Transportation Systems
<b><u>IVR</u></b>	Interactive Voice Response System
<b><u>JAG</u></b>	Justice Assistance Grant
<b><u>LAFCO</u></b>	Local Agency Formation Commission
<b><u>LAIF</u></b>	Local Agency Investment Fund
<b><u>LCC</u></b>	League of California Cities
<b><u>LEEC</u></b>	Law Enforcement Executive Council
<b><u>LED</u></b>	Light Emitting Diodes
<b><u>LID</u></b>	Local Improvement District
<b><u>LLD</u></b>	Lighting & Landscape District
<b><u>LLEBG</u></b>	Local Law Enforcement Block Grant
<b><u>MAC</u></b>	Moves, Adds & Changes
<b><u>MAIT</u></b>	Major Accident Investigation Team
<b><u>MERGE</u></b>	Mobile Emergency Response Group & Equipment
<b><u>MIC</u></b>	Millmen and Industrial Carpenters
<b><u>MIS</u></b>	Management Information Systems (Now Referred to as IT)
<b><u>MISAC</u></b>	Municipal Information Systems Association of California
<b><u>MMANC</u></b>	Municipal Management Assistants Northern California
<b><u>MSI</u></b>	Message Switch Interface
<b><u>MOU</u></b>	Memorandum of Understanding
<b><u>MTBE</u></b>	Methyl Tertiary Butyl Ether
<b><u>MTC</u></b>	Metropolitan Transportation Commission
<b><u>MTEP</u></b>	Management Talent Exchange Program
<b><u>NAFTO</u></b>	National Association of Field Training Officers
<b><u>NAGBOR</u></b>	Net Adjusted Gross Box Office Receipts

## **GLOSSARY OF ACRONYMS**

<b><u>Acronym</u></b>	<b><u>Description</u></b>
<b><u>NEMA</u></b>	National Electrical Manufacturers Association
<b><u>NPDES</u></b>	National Pollution Discharge Elimination System
<b><u>NOCA</u></b>	North of Campbell Avenue
<b><u>NRPA</u></b>	National Recreation Parks Association
<b><u>NTOA</u></b>	National Tactical Officers Association
<b><u>NTMP</u></b>	Neighborhood Traffic Management Plan
<b><u>OC</u></b>	Oleoresin Capsicum
<b><u>OCBH</u></b>	Orchard City Banquet Hall
<b><u>OPEB</u></b>	Other Post-Employment Benefits
<b><u>OTS</u></b>	Office of Traffic Safety
<b><u>PARS</u></b>	Public Agency Retirement System
<b><u>PAS</u></b>	Passive Alcohol Sensor
<b><u>PCI</u></b>	Pavement Condition Index
<b><u>PDA</u></b>	Priority Development Area
<b><u>PEP</u></b>	Personal Emergency Preparedness
<b><u>PERS</u></b>	Public Employees' Retirement System
<b><u>PG&amp;E</u></b>	Pacific Gas and Electric
<b><u>POA</u></b>	Police Officers' Association
<b><u>POST</u></b>	Peace Officers Training Standards
<b><u>PPE</u></b>	Personal Protective Equipment
<b><u>PPT</u></b>	Permanent Part-Time
<b><u>PSA</u></b>	Public Safety Assistant
<b><u>PW</u></b>	Public Works
<b><u>R&amp;CS</u></b>	Recreation & Community Services
<b><u>RDA</u></b>	Redevelopment Agency
<b><u>RFP</u></b>	Request for Proposal
<b><u>RMS</u></b>	Records Management Systems
<b><u>RPTTF</u></b>	Redevelopment Agency Property Tax Trust Fund
<b><u>RSS</u></b>	Real Simple Syndication
<b><u>RWQCB</u></b>	Regional Water Quality Control Board
<b><u>SAN</u></b>	Storage Area Network
<b><u>SANCRA</u></b>	Sports Association of Northern California Recreation Agencies
<b><u>SARC</u></b>	Site & Architectural Review Committee
<b><u>SCBA</u></b>	Self-Contained Breathing Apparatus
<b><u>SCC</u></b>	Santa Clara County
<b><u>SCCCA</u></b>	Santa Clara County Cities Association
<b><u>SCCAPO</u></b>	Santa Clara County Association of Planning Officials

## **GLOSSARY OF ACRONYMS**

<b><u>Acronym</u></b>	<b><u>Description</u></b>
<b><u>SCCATO</u></b>	Santa Clara County Association of Training Officers
<b><u>SCCFD</u></b>	Santa Clara County Fire Department
<b><u>SCCSET</u></b>	Santa Clara County Special Enforcement Team
<b><u>SCVIU</u></b>	Santa Clara Valley Intelligence Unit
<b><u>SCVWD</u></b>	Santa Clara Valley Water District
<b><u>SLETS</u></b>	Sheriff's Law Enforcement Telecommunication System
<b><u>SIR</u></b>	Self Insured Retention
<b><u>SOCA</u></b>	South of Campbell Avenue
<b><u>SSD</u></b>	Special Services Division
<b><u>SV-ITS</u></b>	Silicon Valley-Intelligent Transportation Systems
<b><u>SVACA</u></b>	Silicon Valley Animal Control Authority
<b><u>SVMG</u></b>	Silicon Valley Manufacturing Group
<b><u>SVRIP</u></b>	Silicon Valley Regional Interoperability Project
<b><u>SWAT</u></b>	Special Weapons & Tactics
<b><u>TABS</u></b>	Tax Allocation Bonds
<b><u>TBD</u></b>	To Be Determined
<b><u>TMS</u></b>	Training Manager System
<b><u>TOT</u></b>	Transient Occupancy Tax
<b><u>TRAK</u></b>	Technology to Recover Abducted Kids
<b><u>TRB</u></b>	Transportation Resources Board
<b><u>UPS</u></b>	Uninterruptible Power Supply
<b><u>URL</u></b>	Uniform Resource Locator
<b><u>URM</u></b>	Un-reinforced Masonry
<b><u>VC</u></b>	Vehicle Codes
<b><u>VMC</u></b>	Valley Medical Center
<b><u>VPN</u></b>	Virtual Private Network
<b><u>VTA</u></b>	Valley Transportation Authority
<b><u>WAMA</u></b>	Western American Museum Association
<b><u>WMD</u></b>	Weapons of Mass Destruction
<b><u>WWW</u></b>	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.

**ASSESSED VALUATION** - A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County Assessor for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change of ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal.

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

**BALANCED BUDGET** – A budget is considered balanced where operating revenues, including budgeted use of reserves, meet or exceed operating expenditures. The City of Campbell adopts a balanced budget annually.

**BONDS** - A bond is a written promise to pay a specified sum of money (called the face value or principal amount) at a specified date or dates in the future (called the maturity date) together with period interest at a specified rate.

## **GLOSSARY OF BUDGET TERMS**

**BUDGET** - As the City's financial operating plan for the fiscal year, the budget displays the estimated expenditures (costs) for providing services and the estimated sources of revenue (income) to pay for them. Once the City Council adopts the budget, the total becomes the maximum spending limit. Campbell's budget operates on a fiscal year (July 1, through June 30) basis.

**BUDGET AMENDMENT** - The Council may amend or supplement the budget at any time after adoption. The City Manager has the authority to approve administrative adjustments to the budget as outlined in the Financial and Administrative Policies set by Council.

**BUDGET DOCUMENT** - The instrument used by the City Council to present a comprehensive financial program to the appropriating body. Campbell's budget consists of two documents. The Budget contains a budget message to the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The document consists of exhibits that show, in detail, the information as to the past years' actual revenues, expenditures, and other data used in determining the estimates. In addition to the budget document, the appropriation resolution is necessary to put the budget into effect.

**BUDGET MESSAGE** - Included in the opening section of the budget, the Budget Message provides the Council and the public with a summary of the most important aspects of the budget, comparative data from previous fiscal years, goals and objectives, and the views and recommendations of the City Manager.

**BUDGET POLICIES** - General and specific guidelines adopted by the Council that govern the financial plan's preparation and administration.

**CAPITAL IMPROVEMENT PLAN (CIP)** - The plan or schedule of expenditures for major construction of roads, sidewalks, City facilities and/or park improvements and for the purchase of equipment. Campbell's CIP follows a five-year schedule and includes projects which cost \$25,000 or more to complete. The CIP is approved along with the adoption of the budget, which appropriates the first year of the CIP.

**CONTINGENCY** - A reserve set aside for emergency or unanticipated appropriations.

**DEBT INSTRUMENT** - Methods of borrowing funds, including General Obligation (G.O.) bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, tax allocation bonds, and Certificates of Participation (COPs). (See Bonds.)

**DEBT SERVICE** - Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes, or Certificates of Participation (COP's).

## **GLOSSARY OF BUDGET TERMS**

**DEBT SERVICE FUNDS** - Are used to account for the accumulation of resources and the payment of, principal and interest on the City's bonds, Certificates of Participation (C.O.P.), and other long-term obligations.

**DEPARTMENT** - A major organizational unit of the City which has been assigned overall management responsibility for an operation or a group of related operations within a functional area. In Campbell, Department Heads are the chief administrators within a department. Program Managers typically report to either the Department Head or his/her assistant.

**EMPLOYEE SERVICES** - A budget category which generally accounts for salaries of full-time and temporary employees, overtime expenses, and all employee benefits, such as medical, dental, and retirement.

**ENCUMBRANCES** - Commitments against an approved budget for unperformed (executory) contracts for goods or services. They cease to be encumbrances when the obligations are paid or otherwise terminated.

**EXPENDITURE** - The outflow of funds paid or to be paid for an asset obtained or goods and services obtained. Note: An encumbrance is not an expenditure; an encumbrance is a commitment of funds to be expended. (See Encumbrances.)

**FISCAL YEAR** - The period designated by the City for the beginning and ending of financial transactions. The fiscal year begins July 1 and ends June 30.

**FIXED ASSETS** - Non-consumable assets of a long-term nature such as land, buildings, machinery, furniture, and other equipment. The city has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$5000.

**FULL-TIME EQUIVALENTS (FTE)** - The amount of time a position has been budgeted for in terms of the amount of time a regular, full-time employee normally works in a year. Full-time employees are paid for 2,080 hours in a year equating to 1.0 FTE. Correspondingly, a part-time employee who works 1,040 hours would equate to 0.5 FTE. Elected positions are budgeted, however, are not included in net FTE totals.

**FUND** - Municipal governments organize and operate their accounting systems on a fund basis. The formal definition of the fund is an independent financial and accounting entity with a self-balancing set of accounts in which cities record financial transactions relating to revenues, expenditures, assets and liabilities. Each fund has a budget with exception of the General Fund (which accounts for general purpose actions and has unrestricted revenue sources). Each remaining fund typically has a unique funding source and purpose. Establishing funds enables the City to account for the use of restricted revenue sources and carry on specific activities or pursue specific objectives.

## **GLOSSARY OF BUDGET TERMS**

**FUND BALANCE** - Fund balance is the excess of assets over liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses.

**GAAP** - (Generally Accepted Accounting Principles) - Both industry and governments use Generally Accepted Accounting Principles as standards for accounting and reporting financial activity. The Governmental Accounting Standards Board (GASB) is the primary source of governmental GAAP.

**GENERAL FUND** - The primary operating fund of the City, all revenues that are not required by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

**GENERAL OBLIGATION BONDS** - Bonds for which the City pledges its full faith and credit for repayment. Debt Service is paid from property tax revenue levied (in the case of voter-approved bonds) or other general revenue.

**GOAL** - A statement of broad direction, purpose, or intent. In Campbell's budget, goals are synonymous with mission statements.

**GRANT** - External contributions, and/or gifts of cash, or other assets typically from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is Community Development Block Grant funding from the Federal Government.

**INTERFUND TRANSFERS** - When the City moves money between its various funds, it makes an interfund transfer, referred to as transfers-in and transfers-out. In aggregate, transfers in and out offset each other for the fiscal year.

**INTERNAL SERVICE FUNDS** - Are used to finance and account for goods and/or services provided by one City department to other City departments on a cost reimbursement basis.

**LINE-ITEM BUDGET** - A budget that lists detailed expenditure categories (salaries & benefits, office supplies, travel, dues, rents, etc.) separately, along with the amount budgeted for each specified category. The Summary Budget reflects the program rather than line-item budgets. The Detail Budget reflects the line-item detail. In Campbell, the line-item level is the level of accountability in a fiscal year.

**MODIFIED ACCRUAL BASIS OF ACCOUNTING** - Basis of accounting according to which (a) revenues are recognized in the accounting period in which they have become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.

## **GLOSSARY OF BUDGET TERMS**

**MUNICIPAL CODE** - A book that codifies the City Council approved ordinances currently in effect. The Code defines City policy with respect to all areas of municipal jurisdictions and administration.

**NON-DEPARTMENTAL** - This program accounts for all expenditures that are not specifically designated to any operating department within the General Fund. Examples of expenses include insurance costs, general utilities and claims costs.

**NON-OPERATING BUDGET** - The non-operating budget contains non-operating funds which the City uses to finance projects with limited objectives and/or finite life spans. These budgets do not lapse at year end and are carried forward from year to year until the monies are fully expended or their purposes are accomplished or abandoned. As a matter of practice, Campbell budgets for all non-operating funds. The non-operating portion of the budget typically accounts for debts, reserves and capital projects funds.

**OBJECTIVE** - A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program or service level.

**OBJECTS OF EXPENDITURE** - The individual expenditure accounts used to record each type of expenditure incurred in City operations. For budgeting purposes, objects of expenditure are categorized into groups of similar types of expenditures called major objects or types of expenditure. The major objects of expenditure used in the budget are:

**Employee Services** - Salaries and benefits paid to City employees (permanent and temporary).

**Supplies and Other Services** - Office supplies; travel and related expenses; rents; contractual services; and memberships, dues and books.

**Debt Service** - Payments of principal and interest on debt instruments.

**Capital Outlay** - The purchase of non-consumable assets that exceed the capitalization limit of \$5000 and that are expected to have a useful life of more than one year. These would include furniture, fixtures, machinery and equipment.

**Transfers** - (See Interfund Transfers)

## **GLOSSARY OF BUDGET TERMS**

**ORDINANCE** - A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless pre-empted by a higher form of law. An Ordinance has a higher legal standing than a Resolution and is typically codified in a city's municipal code.

**OPERATING BUDGET** - The operating budget provides a plan for current expenditures and the proposed means of financing them. In a broader sense, the annual operating budget is a statement of what services the municipality will deliver to its citizens over the course of the fiscal year.

**PARS** - Public Agency Retirement System (PARS) for the City's temporary employees.

**PERS** - The State of California's Public Employee's Retirement System (PERS) for the City's employees.

**PROGRAM** - As subdivisions of departments, programs are budgetary or organizational units of government with limited sets of work responsibilities within their respective departments. Programs also serve to increase budgetary accountability. Campbell's budget is compiled on a program basis, each with an identified program manager.

**RESERVE** - An account which the City uses either to set aside revenues that it does not need to spend in the current fiscal year or to earmark revenues for a specific future purpose. Reserves are typically established and budgeted through Council policy action.

**RESOLUTION** - A special order of the City Council which has a lower legal standing than an ordinance.

**RESOURCES** - Total amounts available for appropriation including estimated revenues, interfund transfers, and beginning fund balances.

**REVENUE** - Sources of income which the City receives during a fiscal year. Examples of revenue include taxes, intergovernmental grants, charges for services, resources forward from the prior year, operating transfers from other funds, and other financing sources such as the proceeds derived from the sale of fixed assets.

**SPECIAL REVENUE FUNDS** - Are those which have been created in accordance with the requirements of State and Federal statutes or which require that the funds be used only for specific purposes.

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