



# CITY OF CAMPBELL

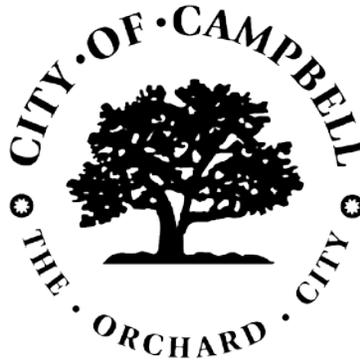
CALIFORNIA

Fiscal Year 2017-2018  
Operating and Capital Budget

2018-2022 Five-Year  
Capital Improvement Plan



# *City of Campbell, California*



## *Fiscal Year 2017-2018 Operating / Capital Budget & 2018 - 2022 Five-Year Capital Improvement Plan*

*Prepared by the Finance Department  
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*Under the Direction of Brian Loventhal, City Manager*



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July 1, 2017

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

I am pleased to present to you the fiscal year 2017-18 (FY 2018) 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.

This year's budget was developed reflecting an economy that is still growing, but at a slower pace from recent years. Additionally, there are some signs that the economic expansion period experienced over the past eight years may be starting to cool down. During any economic transition period, it is a challenge to determine the exact timing of when the economy will begin to shift directions and to what degree it will begin to impact programs and services. The proposed expenditures for FY 2018 are predicated on the economy continuing status quo with no unexpected negative events occurring during the upcoming year. Staff has incorporated only known events into the budget estimates. Expenditures include additional staffing 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.

Some of the more significant issues surrounding this year's operating budget include continuing the update of the City's General Plan, assessing the ongoing impacts from continued development activity in the City, roadway and traffic mitigation, and a general increase in demand for municipal services arising from growth in both daytime and permanent resident populations. Public safety, in particular, must be able to respond to an increasing number of calls for service while maintaining satisfactory performance outcomes. This budget seeks to address some of these issues including issues identified by the Council as priority issues.

The budget is funded with a combination of ongoing operating 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 be funded with CIPR as there is a presumption that these positions will end at some point in the near future once the workload and/or demand subsides. The proposed budget contemplates total reserve usage at \$2.1 million including \$1.4 million from the General Fund.

While the economy has been strong for most of the past decade, history has shown that the economy operates in cycles of about 10 years on average with ups and downs being the norm. Since the recent recovery/expansion has been ongoing since 2009, prudence would suggest that precaution be factored into the City's strategic planning process. Consequently, a modest economic slowdown has been factored into the City's 5-year financial projections beginning in FY 2020. It is possible the City could begin to experience revenue reductions sooner if conditions change for the worst.

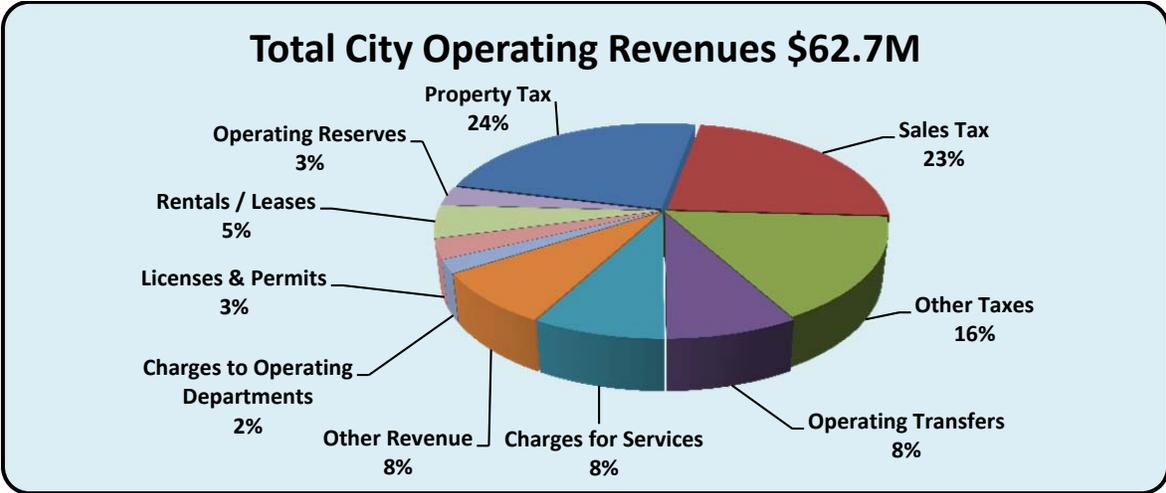
In FY 2018, the combination of ongoing operating revenues and specified reserve usage are expected to balance with proposed expenditures resulting in a small surplus for the General Fund. However, in FY 2019, current projections indicate the General Fund will move into a modest deficit position which will get larger over several years. This is due to two primary reasons. First, projections have assumed a flattening of sales tax and various other economically dependent tax revenues in FY 2019 and 2020, and then growth is anticipated to turn slightly negative for the following two years--FY 2021 and 2022. Furthermore, CalPERS recent action lowering the discount rate it uses to calculate the City's required pension contribution amount is scheduled to take effect beginning in FY 2019, thereby, compounding the financial strain on the City by increasing the City's required contributions significantly over the ensuing seven years and beyond. It is quite likely, absent taking specific action to reduce future budgeted expenditures, that the need could arise to draw upon the City's Economic Fluctuations Reserve, currently funded at \$6 million. This has not been utilized since 2010 prior to enacting \$3 million in budget correction strategies that brought the budget back into balance. The proposed budget reflects strategic efforts to minimize the financial impacts while addressing the need for resources to meet the service demands of the community.

**BUDGET SUMMARY**

**The combined FY 2018 operating and capital budgets total \$71.7 million** including \$4.6 million in capital transfers. Related revenue sources total \$72.1 million. The net difference is an excess of \$0.4 million in revenues over expenditures. The following table depicts the total operating and capital budget for the City compared to the prior fiscal year:

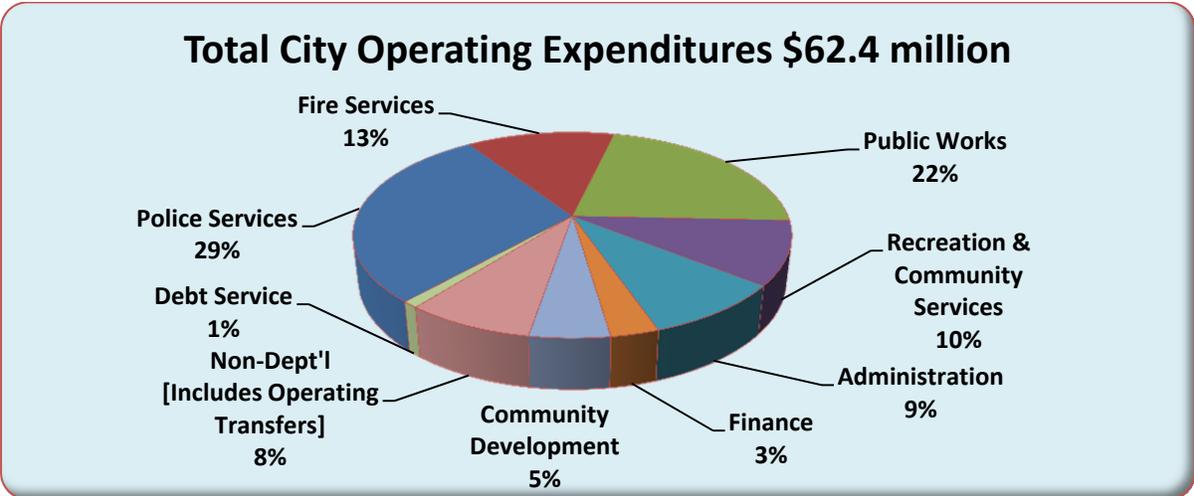
|                     | FY 2017 - 18         |                     |                      | FY 2016 - 17         |                     |                      | Operating Budget Change | Percent Change |
|---------------------|----------------------|---------------------|----------------------|----------------------|---------------------|----------------------|-------------------------|----------------|
|                     | Operating Budget     | Capital Budget      | Total Adopted Budget | Operating Budget     | Capital Budget      | Total Adopted Budget |                         |                |
| <b>Expenditures</b> | \$ 57,508,521        | \$ 4,742,800        | \$ 62,251,321        | \$ 56,658,303        | \$ 4,920,000        | \$ 61,578,303        | \$ 850,218              | 1.5%           |
| <b>Transfers</b>    | 4,844,937            | 4,642,800           | 9,487,737            | 5,356,555            | 4,920,000           | 10,276,555           | (511,618)               | -9.6%          |
| <b>Total</b>        | <b>\$ 62,353,458</b> | <b>\$ 9,385,600</b> | <b>\$ 71,739,058</b> | <b>\$ 62,014,858</b> | <b>\$ 9,840,000</b> | <b>\$ 71,854,858</b> | <b>\$ 338,600</b>       | <b>0.5%</b>    |

**Operating Budget:** Overall, the operating budget increased 0.5% from the previous year. The operating portion of the budget is \$62.4 million with related revenue sources of \$62.7 million reflecting a small excess of revenues over expenditures. The budget reflects expenditures that are expected to recur annually as well as those that may be non-recurring or one-time in nature. Continuing in this year's budget are the limited term staff positions that are being funded with Capital Improvement Plan Reserve (CIPR) funds.

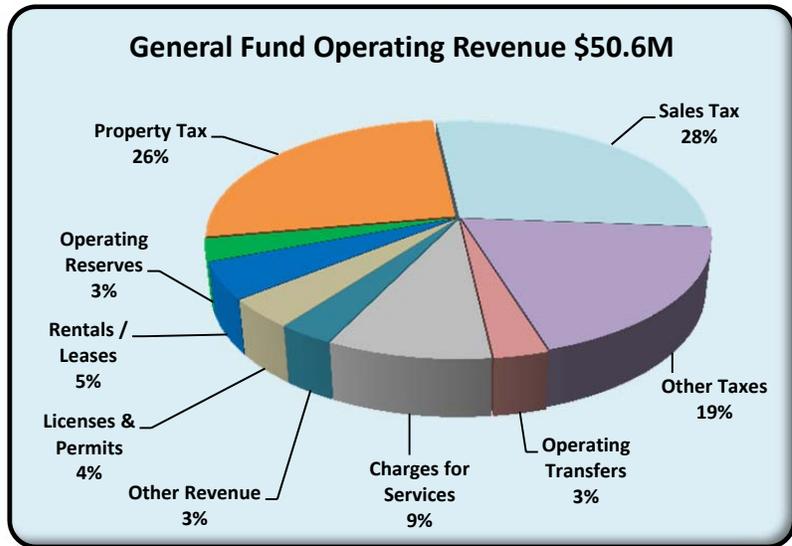


The chart above illustrates the various revenue sources that are collected by the City. Property tax and sales tax are the largest components and are critical to the City's fiscal health. Unfortunately, these revenues are not always stable, and they are subject to fluctuations from year to year depending on the health of the economy. Other taxes, such as franchise, transient occupancy and business license, comprise approximately 16% of all revenues. These, too, are impacted by the business climate and can vary from year-to-year.

The chart below illustrates how the City's revenues are spent. The largest percentage of the budget is spent on 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 18 operating budget relies on a total of \$2.1 million in reserves and fund balances to fund operating expenditures. The largest component is \$1.4 million in General Fund reserves, which includes \$1.2 million for funding a number of two-year limited term positions and \$0.7 million in various non-General Fund reserves needed primarily for replacement and upgrade of vehicles and various technology equipment. No use of the Economic Fluctuation Reserve (EFR) is contemplated in this budget.



**General Fund operating revenues and expenditures are budgeted at \$50.6 million and \$50.4 million, respectively,** indicating an anticipated surplus of approximately \$0.2 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 projects being added in the latest CIP, primarily due to new funding sources for roadway maintenance.

There are 21 capital projects requiring funding in FY 2018. Project expenditures of \$4.7 million plus related inter-fund transfers of an additional \$4.6 million total \$9.4 million in capital appropriations. The largest component of these projects is \$2.0 million for street maintenance projects, \$0.7 million for sidewalk improvements, and \$0.5 million for Community Center Play Area construction projects. The full CIP, along with details of specific projects, can be found in the Capital Improvement Plan tab of this document.

**REVENUES**

The City has several key revenue sources on which it depends to provide funding for ongoing services to the community. The two largest sources, sales and property taxes, are largely driven by the economy and factors that, to a large extent, are beyond the direct control of the City. Other revenue sources are based on user fees and demand for specific City services. Together,

they form a base that supports funding of basic City services. Program managers evaluate comparative historical data and factor in necessary adjustments for inflation, changes in assumptions for anticipated volume of activity, and any fee increases. Lastly, the most current economic outlook is taken into consideration to determine estimates for the upcoming year. Total budgeted revenue for FY 2018 is \$72.1 million, including capital funding sources of \$9.5 million. This reflects a slight decrease of \$0.3 million (0.5%) from the previous year. In looking at just the operating budget component, total revenue is estimated at \$62.7 million, an increase of \$0.1 million (0.2%) from the previous year.

It should be noted that the capital project budget can fluctuate significantly from year to year depending upon the number and magnitude of projects that are approved. Capital projects are generally one-time and long-term in nature, and they are funded with non-operating revenue so there is generally no impact on the operating budget funding sources. The operating and capital budgets contain transfers-in totaling \$4.8 million and \$4.6 million, respectively. Although this has a tendency to make the budget appear higher in total than it actually is, the transfers-in on the revenue side are offset by transfers-out on the expenditure side. Including transfers in the City's adopted budget is done to readily demonstrate that budgets are balanced and match the internal budgeting system.

**General Fund:** Contained within the budget are a variety of funds, each with its own source(s) of revenue. The budget document is organized by operating department, then by program within the department. The General Fund is the City's largest single fund where the majority of services are budgeted. It funds general services such as police, fire, parks, streets, 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 \$50.6 million, an increase of \$1.1 million (2.1%) from the FY 2017 adopted budget. The largest component of this increase is attributable to property tax revenue that has continued to grow due to the robust housing market.

**Sales Tax:** Sales tax, the largest revenue source for the General Fund, comprises approximately 29% of its net operating revenue base. Net revenues exclude reserves, which are not considered to be an on-going revenue source. The sales tax base is comprised of approximately 5,000 diverse businesses throughout the City (although not all of these generate sales tax). While most of the City's largest sales tax producers can be considered stable businesses, they are still subject to fluctuations from general and regional economic conditions which can have a direct impact on the City's sales tax revenue base. During the past year, this critical revenue source began to slow down and is expected to level off for the next couple of years.

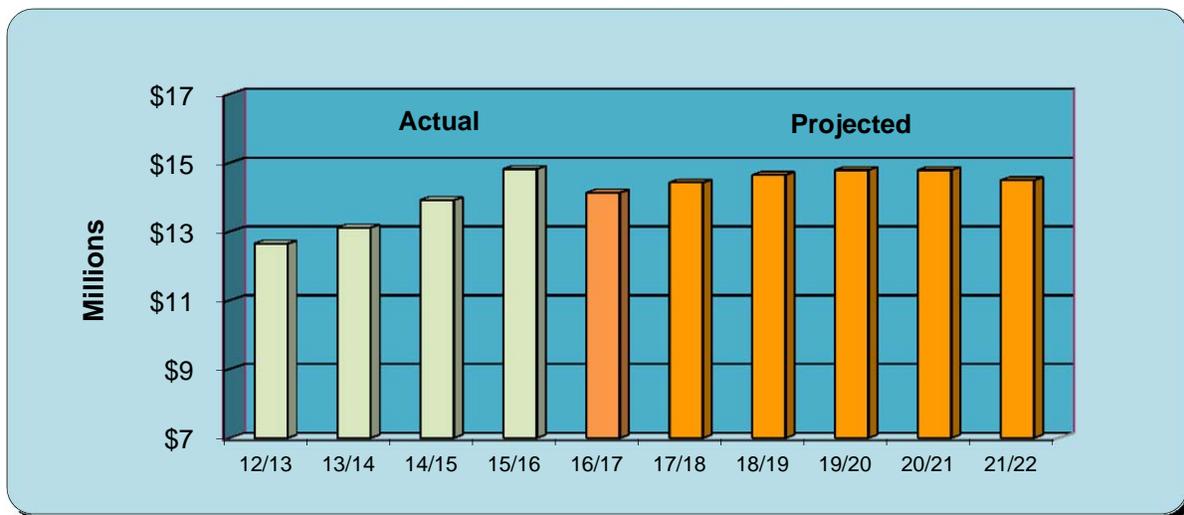
Growth in the sales tax base is challenging because the City is essentially "built out" with limited space for new and larger retail development. Instead, there is a growing reliance on "in-fill" projects of smaller scale and redevelopment of existing parcels. In addition, increased regional competition 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 revenue.

A significant component of the total sales tax number above is the ¼ cent add-on that became effective in April, 2009 resulting from the passage of Measure O by Campbell voters. This portion of the sales tax alone is estimated to generate \$2.7 million, or almost 18%, of the total sales tax revenue, in FY 2018.

Consequently, the FY 2018 Sales Tax revenue estimate of \$14.4 million is \$0.1 million (0.7%) higher than FY 2017 estimated actual revenue. The budget 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 the limited capacity for new retail development and an outlook of very modest growth for the near term.

The graph below reflects sales tax performance for the past five fiscal years and projected revenue through FY 2022.

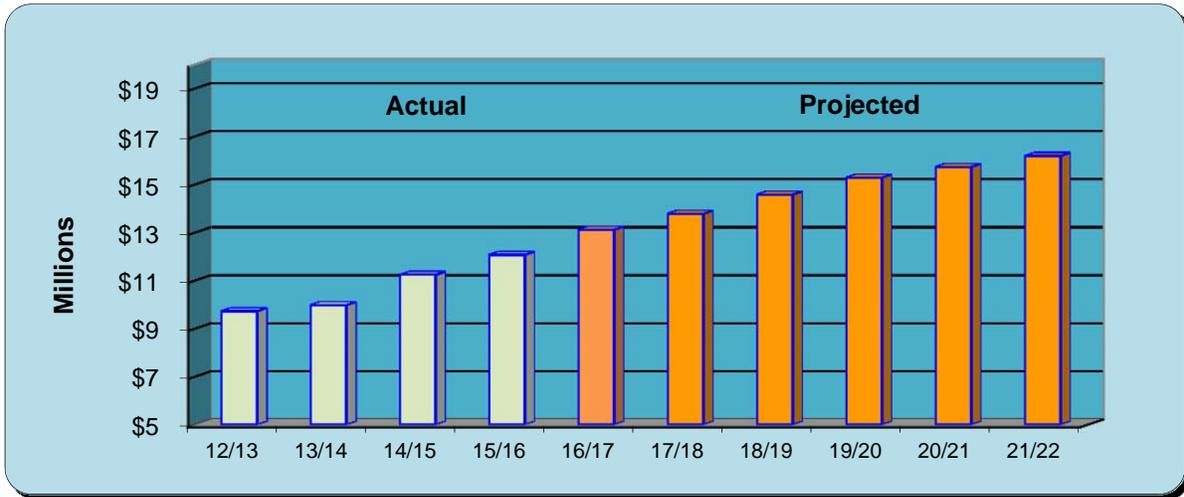
**Sales Tax Trend - General Fund**



**Property Tax:** Property tax revenue for FY 2018 is proposed at \$13.8 million, an increase of 6.1% over FY 2017 estimated actual revenue, and is the second largest single revenue source for the General Fund and one of the most stable over time. This represents approximately 28% of General Fund net operating revenue. Assessed values on secured properties continue to grow as a result of the strong job market and low unemployment that, together with low interest rates, and a chronic undersupply of housing in the Silicon Valley, continue to push residential values higher. Development activity in the City remains strong and reflects the desirability of locations in and around Campbell. Additionally, the County base tax roll continues to grow from the sales of pre-Proposition 13 homes whose values then increase to current market levels. With the aging baby-boom population, this has helped maintain growth in assessed values as well.

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

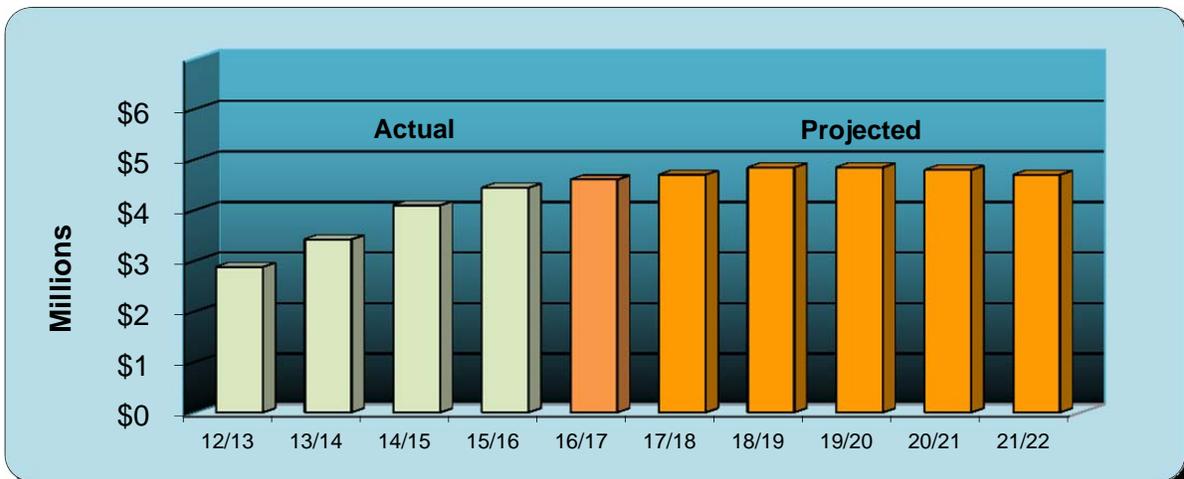
### Property Tax Trend - General Fund



**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 2018 is budgeted to increase by \$0.1 million (2%) from estimated FY 2017 actual revenue, reflecting a saturation point in the local travel and business sector. Despite the continued strength of corporate technology companies, occupancy and room rates have leveled off indicating a possible peak in this revenue for now. This revenue source comprises about 9.5% of net General Fund revenue.

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

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

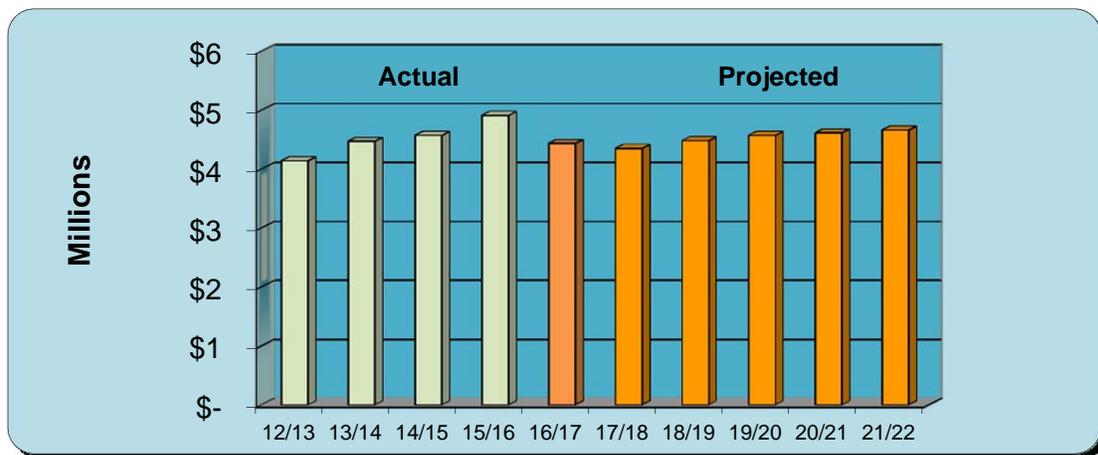


**Charges for Services:** Charges for services include revenues derived from a variety of sources, the largest being Recreation program fees that consist of classes/lessons, trips/tours, preschool and theater revenues. Other fees are charged for Police and Fire services; Engineering services; zoning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

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

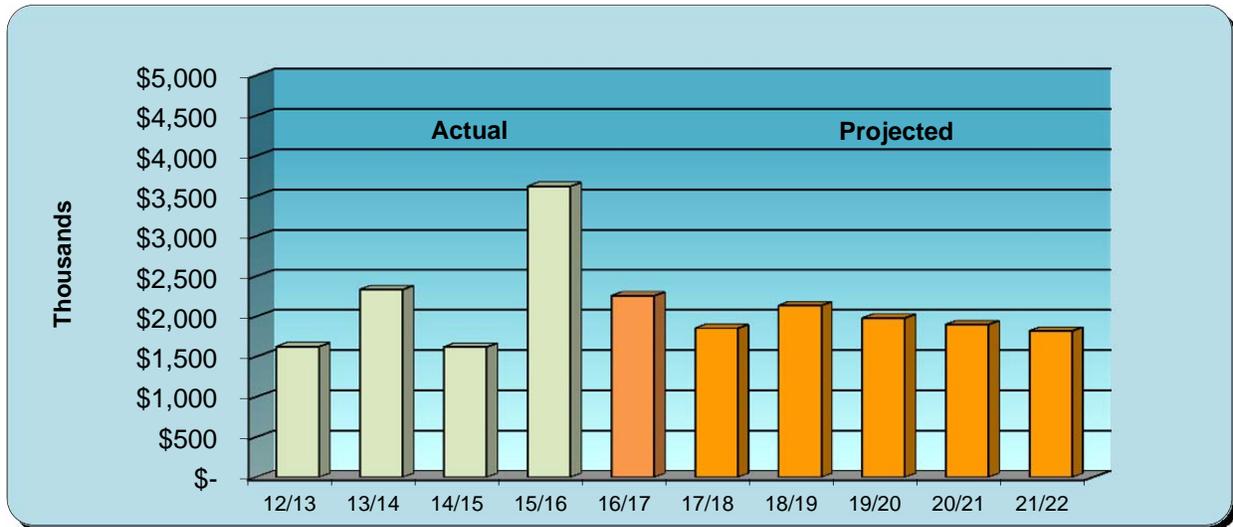
In addition to the cost of providing the service, other factors such as the allowable percentage of recovery, number of participants or attendees, inflationary factor, comparison to other agencies, and the historical trends are analyzed for nearly all fees and charges. The combined revenue for all user fees and charges is anticipated to generate \$4.4 million for the General Fund during FY 2018, which is \$0.1 million (4.0%) higher than FY 2017 estimated revenues. The following chart depicts historical activity and projections for current and future years:

**Charges for Services Trend - General Fund**



**Licenses & Permits:** Revenues in this category are composed primarily of construction permits and advanced plan check fees. Also included are fire permits and other Building Division fee revenues. As can be seen from the chart on the following page, revenues from this category fluctuate significantly with the level of development activity from year to year and 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. For FY 2018, revenue is budgeted to decrease by \$0.2 million (7.7%) from estimated FY 2017 revenue. Building and development activity has seen significant growth over the past several years; in particular, FY 2016 which turned out to be an all-time peak year for collected revenues due to the volume and magnitude of several large projects that were approved during this year. Consequently, FY 2018 revenue reflects a reduction from the recent two years as it is anticipated development activity will begin to slow down compared to recent years.

## Licenses & Permits Trend - General Fund



**Lease Rental Income:** The City collects rental income from leasing out space to tenants at its Community Center as well as from rental of its Theatre and other Community Center buildings, in addition to a small amount from telecommunication antennas. Lease rental income represents approximately 4.0% of net General Fund operating revenues. FY 2018 revenue is budgeted to decrease 3.5% from FY 2017 estimated actual revenue 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 2018, which is an increase of 1.2% from FY 2017. 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 operating reserves of \$1.4 million used to fund one-time operating expenditures, including \$1.2 million in two-year limited term positions. Where appropriate, other revenue sources are projected to reflect modest inflationary increases and/or changes in activity levels.

### Revenue - Other Funds

Various other funds are contained within the budget as discussed below. In summary, each fund's operating revenue meets or exceeds operating expenditures consistent with established financial policies. Exhibit A within each program budget provides a summary of that program's funding sources and all revenues monitored by that program. Narrative descriptions pertaining to

the particular revenue sources can be found in the budget reference materials section of this document. Charts and graphs for General Fund revenue as well as total City revenue, in addition to what is presented in this budget message, can be found in the financial summaries section of the budget document. Because this budget is organized by programs, funds other than the General Fund are included in the respective operating department's section of the budget along with the General Fund program. Each program is identified with the fund number at the beginning of each section.

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

Gas Tax revenue is considered a State-shared revenue. Projections for this revenue source come directly from the State on an annual basis. Revenue in funds such as the Lighting and Landscape District and Environmental Services are based on rates that are assessed to individual properties depending upon type of service being provided or type of property. Total operating revenues for Special Revenue funds for FY 2018 are \$8.4 million, a decrease of \$0.5 million (5.6%).

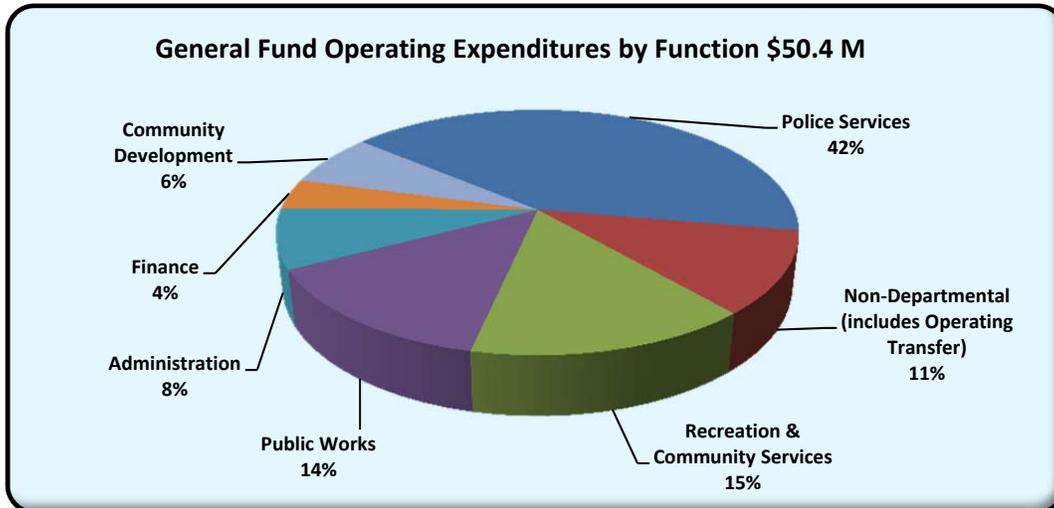
**Debt Service Funds** are incorporated within the budget due to various bond covenant requirements. The City refinanced the majority of its debt in FY 2017 to take advantage of lower interest rates. The resulting debt service was reduced through the remaining life of the new debt. Total funding sources for Debt Service funds for FY 2018 are \$0.9 million.

Three **Internal Service Funds** (Motor Vehicle, Information Technology and Workers' Compensation) are presented within the City's budget. Revenues in these funds are generated primarily through charge-backs to user departments depending upon the volume of assets and type of service provided by the specific fund. Costs that get recovered include staff time, repair, maintenance, claims payout and replacement of assets managed by the particular fund. Total revenues for Internal Service Funds for FY 2018 are \$3.8 million, increase of \$0.4 million from the previous year reflecting higher charges for these programs.

## **EXPENDITURES**

As previously noted, the budget is composed of operating and capital expenditures totaling \$71.7 million. Operating expenditures alone total \$62.4 million.

**The General Fund**, which is the primary operating fund for the City, comprises approximately 76% of total City operating expenditures. Special Revenue funds comprise 9%, Internal Service funds comprise 6% and other funds make up the balance at 9% of the total. Operating expenditures in the General Fund are budgeted at \$50.4 million which is 2.9% 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 2018 is approximately 172, a net increase of four positions from FY 2017. With additional service demands and a desire for enhanced services to the community, added limited term staffing was approved in this year's budget. Changes to the budget from the prior year include the following – in the City Manager's Office, a limited term Administrative Analyst I position is extended and reduced from 1.0 FTE to 0.9 FTE; a 0.5 FTE limited term Social Media Specialist will be extended and converted to a new 1.0 FTE limited term Communications and Public Engagement Coordinator that will be split between the City Manager's Office and Police Department; a temporary 1.0 FTE Office Assistant is being reduced to 0.5 FTE; a 1.0 FTE limited term IT Administrator is being replaced with a 1.0 FTE limited term IT System Administrator.

In Recreation and Community Services, a 0.5 FTE limited term Recreation Specialist will be increased to a 1.0 FTE limited term Recreation Specialist; a 1.0 FTE Office Assistant position is being replaced by a 1.0 FTE Recreation Specialist position; a reclassification of a 1.0 FTE Senior Office Assistant to a 1.0 FTE Office Specialist and a 0.75 FTE Senior Museum Specialist to 0.75 FTE Recreation Supervisor was approved.

In Community Development, a temporary 0.88 FTE Building Inspector is converted to a 1.0 FTE limited term position; a limited term Senior Building Inspector is being extended; a temporary 1.0 FTE Economic Development Specialist is being converted to a 1.0 FTE limited term position; and a new 0.5 FTE Economic Development Intern is being added.

In Public Works, a 0.5 FTE Transportation Specialist will be discontinued; a new 1.0 FTE limited term Engineering Technician I has been added; a 0.5 FTE GIS Technician will be split between Engineering and Land Development; and elimination of a 0.2 FTE Engineering Technician in Maintenance Administration and a limited term Maintenance Worker position were approved due to no longer being needed.

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

temporary staffing. Exhibit B in each program budget summarizes the various salary and benefit line-items contained within that program’s budget.

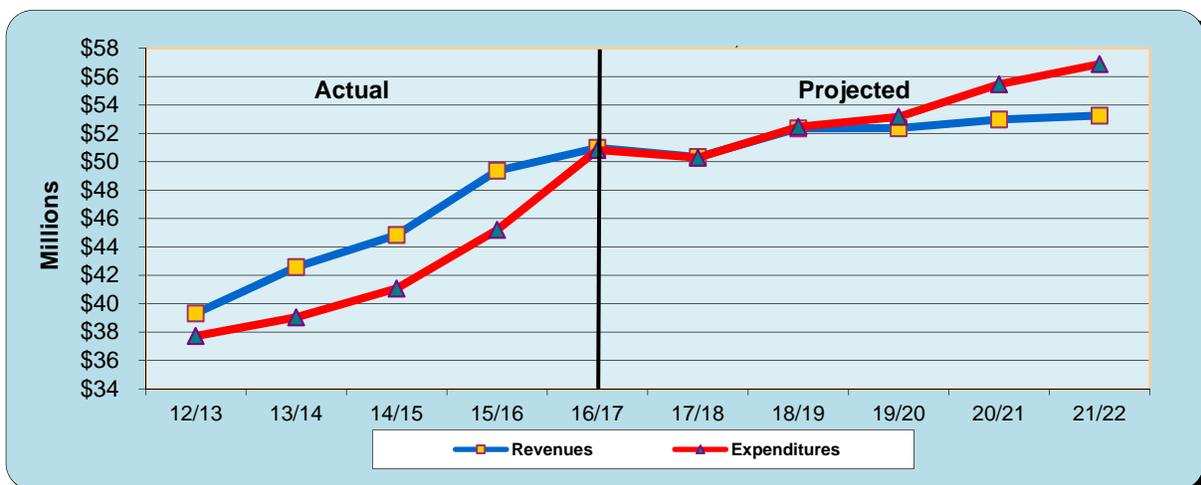
The salaries and benefits category represents all personnel-related costs and makes up the largest component of City expenditures. In fact, personnel costs are approximately 55% of the total operating budget. This percentage is relatively low compared to many other cities because fire personnel are provided by contract with the County and, therefore, do not show up as City personnel costs. For FY 2018, salaries and benefits in the operating budget total \$34.5 million for all City funds, which is a \$1.9 million (5.8%) increase from FY 2017. The primary reasons for the growth were the increased staffing, described above, as well as modest employee wage and benefit increases.

### **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 2022. In recent years, the economy has been robust resulting in operating surpluses of varying amounts for the General Fund during this period. However, it is anticipated that the current business cycle, which has been ongoing for almost 10 years, 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 2020 and FY 2021. The result is modest deficits beginning in FY 2020 and growing to deficits of \$2-3 million by FY 2022 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.

Also contributing to this situation are continuing increases in the CalPERS’ employer rates that are expected to further increase over the next seven years and beyond as discussed earlier in this message. The City will need to give serious consideration to its discretionary expenditures in terms of prioritization, especially in light of reduced revenues that may be on the horizon. At the same time, staff will have to continue to find ways to contain costs and enhance revenues while continuing to provide a high level of quality services to the Campbell community.

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



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

The primary funding source for these funds is user charges. City program budgets contain line items for charges from the various pool funds. Included in these charges to other City departments or programs are the pro-rata share of the cost of operations of the particular fund in addition to a replacement cost factor whenever physical assets such as vehicles and computers belong to the fund. As operating or replacement costs change or as asset inventories grow, the corresponding changes are reflected in the charges to the user departments. For FY 2018, revenues and expenditures in these funds total \$3.8 and \$3.6 million, respectively. Annually, any assets scheduled for replacement are funded from reserves within the respective fund. This results in large variances when making year-to-year budgetary comparisons. The various methodologies utilized to determine reserve levels and replacement charges are periodically evaluated and modified. Projections in future years have been estimated using a modest inflationary factor.

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

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

In FY 2017, the State approved legislation (SB 1) that would provide an ongoing source of funding for local street and road maintenance. In FY 2018, the City will begin receiving annual allocations from the State that will be used for enhancing its work on street maintenance and repairs. Funds will be applied in the capital improvement program budget.

Revenue and expenditure totals for FY 2018 are projected to be \$2.0 million, up slightly from the previous year’s adopted budget. Projections for future years utilize a modest inflationary factor approximating 2% for revenues and expenditures as well as the additional allocations from SB1.

**Lighting and Landscape District Fund:** The City provides a range of services, which are eligible for funding through the City-wide Lighting and Landscape District (LLD) as allowed under the Lighting and Landscaping Act of 1972. Annual levies are established and assessments are collected via property tax bills. The County of Santa Clara bills, collects, and remits LLD revenue which is deposited in the Campbell Lighting and Landscape District fund. Services that are

provided include the installation, operation, and maintenance of public lighting, including traffic signals, landscaping, parks and recreational improvements, including play equipment and public restrooms, and other equipment for maintenance of the above, including curb, gutters, sidewalks, irrigation, and drainage improvements.

In FY 2018, operating and capital revenues and expenditures total \$3.8 million. This includes operating transfers-in of \$1.4 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 2018 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 a significant 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. Although revenues have improved considerably since then, 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 2017, the State seasonally adjusted unemployment rate was 4.2% compared to 4.9% the prior year. For Santa Clara County, the May unadjusted rate was 3.5%, a 0.2% increase from last year's rate of 3.3%. Campbell has historically trended better than both the County and the State in its unemployment rate. In fact, as of May 2017, Campbell's unemployment rate was 2.5%, unadjusted, down 0.5% from 3.0% 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.

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 formation of the Silicon Valley Clean Energy Authority during last year, a regional effort with numerous cities participating throughout Silicon Valley. The Authority allows participating residents in their community to receive their electric power from carbon free sources, primarily solar and wind generation.

The City is also committed to providing reasonable health care coverage to both its active and retired employees. As the general population ages, more reliance is placed upon the health care system to provide comprehensive coverage for employees and their families. With the passage of the *Patient Protection and Affordable Care Act*, the City is also challenged with determining the impacts of providing affordable health care coverage to its full-time employees. The City, like all employers, has to consider how to balance the level of on-going benefits it can offer with the cost of providing them. The City began pre-funding its obligation to provide retiree health benefits 10 years ago and has budgeted \$0.6 million this year to continue its commitment to pre-funding this obligation.

Employee retirement costs continue to create an ongoing fiscal challenge. Recently approved changes by CalPERS in their discount rate assumption, used to calculate the City's pension obligation, will result in additional rate increases beginning next year and continue for at least the next seven years. The City, years ago, was one of the first agencies in the region to implement a lower second tier of retirement benefits for new hires of both its safety and non-safety personnel. Subsequent State legislation mandated a lower third tier of benefits for new hires after January 1, 2013, as a measure to further contain these costs. Such measures will have a beneficial impact over the long-term.

Maintaining the City's infrastructure, particularly its streets and sidewalks has been a challenge for many years. More than \$33 million dollars have been invested in the City's street infrastructure over the past 19 fiscal years. While the overall condition of streets has been good for the past several years, a significant amount of resources are required to maintain a "good" condition rating on an on-going basis. Consistent funding for ongoing maintenance is a challenge as costs continue to increase from year to year. The City applies for various Federal and State grant funds annually to provide adequate funding. However, these are one time funds that are not guaranteed each year. A vehicle impact fee was instituted a number of years ago to add a more stable source of funds. In FY 2017, the State approved legislation increasing the gasoline tax and allocating the proceeds for State and local road maintenance, thereby,

providing another stable source of funds to help address these needs. In addition, the County of Santa Clara also passed a ½ cent Transactions and Use Tax that is devoted to transportation needs. During FY 2018, the City is expected to begin receiving annual allocations of funds for road maintenance. Combined, these two new funding sources are anticipated to be a big boost to the City's ability to properly maintain its network of roads. In FY 2018 The CIP 5 year plan for street maintenance was increased from \$6.2 million to \$13.7 million.

With continued demand for enhancing services for the community, keeping up with technology demands and replacement of aging infrastructure remains an issue. To maintain the City's current and proposed standards of performance, and to protect computer systems from ever increasing outside attacks, viruses and new vulnerabilities, additional resources are continually needed to ensure systems remain stable and reliable for all users and protected against data intrusion or loss. 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 key technology infrastructure, implementation of an aging permitting system, implementation of a new Computer Aided Dispatch and Records Management system for the Police Department and implementation of a new City Council agenda management system.

## **LONG-TERM FINANCIAL PLANNING**

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

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

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

## **FY 2018 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 3. 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 2017 SIGNIFICANT ACCOMPLISHMENTS**

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

## **STRATEGIC PLAN AND PERFORMANCE REPORTING**

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

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

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

## **BASIS OF BUDGETING**

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

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

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

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

**Budget Development:** Development of the operating and capital budget is a process that takes place over six months and is summarized by the budget calendar located in the Budget Reference section of this document. The City's financial policies establish a process whereby a budget study session is held with the City Council during the annual budget development process. This meeting is generally held during March/April timeframe. Council is presented with an overview of the City's fiscal condition and proposed work plans for the upcoming year. A study session was held on May 1 to discuss the operating budget and capital improvement plan and the proposed budget was introduced on June 6, 2017.

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

## **BUDGET AND FINANCIAL AWARDS**

For the 24<sup>th</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 2018 budget conforms to GFOA program requirements. Additionally, this is the 19<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 2018 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 has benefitted from a strong economy in recent years, challenging economic times may return in the not too distant future. Consequently, the City will continue to remain vigilant and responsive to changes on the horizon, continue to prioritize what is important for the community and allocate available resources to those programs and services deemed to be most important. 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 its Finance Director, 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,



Brian Loventhal  
City Manager

**FY 17 SIGNIFICANT ACCOMPLISHMENTS**

**City Manager's Department**

**Program 510 – Administration:**

- Planned and organized Mayor's State of the City community event
- Campbell was first Silicon Valley Clean Energy member City to enroll in "Green Prime"
- Oversaw Phase II of donation-based public street art on City's traffic control utility boxes
- Promoted and organized annual Job Shadow Day in collaboration with CUSD and Junior Achievement of Silicon Valley
- Analyzed and presented regional minimum wage policy for consideration
- Managed and coordinated public education efforts for April 2017 special election
- Managed and presented first public art proposal under City's new Public Art Policy

**Program 511 – City Clerk:**

- Conducted November 8, 2016 General Municipal Election
- Coordinated Revenue, Initiative, and Competing Ballot Measures
- Conducted April 25, 2017 Special Municipal Election
- Increased number of applicants for boards and commissions using social media outreach

**Program 515 – Human Resources:**

- Provided a successful volunteer luncheon honoring 200 volunteers
- Administered the Employee Service Awards in recognition of 27 employees and 6 Employee Value Awards
- Completed 18 recruitments in accordance with performance measurement outcomes and assisted in the recruitment process for several temporary positions
- Expanded online advertising outreach to attract more qualified candidates
- Negotiated a three year MOU with Campbell Peace Officers Association

**Program 547 – Information Technology:**

- Replaced City's Storage Area Network (SAN)
- Replaced Network copiers (Service Center / City Manager's Office)
- Automated Police in-car wireless video downloads
- Upgraded/migrated Track-It helpdesk software to new server

**Recreation & Community Services Department**

**Program 524- Administrative Services Program:**

- Facilitated second year of Campbell Youth Commission
- Established Park Dedication Fund Policy
- Collaborated with Public Works on the design of the Community Center Playground

**Program 526 - Adult Services Program:**

- Successfully launched a Case Management Pilot Program which served over 80 clients with over 150 referrals to services
- Completed a community assessment and submitted the Age-Friendly City application to begin working on obtaining an Age-Friendly City designation
- Hosted a San Jose State University intern from the School of Social Work who managed the Heat and Energy Assistance Program when services previously contracted with Outreach ended in December 2016
- Co-hosted the 7th Annual Caregivers Count Conference held in May 2017 at the Community Center

**Program 528 – Museum Services Program:**

- Digitized the Museum's hard copy of all Collection Records
- Digitized half of the Campbell Press (Campbell Weekly Visitor & Campbell Interurban) with Optical Character Recognition for key word research
- Partnered with the Campbell Library to host the first half of the digitized Campbell Press collection for online access
- Rebranded the Museum for identity building to create a new logo, color palate, and sub-logos to use for future marketing and brochures
- Uploaded first batch of 100 Museum collection photos to Past Perfect Online for public access to Museum collection for further research only
- Increased online exposure through uploading an online photography collection on Historypin.org
- Completed the cataloging of the 2005 Campbell Water Company donation
- Opened new "Work" themed exhibit in September called *From Canneries to Computers*

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

- Worked with aquatics consultant to complete the Campbell Community Center Aquatic Facility Audit, and presented to the Parks and Recreation Commission and City Council

**Finance Department**

**Program 535 - Accounting Services Program:**

- Received affirmation of City issuer credit rating of “AAA” by nationally recognized rating agency
- Coordinated sale of \$8.1 million in refunding lease revenue bonds that refinanced two existing debt issues, saving taxpayers \$2 million over the next 12 years
- Coordinated sale of \$22.7 million in refunding tax allocation bonds that refinanced two existing debt issues of the Campbell Successor Agency, saving taxpayers almost \$12 million over the next 15 years
- Received its 28<sup>th</sup> consecutive “Certificate of Excellence in Financial Reporting” from the Government Finance Officers Association of the United States and Canada (GFOA) for the City’s FY 2015-16 Comprehensive Annual Financial Report
- Received its 24<sup>th</sup> consecutive “Distinguished Budget Award” from the GFOA for its FY 2016-17 Operating and Capital Budget document
- Completed a required actuarial study valuation update for the City’s post-retirement health benefits (OPEB) program

**Community Development Department**

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

- Coordinated and participated in monthly meetings of General Plan Advisory Committee (GPAC)

**Program 551 – Current Planning Program:**

- Worked with the Historic Preservation Board to create a draft Historic Preservation Ordinance and conducted Council Study Session\*
- Entered into an agreement to develop a Historic Preservation app
- Processed ninety-three (93) Administrative Permits
- Prepared and presented seventy-two (72) Planning Commission staff reports
- Completed The Pruneyard Master Use Permit
- Approved one (1) Mills Act Contract

**Program 552 – Policy Development Program:**

- Hired De Novo Planning Group as consultant to the General Plan update
- Worked with Public Works on the preparation of the draft Campbell Village Neighborhood Plan

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

- Completed the CDBG Urban County Contract for funding City services related to Code Enforcement and Accessibility

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

- Refined the City's street naming process
- Prepared adoption of 2016 California Building Codes for local administration
- Performed over 300 plan reviews
- Issued and inspected over 1,318 building permits
- Issued and inspected over 80 Photo-Voltaic roof system permits
- Conducted one (1) Building Board of Appeals hearing

**Program 556 – Economic Development Program:**

- Completed first level draft Economic Development Plan
- Prepared 308 new business greeting letters for the Mayor's signature
- Initiated a commercial real estate broker outreach program
- Established a customer feedback survey for post entitlement and building permit projects
- Continued concierge program which helped seventy-eight (78) businesses
- Overhauled Building Department's webpage to include on-line applications, navigation tools, green building checklist and fee schedule
- Created and continuously maintained the Economic Development Division website

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

- Hired a Below Market Rate Housing Administrator
- Completed the residential and commercial impact fee nexus study
- Completed the sale of four (4) Below Market Rate for-sale housing units
- Sold a Below Market Rate housing condominium unit for a net profit of \$355,582
- Held over 20 affordable housing workshops
- Filled two (2) Below Market Rate units at Alvin's Corner

**Legal Services Department**

**Program 560 – Legal Services:**

**Drafted and/or reviewed the following:**

**Ordinance Preparations/Revisions:**

- Marijuana Ordinances:
  - Ordinance on non-medical marijuana (adopted)
  - Measure A: Gross Receipts tax (adopted by voters and Council)
  - Measure C: Dispensary Moratorium and Limitations (adopted by voters)
- Accessory Development Unit Ordinance (adopted)
- Freeway sign ordinance revisions (adopted)
- Collection Bin Ordinance (adopted)
- Massage Ordinance (adopted)
- Update of Density Bonus ordinance (adopted)
- Wireless Telecommunications Ordinance for Private Property installations (before Planning Commission)
- Subdivision Ordinance revisions (prepared)

**Litigation:**

- Obtained Writ to Correct Measure B ballot materials
- Obtained trial conviction in People v. Skender Kraja
- Resolved longstanding hoarding case: People v. Martin
- Prevailed in trial upholding destruction of dangerous dog: Taylor v. SVACA

**Other Significant Accomplishments:**

- Settled dispute with Barracuda regarding condition of parking lot approval
- Reviewed and assisted with preparation of Pruneyard Master Use Permit and related approvals
- Marijuana Measures:
  - Prepared impartial analysis for all three ballot measures
  - Reviewed and advised on information materials

**Public Safety Department**

**Program 601 – Administration:**

- Cop Cards – utilized donations from the Campbell Police Foundation to bring back police department trading card program
- Virtual Ride-Along – led social media followers on a real-time virtual ride along with an officer on patrol
- Hosted several Coffee with a Cop Events to engage with our community
- Created a comprehensive Year in Review to highlight crime statistics and programs within the department
- Held a Department-wide meeting to discuss vision and direction for the department now and into the future
- Hosted Crisis Negotiation Training for agencies throughout Northern CA

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

- Purchased, installed and implemented new Parking Citation Hand-Held ticketing device
- Partnered with LexisNexis/Crossroad for Traffic Report analytics to make reports available for requestors using a web-based system
- Identified vendor for new 2017 MDC's that will be used in patrol vehicles as the new CAD/RMS rolls out

**Program 604 – Special Enforcement:**

- Participated in the “Best of the West” regional SWAT team competition. The team scored second overall (highest among all Santa Clara County SWAT teams) with two first place event finishes in the Jungle Trail and Combined Weapons
- Expanded the “bait” program to include package theft resulting in multiple arrests
- Investigated several high profile cases including a sexual assault involving a teacher and student and two child death cases
- Identified and arrested a serial bank robbery suspect

**Program 605 – Field Services:**

- Staffing - Hired six new Police Recruits in order to fill current vacancies
- Police Explorer Program - Promoted two Explorers to Public Safety Assistant (PSA)
- Emergency Management – Took the lead role for all West Valley cities in the development of the County Operational Area Hazard Mitigation Plan. Participated in the Plan Working Group on behalf of those cities and also coordinated the development of the Campbell Annex to the plan.
- Body Worn Cameras (BWC) – Conducted research on over twenty vendors for new body cameras and performed field testing on three systems, drafted a new BWC implication plan to be presented to Council at the beginning of FY 2017/18.

**Public Works Department**

**Program 701 – Administration:**

- Completed analysis regarding the allocation of Park Impact Fees
- Assisted local efforts in the development of Regional Transportation planning and funding efforts - Envision Silicon Valley
- Secured additional street maintenance resources in the amount of approximately \$1.5M annually

**Program 720 – Transportation Engineering:**

- Developed New Traffic Calming Policy and Procedures
- Managed Transportation Improvement Plan (TIP) for Campbell Priority Development Area (PDA) Study
- Secured \$500,000 Vehicle Registration Fee (VRF) Grant for Citywide ITS Enhancements Project

**Program 730 – Engineering:**

- Completed the East Campbell Avenue Portals Project (Project 10CC)
- Completed the Annual Street Maintenance Project (Project 16BB)
- Completed the Virginia Avenue Sidewalk Project (Project 14HH)
- Completed the Accessibility Ramp Project (Project 16AA)

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

- Made significant progress towards adoption of the Campbell Village Neighborhood Plan
- Completed the Green Infrastructure (GI) Framework document
- Completed extensive update of the inventory of private stormwater treatment facilities with corresponding outreach to affected businesses and Homeowner Associations
- Completed extensive updates to the City's GIS data for the City's storm drain facilities

**Program 745 – Maintenance Administration:**

- Successfully supported the renewal of various multi-year service contracts
- Supported Community Gardeners in the Clean-up effort at the garden
- Organized and supported multiple volunteer projects and community events such as the Great American Litter pick-up and the Community Garage Sale

**Program 750 – Vehicle Maintenance:**

- Completed the installation of new gas pumps and the implementation of new Fleet Management Software

**Program 760 – Street Maintenance:**

- Bid and Awarded the contract for data collection of the City's sign inventory
- Completed multiple projects at the Service Center as a result of portions of the service center property being sold to adjacent developers.
- Completed the repair and sealing of the Los Gatos Creek Trail
- Completed crack sealing operation supporting the 2016 Pavement Project

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

- Completed the first phase of street lights to LED fixtures conversion project
- Completed the setup and take down of Downtown Holiday Decorations

**Program 775 – Park Maintenance:**

- Supported Engineering in the Bid, Award and Construction of Fischer Park Playgrounds as well as managed the site during construction
- Organized and supported multiple volunteer projects and community events such as Arbor Day and the joint event with the City of San Jose on Martin Luther King Jr. Service Day.
- Managed drought conditions successfully with minimal loss of the urban forest or other landscape assets.

**Program 780 – Building Maintenance:**

- Completed the City Hall Entrance foyers rehabilitation project
- Completed special improvement projects for County at the Library building, including the repair of the elevator.
- Managed the utility project which brought a new water service line to the Service Center.

**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.

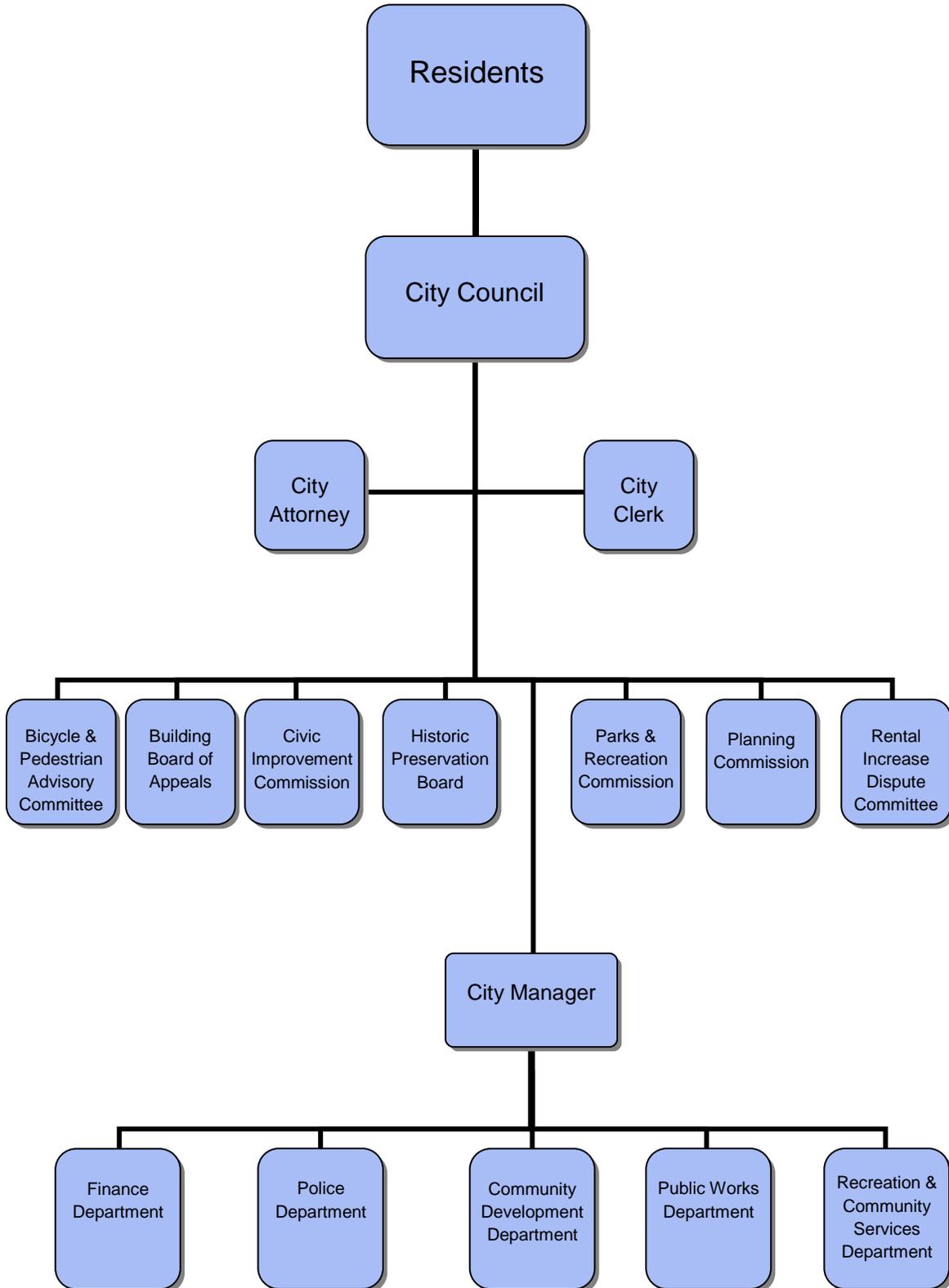
The City will restrict long-term borrowing to the funding of capital improvement projects and equipment. The term of debt shall not exceed the expected useful life of the capital improvement project or equipment. General obligation debt will not exceed 3.75% of the City's assessed value in accordance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

## 2017 - 2018



## **CITY OFFICIALS**

### **City Council**

Mayor – Elizabeth “Liz” Gibbons

Vice Mayor – Paul Resnikoff

Councilmember – Jeffrey Cristina

Councilmember – Susan M. Landry

Councilmember – Rich Waterman

Note: Mayor serves an annual term from December to December. Names and positions are as of July 1, 2017.

### **City Administrative Staff**

City Manager – Brian Loventhal

Deputy City Manager – Al Bito

City Clerk – Wendy Wood

City Attorney – William Seligmann

Community Development Director – Paul Kermoyan

Finance Director – Jesse Takahashi

Human Resources Manager – Jill Lopez

Police Chief – David Carmichael

Public Works Director – Todd Capurso

Recreation & Community Services Director – Regina Maurantonio

## **Community Vision**

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

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

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

## **Community Goals**

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

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

*To have attractive residential neighborhoods and business districts.*

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

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

## **Mission Statement**

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

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

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

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

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

# CAMPBELL STATEMENT OF VALUES

## ***Preamble:***

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

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

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

## ***Community***

As I serve Campbell:

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

## ***Honesty***

As I serve Campbell:

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

## ***Civility***

As I serve Campbell:

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

## ***Equality***

As I serve Campbell:

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

## ***Teamwork***

As I serve Campbell:

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

## ***Accountability***

As I serve Campbell:

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

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

*Adopted by the Campbell City Council on March 21, 2006*

*Updated February 17, 2009, Resolution #10998*

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

# **CAMPBELL STRATEGIC PLAN ELEMENTS & OBJECTIVES**

## **1.0 Land Use**

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

## **2.0 Financial Health**

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

## **3.0 Transportation**

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

## **4.0 Public Safety**

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

## **5.0 Community Services / Recreation**

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

## CAMPBELL STRATEGIC PLAN ELEMENTS & OBJECTIVES

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

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

### **7.0 Environmental Programs**

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

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

### **8.0 Community Participation**

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



Adopted 11/94  
Updated 3/99

## COUNCIL COMMITTEE RESPONSIBILITIES

### MAYOR GIBBONS

City Mgr. Performance/Comp. Subcommittee  
City Atty. Performance/Comp. Subcommittee  
City Clerk Performance/Comp. Subcommittee  
Campbell Historical Museum &  
Ainsley House Foundation Liaison  
Cities Association of Santa Clara County Representative,  
Selection Committee & Legislative Action Committee  
CDBG Program Committee (County)  
County Expressway Policy Advisory Board  
County Library District JPA Board of Directors  
Education Subcommittee  
Silicon Valley Clean Energy JPA Board of Directors  
Executive Committee\*\*  
Association of Bay Area Governments Executive Committee  
West Valley Mayors and Managers

### VICE MAYOR RESNIKOFF:

City Mgr. Performance/Comp. Subcommittee  
City Atty. Performance/Comp. Subcommittee  
City Clerk Performance/Comp. Subcommittee  
Advisory Commissioner Appointment Interview  
Subcommittee  
Downtown Subcommittee  
Finance Subcommittee  
Silicon Valley Animal Control Authority Board  
(SVACA), \*\*  
West Valley Sanitation District, Chair\*\*  
West Valley Solid Waste Authority JPA, Chair\*\*

Cities Association of Santa Clara County (Alt.)  
State Route (SR) 85 Corridor Policy Advisory  
Board (Alt.)  
West Valley Mayors and Managers (Alt.)

### COUNCILMEMBER CRISTINA:

Downtown Subcommittee  
Economic Development Subcommittee  
Friends of the Heritage Theatre Liaison  
Santa Clara Valley Water District:  
County Water Commission  
  
County Expressway Policy Adv. Board (Alt.)  
Silicon Valley Animal Control Authority Board  
(SVACA) (Alt.)  
Valley Transportation Authority Policy Advisory  
Committee (Alt.)

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

### COUNCILMEMBER WATERMAN:

Economic Development Subcommittee  
Legislative Subcommittee  
State Route (SR) 85 Corridor Policy Advisory Board  
Valley Transportation Authority Policy Advisory  
Committee  
  
Assn. of Bay Area Governments (Alt.)  
Friends of the Heritage Theatre Liaison (Alt.)  
Silicon Valley Clean Energy JPA Board of Directors (Alt.)  
West Valley Solid Waste Authority JPA (Alt.)

### COUNCILMEMBER LANDRY:

Advisory Commissioner Appointment Interview Subcommittee  
Assn. of Bay Area Governments  
Education Subcommittee  
Finance Subcommittee  
Legislative Subcommittee  
Recycling and Waste Reduction Commission of SCC\*\*  
  
Campbell Historical Museum &  
Ainsley House Foundation Liaison (Alt.)  
CDBG Program Committee (County) (Alt.)  
County Library District JPA Board of Dir. (Alt.)  
Santa Clara Valley Water District:  
County Water Commission (Alt.)  
West Valley Sanitation District (Alt.)

## COMMISSION, COMMITTEES, AND ADVISORY BOARDS

### **Planning Commission**

Yvonne Kendal, Chairperson  
Michael Rich, Vice Chairperson  
Cynthia Dodd  
JoElle Hernandez  
Philip Reynolds, Jr.  
Andrew Rivlin  
Donald Young

### **Parks and Recreation Commission**

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

### **Civic Improvement Commission**

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

### **Building Board of Appeal**

Bruno Marcellic  
Jim Morelan  
Jay Perrine  
Kevin Salazar  
Todd Zeman

### **Historical Preservation Board**

Susan Blake, Chairperson  
Dawn Anderson, Vice Chairperson  
D. Michael Foulkes  
Laura Taylor Moore  
Todd Walter

### **Rental Fact Finding Committee**

Lucy Zheng  
Eric Bracher  
Jennifer Dooley  
John Figueroa  
Marla Sierras

### **Bicycle/Pedestrian Committee**

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

Note: Names and Positions as of July 1, 2017

## Permanent Authorized Budgeted Personnel Positions\*

| Job Classification                          | FY 16<br>Number of<br>Positions | FY 17<br>Number of<br>Positions | FY 18<br>Number of<br>Positions |
|---|---------------------------------|---------------------------------|---------------------------------|
| Arborist                                    | -                               | 1                               | 1                               |
| Accountant                                  | 1                               | 1                               | 1                               |
| Accounting Clerk II                         | 2                               | 2                               | 2                               |
| Accounting Technician                       | 1                               | 1                               | 1                               |
| Assistant Engineer                          | 3                               | 2                               | 2                               |
| Assistant/Associate Planner                 | 1                               | 1                               | 1                               |
| Associate Engineer                          | -                               | 1                               | 1                               |
| Building Division Manager/Building Official | 1                               | 1                               | 1                               |
| Building Inspector                          | 2                               | 2                               | 2                               |
| Building Maintenance Lead Worker            | 1                               | 1                               | 1                               |
| Building Maintenance Supervisor             | 1                               | 1                               | 1                               |
| Building Maintenance Worker                 | 2                               | 2                               | 2                               |
| City Clerk                                  | 1                               | 1                               | 1                               |
| City Engineer                               | 1                               | 1                               | 1                               |
| City Manager                                | 1                               | 1                               | 1                               |
| Code Enforcement Officer                    | 1                               | 1                               | 1                               |
| Communications Supervisor                   | 1                               | 1                               | 1                               |
| Community Development Director              | 1                               | 1                               | 1                               |
| Community Services Officer                  | 3                               | 2                               | 2                               |
| Deputy City Clerk                           | 1                               | 1                               | 1                               |
| Deputy City Manager                         | 1                               | 1                               | 1                               |
| Equipment Maintenance Supervisor            | 1                               | 1                               | 1                               |
| Executive Assistant                         | 3                               | 3                               | 3                               |
| Executive Assistant to the City Manager     | 1                               | 1                               | 1                               |
| Finance Director                            | 1                               | 1                               | 1                               |
| Finance Manager                             | 1                               | 1                               | 1                               |
| Human Resources Analyst                     | 1                               | 1                               | 1                               |
| Human Resources Manager                     | 1                               | 1                               | 1                               |
| Human Resources Representative              | -                               | -                               | 1                               |
| Information Technology Administrator        | 1                               | 1                               | 1                               |
| Information Technology Manager              | 1                               | 1                               | 1                               |
| Information Technology Technician           | 2                               | 2                               | 2                               |
| Lighting & Traffic Signal Assistant         | 1                               | 1                               | 1                               |
| Lighting & Traffic Signal Supervisor        | 1                               | 1                               | 1                               |
| Lighting & Traffic Signal Technician        | 1                               | 1                               | 1                               |
| Maintenance Worker I/II                     | -                               | 11                              | 11                              |
| Mechanic I/II                               | 1                               | 1                               | 1                               |
| Museum Collections Specialist               | -                               | 1                               | 1                               |
| Office Assistant                            | 3                               | 3                               | 2                               |
| Office Specialist                           | 1                               | 2                               | 3                               |
| Park Maintenance Lead Worker                | 3                               | 3                               | 3                               |
| Park Maintenance Supervisor                 | 1                               | 1                               | 1                               |
| Park Maintenance Worker I/II                | 7                               | -                               | -                               |
| Permit Technician                           | 1                               | 1                               | 1                               |
| Planning Manager                            | 1                               | -                               | -                               |
| Police Agent                                | 6                               | 6                               | 6                               |
| Police Captain                              | 2                               | 2                               | 2                               |
| Police Chief                                | 1                               | 1                               | 1                               |
| Police Officer                              | 26                              | 28                              | 28                              |
| Police Records Specialist                   | 5                               | 6                               | 6                               |
| Police Records Supervisor                   | 1                               | 1                               | 1                               |
| Police Sergeant                             | 7                               | 7                               | 7                               |
| Property/Evidence Specialist                | 1                               | 1                               | 1                               |
| Public Safety Dispatcher                    | 9                               | 9                               | 9                               |
| Public Safety Systems Specialist            | 1                               | 1                               | 1                               |
| Public Works Director                       | 1                               | 1                               | 1                               |
| Public Works Inspector                      | 1                               | 1                               | 1                               |

\* Does not include City Council and City Attorney

## Permanent Authorized Budgeted Personnel Positions\*

| Job Classification                               | FY 16<br>Number of<br>Positions | FY 17<br>Number of<br>Positions | FY 18<br>Number of<br>Positions |
|--|---------------------------------|---------------------------------|---------------------------------|
| 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                               | 5                               |
| Senior Accountant                                | 1                               | 1                               | 1                               |
| Senior Civil Engineer                            | 2                               | 2                               | 2                               |
| Senior Office Assistant                          | 1                               | 1                               | -                               |
| Senior Park Maintenance Worker                   | 1                               | -                               | -                               |
| Senior Planner                                   | 1                               | 2                               | 2                               |
| Senior Public Works Inspector                    | 1                               | 1                               | 1                               |
| Senior Services Supervisor                       | 1                               | 1                               | 1                               |
| Street Maintenance Lead Worker                   | 2                               | 2                               | 2                               |
| Street Maintenance Supervisor                    | 1                               | 1                               | 1                               |
| Street Maintenance Worker I/II                   | 4                               | -                               | -                               |
| Support Services Manager                         | 1                               | 1                               | 1                               |
| Traffic Engineer                                 | 1                               | 1                               | 1                               |
| Utility Worker                                   | 1                               | 1                               | 1                               |
| Total Permanent Full-Time Positions              | <b>150</b>                      | <b>153</b>                      | <b>155</b>                      |
| Assistant Engineer                               | 0.50                            | 0.50                            | 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                            | -                               |
| Mechanic I/II                                    | 0.75                            | 0.80                            | 0.90                            |
| Nutrition Site Manager                           | 0.50                            | 0.50                            | 0.50                            |
| Office Assistant                                 | 0.90                            | -                               | -                               |
| Recreation Specialist (Youth Engagement)         | 0.50                            | -                               | -                               |
| Recreation Supervisor                            | -                               | -                               | 0.75                            |
| Senior Museum Specialist                         | 0.75                            | 0.75                            | -                               |
| Total Permanent Part-Time Positions              | <b>7.80</b>                     | <b>6.45</b>                     | <b>5.80</b>                     |
| Administrative Analyst I                         | 1                               | 1                               | 0.9                             |
| Assistant Engineer                               | -                               | 1                               | 1                               |
| Assistant/Associate Planner                      | 1                               | 1                               | 1                               |
| Building Inspector                               | -                               | -                               | 1                               |
| Communications and Public Engagement Coordinator | -                               | -                               | 1                               |
| Economic Development Specialist                  | -                               | -                               | 1                               |
| Engineer Technician                              | -                               | -                               | 1                               |
| Information Technology Administrator             | 1                               | 1                               | -                               |
| Information Technology System Administrator      | -                               | -                               | 1                               |
| Maintenance Worker I/II                          | -                               | 1                               | -                               |
| Museum Collections Specialist                    | 1                               | -                               | -                               |
| Park Maintenance Worker                          | 1                               | -                               | -                               |
| Planning Technician                              | -                               | 1                               | 1                               |
| Recreation Specialist (Youth Engagement)         | -                               | 0.50                            | 1                               |
| Senior Building Inspector                        | 1                               | 1                               | 1                               |
| Social Media Specialist                          | 0.50                            | 0.50                            | -                               |
| Total Limited-Term Positions                     | <b>6.50</b>                     | <b>8.00</b>                     | <b>10.90</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.

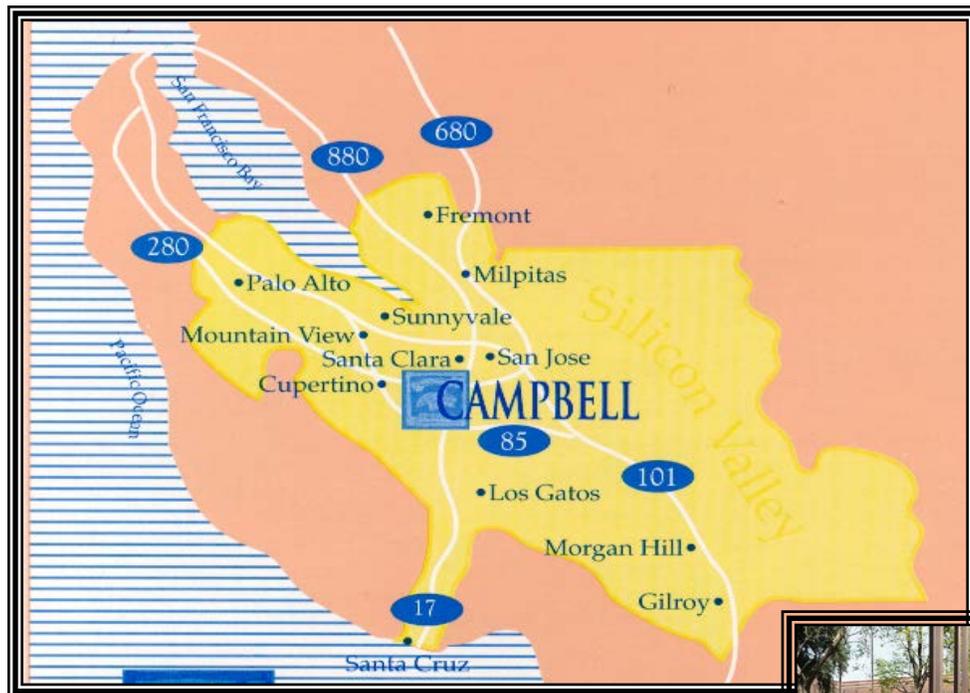
You'd be happy to know that we've had women on our City Council since 1985. It took thirty-three years to accomplish that feat. I'm sure that surprises you because there were three women on the first "town-council" which was established in 1892 at an Old Settler's Day celebration. However, the town wasn't 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."

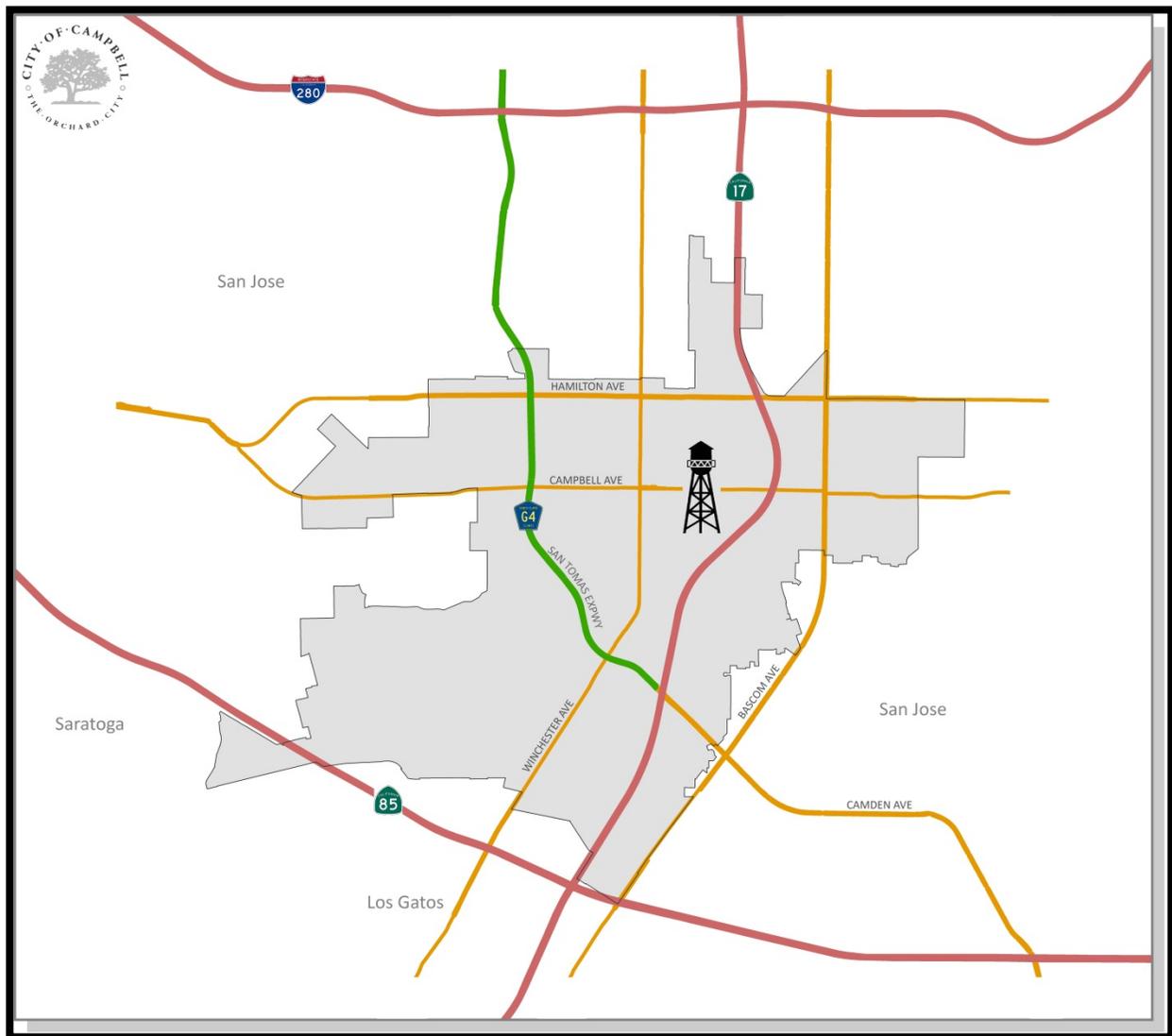
Your faithful servant, JMW

Note:

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

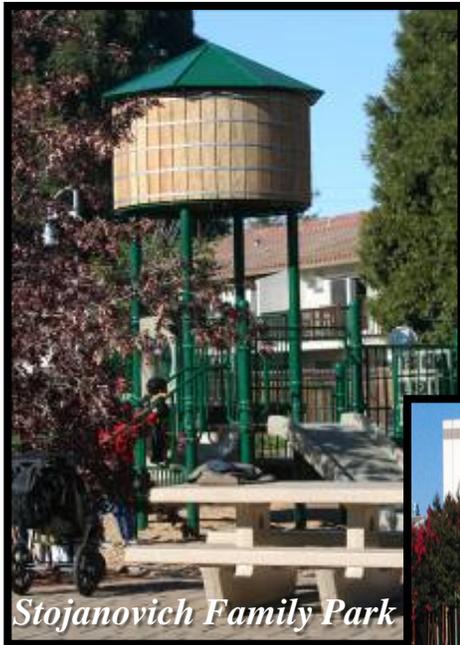


# Campbell Community Profile - Demographic Statistics (General)



- 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 – 42,726  
(As of 1/1/17- CA Department of Finance)
- 23,207 Registered Voters
- 19,845 (85.5%) Votes Cast in Last General Election
- Public Safety – 63 Police Employees (44 Sworn)
- Public Safety - Two Fire Stations
- Public Safety - Fire Services Contracted with the County of Santa Clara
- Total Permanent Budgeted Positions - 172

# Campbell Community Profile - Demographic Statistics (Infrastructure)



*Stojanovich Family Park*



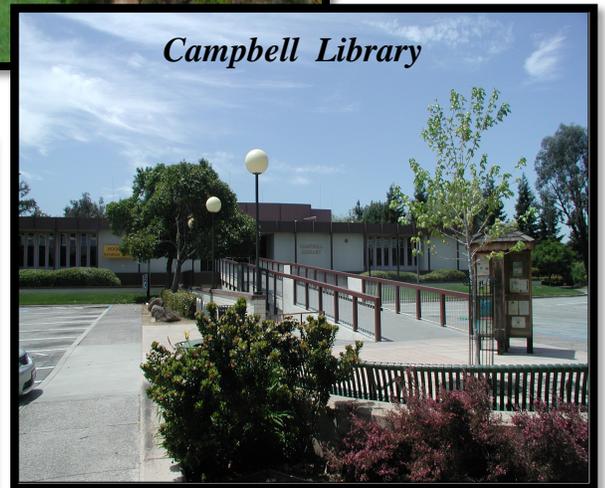
*Community Center*



*City Hall*



*Campbell Library*



*Ainsley House*

| <u>Category</u>                                   | <u>2017</u>   | <u>2016</u>   | <u>2015</u>   | <u>2014</u>   | <u>2013</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*

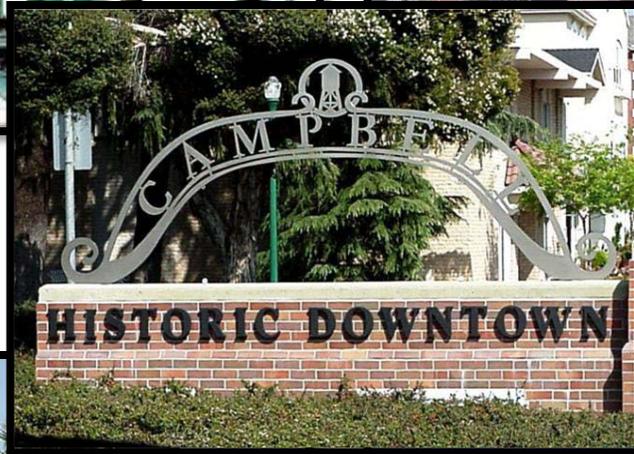


*Condominiums*

| <u>Category</u>  | <u>2017</u> | <u>2016</u> | <u>2015</u> | <u>2014</u> | <u>2013</u> |
|--|-------------|-------------|-------------|-------------|-------------|
| <b>Average Household Size <sup>(1)</sup></b>                             | 2.52        | 2.54        | 2.46        | 2.47        | 2.39        |
| <b>Number of Households <sup>(1)</sup></b>                               | 17,793      | 18,820      | 18,271      | 17,852      | 17,852      |
| <b>Median Age <sup>(1)</sup></b>   | 38.9        | 37.8        | 37.3        | 37.4        | 37.0        |
| <b>Average Single Family Home <sup>(2)</sup></b>                         | \$1,308,980 | \$1,172,023 | \$1,198,036 | \$1,004,380 | \$857,505   |
| <b>% of Households with Income of \$75,000 or Greater <sup>(1)</sup></b> | 46.30%      | 57.00%      | 65.40%      | 65.00%      | 69.90%      |

<sup>(1)</sup> U S Census Bureau - American Fact Finder/Campbell  
<sup>(2)</sup> SCC Association of Realtors 04/2017

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



| <u>Category</u>  | <u>2017</u> | <u>2016</u> | <u>2015</u> | <u>2014</u> | <u>2013</u> |
|--|-------------|-------------|-------------|-------------|-------------|
| <b>Per Capita Income*</b>  | \$47,982    | \$44,769    | \$44,023    | N/A         | N/A         |
| <b>Jobs per Household <sup>(1)</sup></b>                                   | N/A **      | N/A **      | N/A **      | 1.66        | 1.66        |
| <b>Employment Status <sup>(1)</sup></b>                                    | 33,390      | 37,468      | 37,169      | 32,337      | 31,674      |
| <b>Mean Family Income <sup>(1)</sup></b>                                   | \$137,318   | \$125,888   | \$121,599   | \$127,096   | \$121,793   |
| <b>% of Adults over 25 with Bachelor's Degree or Higher <sup>(1)</sup></b> | 50.8%       | 47.2%       | 45.8%       | 39.7%       | 45.9%       |

<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 (160)  
Chargepoint, Inc. ~ Service (400 - 2 Locations)  
Children's Recovery Center ~ Hospital (540)  
City of Campbell ~ Government (172)  
Daley's Drywall & Taping, Inc. ~ Service (385)  
Dewinter Group ~ Construction (220)  
Family Matters In-Home Care ~ Services (135)  
Friend Finder Networks, Inc. ~ Service (163)  
Fry's Electronics, Inc. ~ Retail (184)  
Groupware Technology ~ Services (130)  
Home Depot ~ Retail (228)  
Kaiser Permanente Medical Group ~ Medical (151)  
Kohl's ~ Retail (112)  
Moss Adams ~ Service (200)  
On-Site.com ~ Service (230)  
Pacific Netsoft, Inc. ~ Service (138)  
S R Freeman ~ Construction (150)  
Saama Technologies ~ Manufacturing (274)  
Safeway ~ Retail / Grocery / Service Station (266 -Two Locations)  
Sage ~ Veterinarian Facility (120)  
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

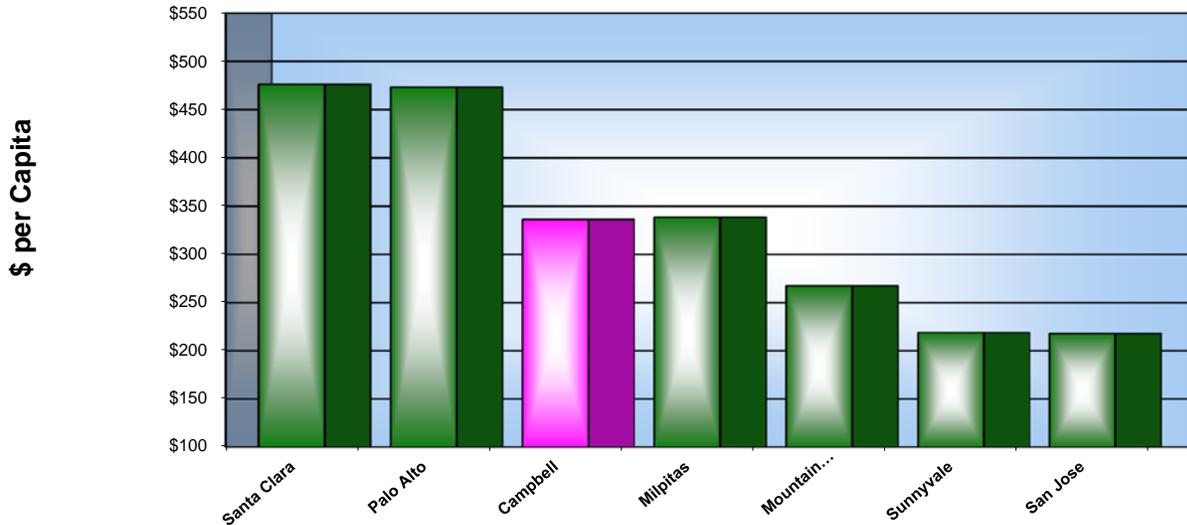
(Listed Alphabetically)

America's Tire ~ Retail Auto Supply  
Andro's Rostilj ~ Restaurants  
Aqui's ~ Restaurant  
Arco AM/PM Mini-Mart ~ Service Station  
Bed Bath & Beyond ~ Retail Store  
C V S / Pharmacy ~ Retail Drug Store  
Chevron Station ~ Service Stations  
Coulomb Technologies ~ Business Services  
Dasher Technologies ~ Retail Office Equipment  
Economy Lumber ~ Retail Building Materials  
Fry's Electronics ~ Retail Appliance Store  
Ferguson Enterprises ~ Contractor Supplies  
Gardenland ~ Garden Equipment  
Groupware Technology Company ~ Services  
Home Depot ~ Retail Building Materials  
Joe Escobar Diamonds ~ Retail Jewelry Store  
Kohl's Department Store ~ Retail Department Store  
Marshall's Department Store ~ Department Store  
Murray Window & Door ~ Retail Building Materials  
Orchard City Kitchen ~ Restaurant  
Outback Steakhouse ~ Restaurant  
Nob Hill General Stores ~ Retail Grocery Stores  
PetSmart ~ Retail Pet Supplies  
Prestige Pre-Owned ~ Car Dealership  
Ross Dress for Less ~ Department Store  
Rotten Robbie ~ Service Station  
Safeway Service Stations ~ Service Station  
Safeway Stores ~ Retail Grocery Store  
San Jose Camera Shop ~ Retail Store  
Shibatec ~ Technology Manufacturing  
Sierra Pacific Turf Supply ~ Retail Nursery  
Sports Basement ~ Recreation Products  
Sushi Confidential ~ Restaurant  
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

**Sales Tax Revenue  
Comparison With Other Jurisdictions  
FY 13-14 through FY 17-18**

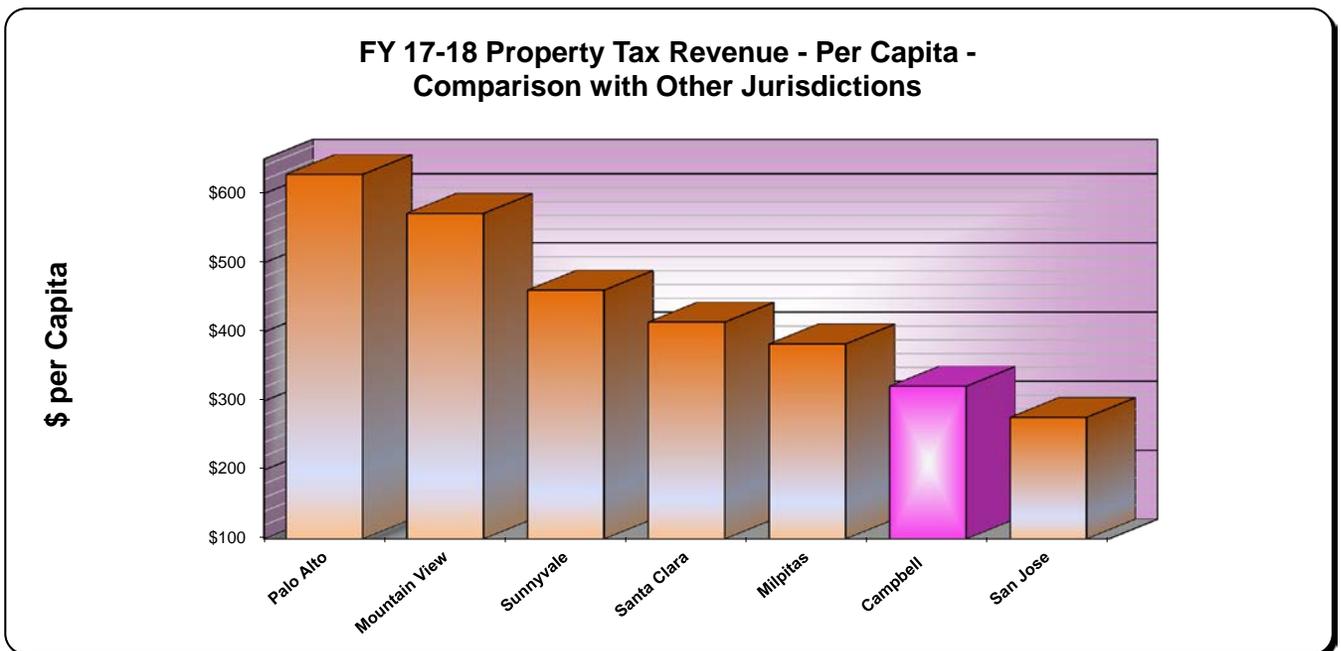
| City                 | Actual<br>2013-14 | Actual<br>2014-15 | Actual<br>2015-16 | Budgeted<br>2016-17 | Budgeted<br>2017-18 |
|----------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| <b>Campbell</b>      | \$13,115,263      | \$13,915,291      | \$14,818,496      | \$15,022,000        | \$14,423,000        |
| % of General Fund    | 31%               | 31%               | 30%               | 31%                 | 29%                 |
| Per Capita           | 324.85            | 331.37            | 347.98            | 352.76              | 336.20              |
| <b>Milpitas</b>      | \$19,766,138      | \$19,572,356      | \$24,718,975      | \$22,019,000        | \$25,520,000        |
| % of General Fund    | 27%               | 29%               | 32%               | 27%                 | 28%                 |
| Per Capita           | 291.34            | 269.57            | 333.41            | 291.56              | 338.42              |
| <b>Mountain View</b> | \$16,935,660      | \$19,773,384      | \$21,401,425      | \$20,090,800        | \$21,194,100        |
| % of General Fund    | 17%               | 18%               | 18%               | 17%                 | 17%                 |
| Per Capita           | 222.08            | 257.53            | 274.68            | 257.82              | 267.34              |
| <b>Palo Alto</b>     | \$29,424,000      | \$29,675,408      | \$30,018,000      | \$29,150,000        | \$31,458,000        |
| % of General Fund    | 17%               | 16%               | 15%               | 15%                 | 15%                 |
| Per Capita           | 448.92            | 443.01            | 454.62            | 435.17              | 473.21              |
| <b>San Jose</b>      | \$173,411,643     | \$180,406,910     | \$201,797,183     | \$224,695,553       | \$228,000,000       |
| % of General Fund    | 17%               | 17%               | 19%               | 23%                 | 22%                 |
| Per Capita           | 176.31            | 180.31            | 195.91            | 215.62              | 217.96              |
| <b>Santa Clara</b>   | \$46,735,959      | \$49,933,155      | \$50,254,965      | \$64,267,475        | \$59,047,475        |
| % of General Fund    | 27%               | 27%               | 26%               | 32%                 | 27%                 |
| Per Capita           | 401.28            | 411.89            | 415.42            | 519.32              | 476.25              |
| <b>Sunnyvale</b>     | \$30,194,827      | \$29,676,176      | \$32,909,169      | \$33,047,146        | \$32,776,458        |
| % of General Fund    | 19%               | 20%               | 18%               | 16%                 | 19%                 |
| Per Capita           | 205.33            | 202.39            | 222.32            | 222.73              | 218.76              |

**FY 17-18 Sales Tax Revenue - Per Capita -  
Comparison with Other Jurisdictions**



**Property Tax Revenue  
Comparison With Other Jurisdictions  
FY 13-14 through FY 17-18**

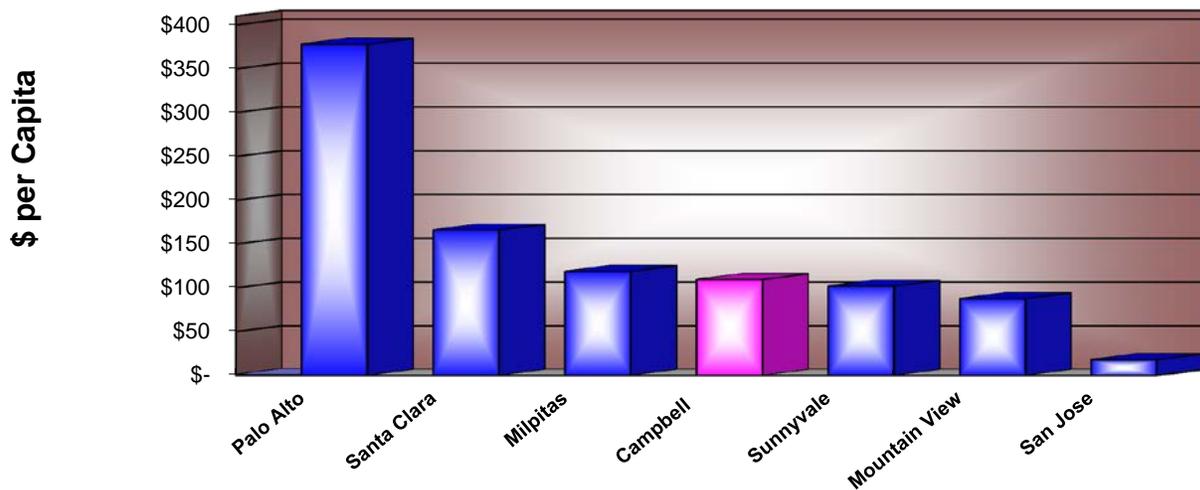
| City                 | Actual<br>2013-14 | Actual<br>2014-15 | Actual<br>2015-16 | Budgeted<br>2016-17 | Budgeted<br>2017-18 |
|----------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| <b>Campbell</b>      | \$10,195,501      | \$11,240,729      | \$12,075,059      | \$12,320,000        | \$13,785,000        |
| % of General Fund    | 24%               | 25%               | 24%               | 26%                 | 28%                 |
| Per Capita           | 252.53            | 267.68            | 283.56            | 289.31              | 321.33              |
| <b>Milpitas</b>      | \$27,607,560      | \$24,926,915      | \$27,068,110      | \$26,716,000        | \$28,850,000        |
| % of General Fund    | 38%               | 36%               | 35%               | 32%                 | 32%                 |
| Per Capita           | 406.92            | 343.32            | 365.09            | 353.76              | 382.58              |
| <b>Mountain View</b> | \$31,120,547      | \$35,173,321      | \$39,460,578      | \$40,208,100        | \$45,285,200        |
| % of General Fund    | 30%               | 33%               | 34%               | 34%                 | 35%                 |
| Per Capita           | 408.08            | 458.10            | 506.46            | 515.98              | 571.22              |
| <b>Palo Alto</b>     | \$30,587,000      | \$34,116,747      | \$36,607,000      | \$38,953,000        | \$41,727,000        |
| % of General Fund    | 18%               | 18%               | 19%               | 20%                 | 20%                 |
| Per Capita           | 466.66            | 509.31            | 554.41            | 581.51              | 627.68              |
| <b>San Jose</b>      | \$233,644,896     | \$247,258,146     | \$263,299,078     | \$271,737,000       | \$288,990,000       |
| % of General Fund    | 23%               | 24%               | 25%               | 28%                 | 27%                 |
| Per Capita           | 237.55            | 247.13            | 255.62            | 260.76              | 276.26              |
| <b>Santa Clara</b>   | \$39,138,491      | \$37,576,165      | \$45,621,226      | \$46,690,000        | \$51,359,000        |
| % of General Fund    | 23%               | 21%               | 23%               | 23%                 | 23%                 |
| Per Capita           | 336.05            | 309.96            | 377.12            | 377.29              | 414.24              |
| <b>Sunnyvale</b>     | \$50,293,385      | \$54,940,570      | \$62,390,637      | \$67,335,066        | \$68,974,004        |
| % of General Fund    | 31%               | 37%               | 35%               | 32%                 | 41%                 |
| Per Capita           | 342.00            | 374.69            | 421.48            | 453.83              | 460.35              |



**Transient Occupancy Tax Revenue  
Comparison With Other Jurisdictions  
FY 13-14 through FY 17-18**

| City                 | Actual<br>2013-14 | Actual<br>2014-15 | Actual<br>2015-16 | Budgeted<br>2016-17 | Budgeted<br>2017-18 |
|----------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| <b>Campbell</b>      | \$3,417,412       | \$4,091,923       | \$4,439,668       | \$4,750,000         | \$4,700,000         |
| % of General Fund    | 8%                | 9%                | 9%                | 10%                 | 10%                 |
| Per Capita           | 84.65             | 97.44             | 104.26            | 111.54              | 109.56              |
| <b>Milpitas</b>      | \$7,473,691       | \$8,733,319       | \$9,401,800       | \$8,731,000         | \$8,962,000         |
| % of General Fund    | 10%               | 13%               | 12%               | 11%                 | 10%                 |
| Per Capita           | 110.16            | 120.28            | 126.81            | 115.61              | 118.84              |
| <b>Mountain View</b> | \$5,594,909       | \$6,559,072       | \$6,590,636       | \$7,429,200         | \$6,954,300         |
| % of General Fund    | 5%                | 6%                | 6%                | 6%                  | 5%                  |
| Per Capita           | 73.37             | 85.43             | 84.59             | 95.34               | 87.72               |
| <b>Palo Alto</b>     | \$12,255,000      | \$16,699,331      | \$22,366,000      | \$23,134,000        | \$25,143,000        |
| % of General Fund    | 7%                | 9%                | 12%               | 12%                 | 12%                 |
| Per Capita           | 186.97            | 249.30            | 338.73            | 345.45              | 378.22              |
| <b>San Jose</b>      | \$11,873,017      | \$14,797,674      | \$16,564,848      | \$16,952,000        | \$18,720,000        |
| % of General Fund    | 1%                | 1%                | 2%                | 2%                  | 2%                  |
| Per Capita           | 12.07             | 14.79             | 16.08             | 16.27               | 17.90               |
| <b>Santa Clara</b>   | \$15,140,910      | \$17,843,363      | \$20,034,096      | \$20,000,000        | \$20,600,000        |
| % of General Fund    | 9%                | 10%               | 10%               | 10%                 | 9%                  |
| Per Capita           | 130.00            | 147.19            | 165.61            | 161.61              | 166.15              |
| <b>Sunnyvale</b>     | \$10,858,671      | \$14,137,069      | \$16,295,589      | \$16,798,573        | \$15,294,653        |
| % of General Fund    | 7%                | 9%                | 9%                | 8%                  | 9%                  |
| Per Capita           | 73.84             | 96.41             | 110.08            | 113.22              | 102.08              |

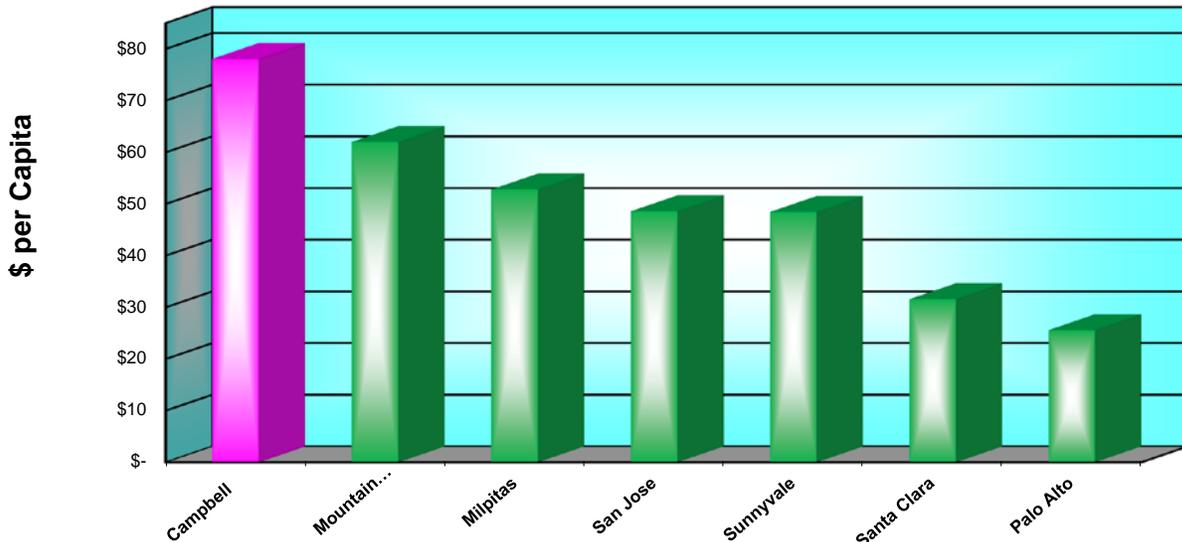
**FY 17-18 Transient Occupancy Tax Revenue - Per Capita - Comparison  
with Other Jurisdictions**



**Franchise Fee Revenue  
Comparison With Other Jurisdictions  
FY 13-14 through FY 17-18**

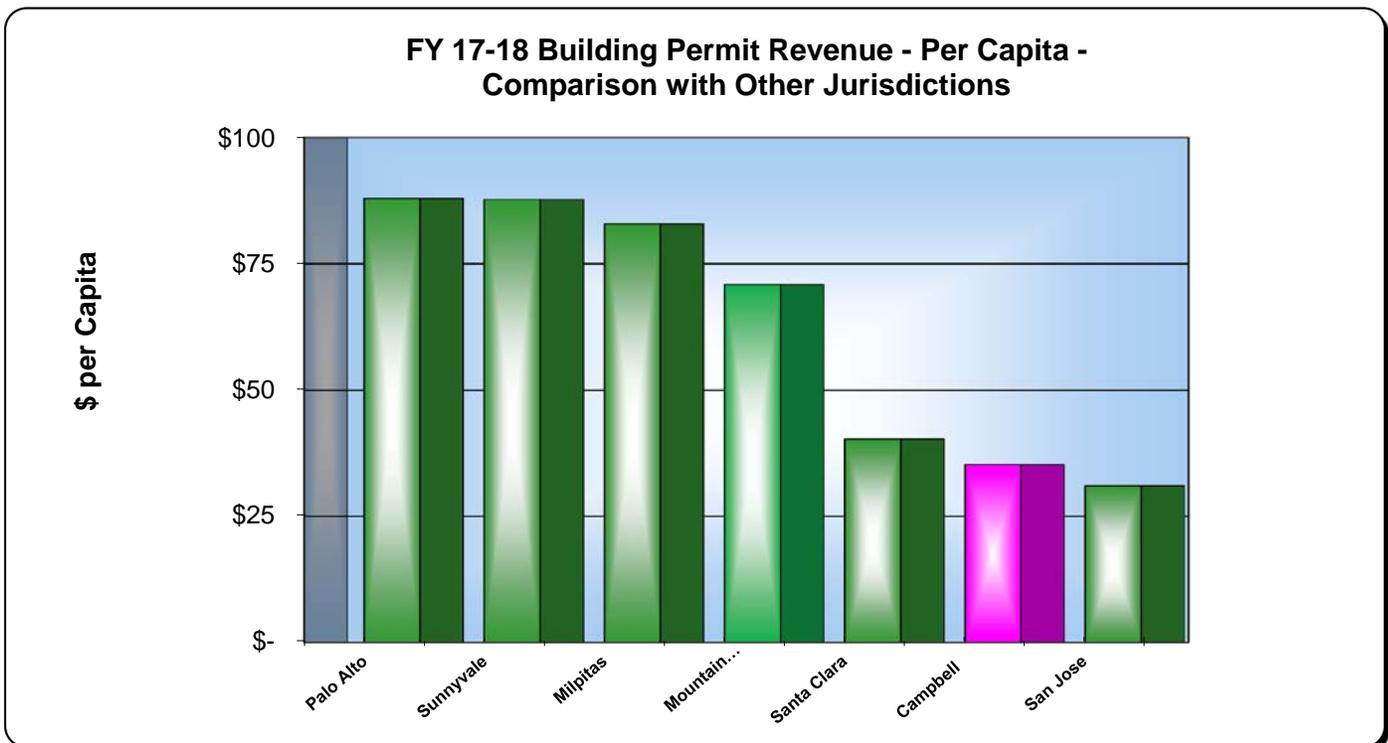
| City                 | Actual<br>2013-14 | Actual<br>2014-15 | Actual<br>2015-16 | Budgeted<br>2016-17 | Budgeted<br>2017-18 |
|----------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| <b>Campbell</b>      | \$2,917,263       | \$4,091,923       | \$3,319,602       | \$3,310,000         | \$3,349,413         |
| % of General Fund    | 7%                | 9%                | 7%                | 7%                  | 7%                  |
| Per Capita           | 72.26             | 97.44             | 77.95             | 77.73               | 78.07               |
| <b>Milpitas</b>      | \$3,453,140       | \$3,658,729       | \$3,841,010       | \$3,631,000         | \$3,981,000         |
| % of General Fund    | 5%                | 5%                | 5%                | 4%                  | 4%                  |
| Per Capita           | 50.90             | 50.39             | 51.81             | 48.08               | 52.79               |
| <b>Mountain View</b> | \$4,364,961       | \$4,529,685       | \$4,704,290       | \$4,811,920         | \$4,914,940         |
| % of General Fund    | 4%                | 4%                | 4%                | 4%                  | 4%                  |
| Per Capita           | 57.24             | 58.99             | 60.38             | 61.75               | 62.00               |
| <b>Palo Alto</b>     | \$900,000         | \$1,860,312       | \$1,895,062       | \$1,700,000         | \$1,700,000         |
| % of General Fund    | 1%                | 1%                | 1%                | 1%                  | 1%                  |
| Per Capita           | 13.73             | 27.77             | 28.70             | 25.39               | 25.57               |
| <b>San Jose</b>      | \$45,748,758      | \$46,908,554      | \$48,948,942      | \$48,916,811        | \$50,813,083        |
| % of General Fund    | 5%                | 4%                | 5%                | 5%                  | 5%                  |
| Per Capita           | 46.51             | 46.88             | 47.52             | 46.94               | 48.57               |
| <b>Santa Clara</b>   | \$3,515,786       | \$3,698,326       | \$3,822,934       | \$3,853,800         | \$3,916,300         |
| % of General Fund    | 2%                | 2%                | 2%                | 2%                  | 2%                  |
| Per Capita           | 30.19             | 30.51             | 31.60             | 31.14               | 31.59               |
| <b>Sunnyvale</b>     | \$6,694,336       | \$6,897,803       | \$7,056,709       | \$7,153,717         | \$7,261,043         |
| % of General Fund    | 4%                | 5%                | 4%                | 3%                  | 4%                  |
| Per Capita           | 45.52             | 47.04             | 47.67             | 48.21               | 48.46               |

**FY 17-18 Franchise Fee Revenue - Per Capita -  
Comparison with Other Jurisdictions**



**Building Permit Revenue  
Comparison With Other Jurisdictions  
FY 13-14 through FY 17-18**

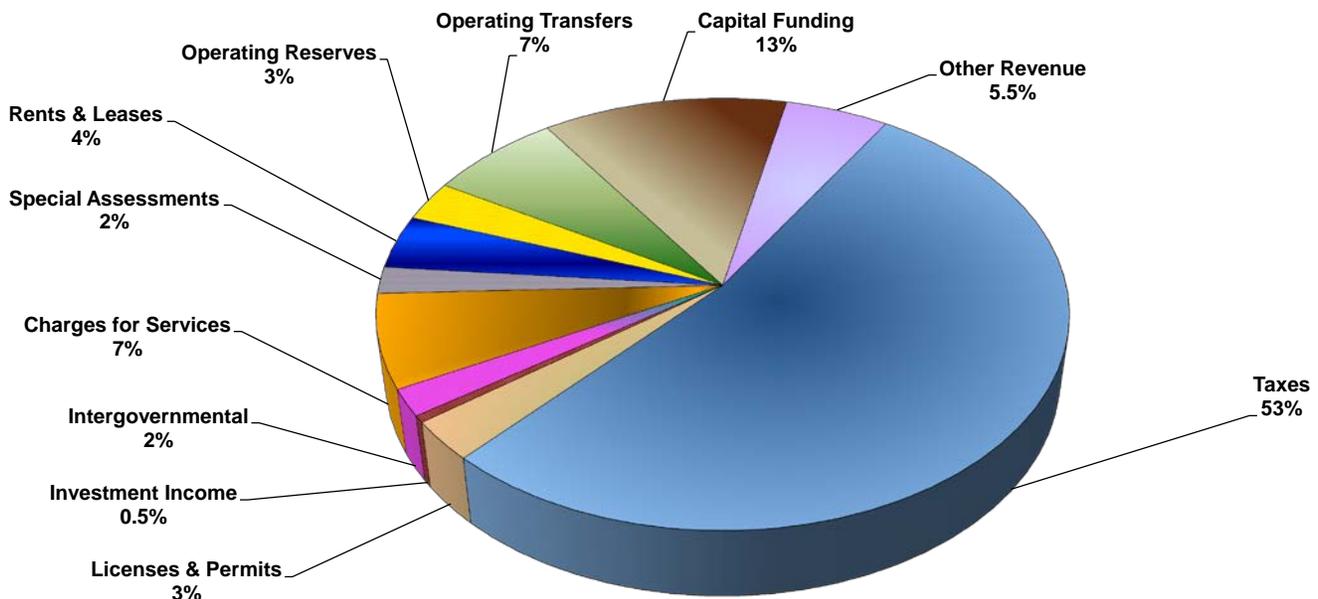
| <b>City</b>          | <b>Actual<br/>2013-14</b> | <b>Actual<br/>2014-15</b> | <b>Actual<br/>2015-16</b> | <b>Budgeted<br/>2016-17</b> | <b>Budgeted<br/>2017-18</b> |
|----------------------|---------------------------|---------------------------|---------------------------|-----------------------------|-----------------------------|
| <b>Campbell</b>      | \$1,857,564               | \$1,180,622               | \$2,488,271               | \$1,614,000                 | \$1,512,000                 |
| % of General Fund    | 4%                        | 3%                        | 5%                        | 3%                          | 3%                          |
| Per Capita           | 46.01                     | 28.11                     | 58.43                     | 37.90                       | 35.24                       |
| <b>Milpitas</b>      | \$5,881,934               | \$4,934,766               | \$5,819,943               | \$5,109,000                 | \$6,251,690                 |
| % of General Fund    | 8%                        | 7%                        | 8%                        | 6%                          | 7%                          |
| Per Capita           | 86.70                     | 67.97                     | 78.50                     | 67.65                       | 82.90                       |
| <b>Mountain View</b> | \$5,545,293               | \$6,222,485               | \$6,409,790               | \$6,100,000                 | \$5,621,000                 |
| % of General Fund    | 5%                        | 6%                        | 5%                        | 5%                          | 4%                          |
| Per Capita           | 72.72                     | 81.04                     | 82.27                     | 78.28                       | 70.90                       |
| <b>Palo Alto</b>     | \$6,020,000               | \$4,641,442               | \$4,814,233               | \$5,592,429                 | \$5,845,633                 |
| % of General Fund    | 4%                        | 3%                        | 2%                        | 3%                          | 3%                          |
| Per Capita           | 91.85                     | 69.29                     | 72.91                     | 83.51                       | 87.93                       |
| <b>San Jose</b>      | \$32,457,234              | \$27,437,791              | \$30,506,052              | \$27,500,000                | \$32,500,000                |
| % of General Fund    | 3%                        | 3%                        | 3%                        | 3%                          | 3%                          |
| Per Capita           | 33.00                     | 27.42                     | 29.62                     | 26.39                       | 31.07                       |
| <b>Santa Clara</b>   | \$2,881,893               | \$4,404,007               | \$6,036,116               | \$6,000,000                 | \$5,000,000                 |
| % of General Fund    | 2%                        | 2%                        | 3%                        | 3%                          | 2%                          |
| Per Capita           | 24.74                     | 36.33                     | 49.90                     | 48.48                       | 40.33                       |
| <b>Sunnyvale</b>     | \$11,734,734              | \$12,154,616              | \$17,240,132              | \$15,811,702                | \$13,143,909                |
| % of General Fund    | 7%                        | 8%                        | 9%                        | 7%                          | 7%                          |
| Per Capita           | 79.80                     | 82.89                     | 116.47                    | 106.57                      | 87.72                       |



## Total City Revenue Summary

| Revenue Source                              | FY 2016<br>Actual    | FY 2017<br>Adopted   | %      | FY 2018<br>Adopted   | %       |
|---|----------------------|----------------------|--------|----------------------|---------|
|   |                      |                      | Change |                      | Change  |
| <b>Taxes:</b>                               |                      |                      |        |                      |         |
| Property                                    | \$ 13,138,452        | \$ 13,093,000        | -0.3%  | \$ 14,918,000        | 13.9%   |
| Sales                                       | 14,818,493           | 15,022,000           | 1.4%   | 14,423,000           | -4.0%   |
| Franchise                                   | 3,319,603            | 3,310,000            | -0.3%  | 3,349,413            | 1.2%    |
| Transient Occupancy Taxes                   | 4,439,668            | 4,750,000            | 7.0%   | 4,700,000            | -1.1%   |
| Other Taxes                                 | 1,585,170            | 1,246,000            | -21.4% | 1,334,500            | 7.1%    |
| Total Taxes                                 | <u>37,301,386</u>    | <u>37,421,000</u>    | 0.3%   | <u>38,724,913</u>    | 3.5%    |
| Licenses & Permits                          | 3,620,490            | 2,183,410            | -39.7% | 2,015,500            | -7.7%   |
| Fines & Forfeitures                         | 294,248              | 300,000              | 2.0%   | 300,000              | 0.0%    |
| Investment Income                           | 542,777              | 494,884              | -8.8%  | 321,000              | -35.1%  |
| <b>Intergovernmental Revenue:</b>           |                      |                      |        |                      |         |
| In-Lieu Tax                                 | 69,109               | 30,000               | -56.6% | 18,000               | -40.0%  |
| Gasoline Tax                                | 874,322              | 861,000              | -1.5%  | 898,100              | 4.3%    |
| Community Development Block Grant           | -                    | 10,000               | -      | -                    | -100.0% |
| Other                                       | 1,406,526            | 413,747              | -70.6% | 412,843              | -0.2%   |
| Total Intergovernmental Revenue             | <u>2,349,957</u>     | <u>1,314,747</u>     | -44.1% | <u>1,328,943</u>     | 1.1%    |
| Charges for Services                        | 5,929,443            | 5,135,843            | -13.4% | 5,320,226            | 3.6%    |
| Rentals/Leases                              | 2,716,508            | 2,672,743            | -1.6%  | 2,714,353            | 1.6%    |
| Other Revenue                               | 3,639,960            | 568,486              | -84.4% | 349,656              | -38.5%  |
| Special Assessments                         | 1,370,665            | 1,326,094            | -3.3%  | 1,387,750            | 4.6%    |
| Charges to Operating Departments            | 2,889,719            | 3,215,573            | 11.3%  | 3,346,400            | 4.1%    |
| Operating Fund Reserves (Beg. Fund Balance) | -                    | 2,601,328            | -      | 2,051,057            | -21.2%  |
| Interfund Operating Transfers               | 5,095,800            | 5,356,555            | 5.1%   | 4,844,937            | -9.6%   |
| Total Operating Revenue                     | <u>65,750,953</u>    | <u>62,590,663</u>    | -4.8%  | <u>62,704,735</u>    | 0.2%    |
| Capital Project Funding (Beg. Fund Balance) | -                    | 3,305,000            | -      | 2,349,800            | -28.9%  |
| Capital Project Funding (Revenue/Grants)    | 3,002,201            | 1,615,000            | -      | 2,393,000            | 48.2%   |
| Interfund Capital Transfers                 | 5,405,348            | 4,920,000            | -9.0%  | 4,642,800            | -5.6%   |
| Total Revenue                               | <u>\$ 74,158,502</u> | <u>\$ 72,430,663</u> | -2.3%  | <u>\$ 72,090,335</u> | -2.8%   |

### Total City Revenue Summary - \$72,090,335



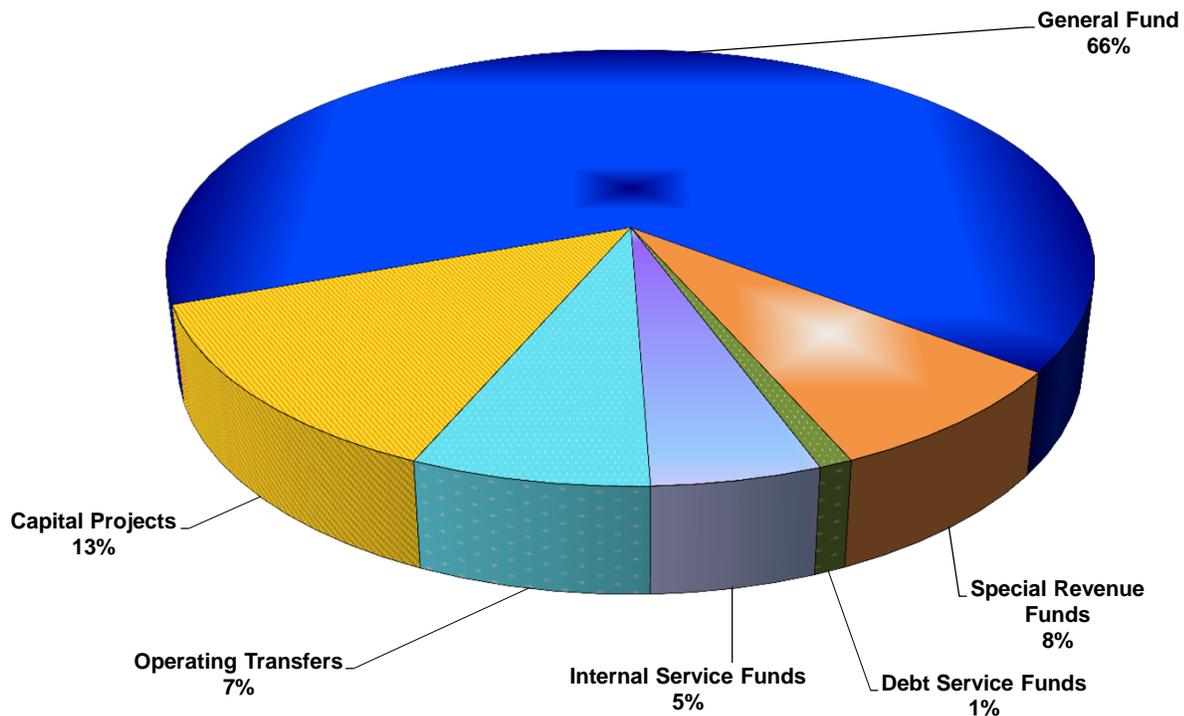
**Total City Revenue by Fund**  
**(Includes Capital Project Revenue & Transfers-In)**

| <b>Fund</b>                             | <b>Fund Description</b>             | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> | <b>\$<br/>Change</b> | <b>%<br/>Change</b> |
|---|-------------------------------------|---------------------------|----------------------------|----------------------------|----------------------|---------------------|
| 101                                     | General Fund                        | \$ 49,847,620             | \$ 52,221,423              | \$ 51,563,717              | \$ (657,706)         | -1.3%               |
| 202                                     | Vehicle Impact Fees                 | 690,152                   | 630,000                    | 777,000                    | 147,000              | 23.3%               |
| 204                                     | Gas Tax                             | 1,390,356                 | 1,686,127                  | 2,037,729                  | 351,602              | 20.9%               |
| 205                                     | Asset Forfeiture (Drug Enforcement) | 12,250                    | 8,500                      | 8,500                      | -                    | 0.0%                |
| 207                                     | Lighting District                   | 3,593,178                 | 3,703,265                  | 3,782,787                  | 79,522               | 2.1%                |
| 208                                     | Housing & Community Development     | (108)                     | 10,088                     | -                          | (10,088)             | -100.0%             |
| 209                                     | Environmental Services              | 1,438,891                 | 1,448,677                  | 1,493,707                  | 45,030               | 3.1%                |
| 210                                     | Supplemental Law Enforcement        | 119,638                   | -                          | -                          | -                    | -                   |
| 212                                     | State/County Grants                 | 377,677                   | 1,210,000                  | 857,800                    | (352,200)            | -29.1%              |
| 216                                     | TDA Grant                           | 378,149                   | 20,000                     | 20,000                     | -                    | 0.0%                |
| 218                                     | Federal Grants                      | 2,625,287                 | 5,000                      | 559,000                    | 554,000              | 11080.0%            |
| 233                                     | Housing Assistance                  | 20,984                    | 252,474                    | 240,195                    | (12,279)             | -4.9%               |
| 236                                     | Community Facilities District #1    | 145,661                   | 145,000                    | 145,000                    | -                    | 0.0%                |
| 237                                     | Community Facilities District #2    | 34,570                    | 16,094                     | 35,250                     | 19,156               | 119.0%              |
| 295                                     | Parkland Dedication                 | 2,031,171                 | 375,000                    | 1,196,000                  | 821,000              | 218.9%              |
| 366                                     | Debt Service 2002 COP               | 536,053                   | 866,493                    | -                          | (866,493)            | -100.0%             |
| 367                                     | Local Improvement District #30      | 968                       | -                          | -                          | -                    | -                   |
| 368                                     | Debt Service 1997 COP               | 732,150                   | 733,434                    | -                          | (733,434)            | -100.0%             |
| 370                                     | 2016 Refunding Lease Revenue Bond   | -                         | -                          | 854,950                    | 854,950              | -                   |
| 435                                     | Capital Projects                    | 6,862,583                 | 4,920,000                  | 4,742,800                  | (177,200)            | -3.6%               |
| 641                                     | Motor Vehicle Pool                  | 1,057,718                 | 1,557,088                  | 1,385,900                  | (171,188)            | -11.0%              |
| 647                                     | Information Technology Pool         | 1,533,331                 | 1,768,000                  | 1,785,000                  | 17,000               | 1.0%                |
| 690                                     | Workers' Compensation Insurance     | 726,141                   | 847,000                    | 605,000                    | (242,000)            | -28.6%              |
| 794                                     | Museum Donations                    | 2,747                     | -                          | -                          | -                    | -                   |
| 795                                     | Recreation Grants                   | 1,516                     | 7,000                      | -                          | (7,000)              | -100.0%             |
| 797                                     | Senior Center Donations             | (181)                     | -                          | -                          | -                    | -                   |
| <b>Total Revenue &amp; Transfers-In</b> |                                     | <b>\$ 74,158,502</b>      | <b>\$ 72,430,663</b>       | <b>\$ 72,090,335</b>       | <b>\$ (340,328)</b>  | <b>-0.5%</b>        |

## Total City Expenditure Summary

| Fund    | Fund Description                                | FY 2016 Actual       | FY 2017 Adopted      | % Change     | FY 2018 Adopted      | % Change      |
|---------|---|----------------------|----------------------|--------------|----------------------|---------------|
| 101     | <b>General Fund</b>                             | \$ 42,042,581        | \$ 45,558,866        | 8.4%         | \$ 47,495,930        | 4.3%          |
|         | <b>Special Revenue Funds</b>                    |                      |                      |              |                      |               |
| 204     | Gas Tax   | 1,532,242            | 1,607,927            | 4.9%         | 1,714,529            | 6.6%          |
| 207     | Lighting District                               | 3,471,025            | 3,591,965            | 3.5%         | 3,671,487            | 2.2%          |
| 208/233 | Housing & Community Development                 | 215,635              | 262,562              | 21.8%        | 240,195              | -8.5%         |
| Misc.   | Grants & Other Special Revenue                  | 115,029              | 5,000                | -95.7%       | 23,000               | 360.0%        |
|         | <b>Total Special Revenue Funds</b>              | <b>5,333,931</b>     | <b>5,467,454</b>     | <b>2.5%</b>  | <b>5,649,211</b>     | <b>3.3%</b>   |
| Misc.   | <b>Debt Service Funds</b>                       | <b>1,603,301</b>     | <b>1,599,927</b>     | <b>-0.2%</b> | <b>854,950</b>       | <b>-46.6%</b> |
|         | <b>Internal Service Funds</b>                   |                      |                      |              |                      |               |
| 641     | Motor Vehicle Pool                              | 1,201,844            | 1,512,088            | 25.8%        | 1,245,930            | -17.6%        |
| 647     | Information Technology Pool                     | 1,505,302            | 1,926,251            | 28.0%        | 1,745,528            | -9.4%         |
| 690     | Worker's Compensation                           | 499,131              | 593,717              | 19.0%        | 516,973              | -12.9%        |
|         | <b>Total Internal Service Funds</b>             | <b>3,206,277</b>     | <b>4,032,056</b>     | <b>25.8%</b> | <b>3,508,431</b>     | <b>-13.0%</b> |
| Misc.   | <b>Interfund Operating Transfers</b>            | <b>5,095,801</b>     | <b>5,356,555</b>     | <b>5.1%</b>  | <b>4,844,937</b>     | <b>-9.6%</b>  |
|         | <b>Total Operating Expenditures</b>             | <b>57,281,891</b>    | <b>62,014,858</b>    | <b>8.3%</b>  | <b>62,353,459</b>    | <b>0.5%</b>   |
| Misc.   | <b>Capital Projects &amp; Capital Transfers</b> | <b>10,752,882</b>    | <b>9,840,000</b>     | <b>-8.5%</b> | <b>9,385,600</b>     | <b>-4.6%</b>  |
|         | <b>Total Expenditures</b>                       | <b>\$ 68,034,773</b> | <b>\$ 71,854,858</b> | <b>5.6%</b>  | <b>\$ 71,739,059</b> | <b>-0.2%</b>  |

**Total City Expenditures Summary - \$71,739,059**



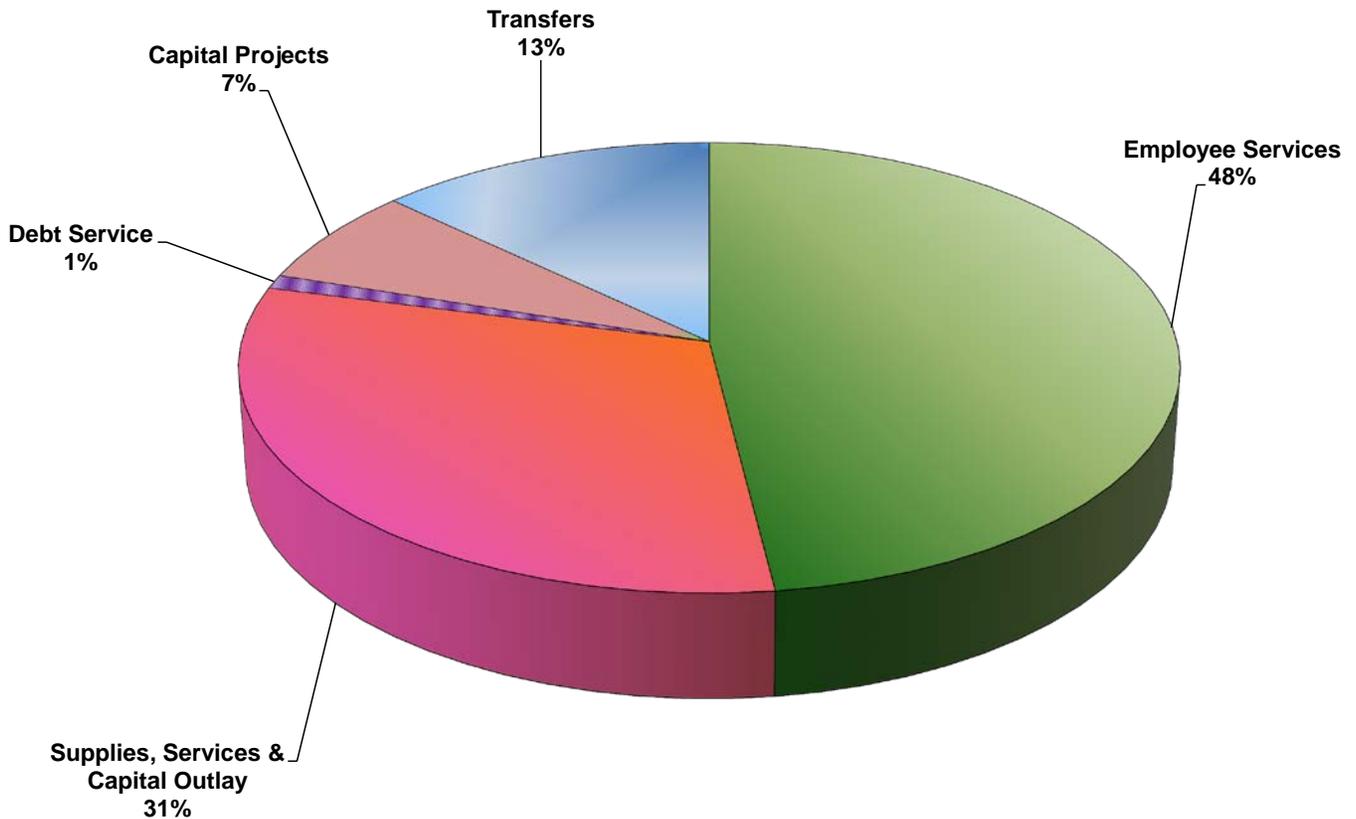
**Total City Expenditures by Fund**  
**(Includes Capital Project Expenditures & Transfers-Out)**

| <b>Fund</b>                                   | <b>Fund Description</b>             | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> | <b>\$<br/>Change</b> | <b>%<br/>Change</b> |
|---|-------------------------------------|---------------------------|----------------------------|----------------------------|----------------------|---------------------|
| 101   | General Fund                        | \$ 45,693,629             | \$ 51,706,724              | \$ 51,406,160              | \$ (300,564)         | -0.6%               |
| 202   | Vehicle Impact Fees                 | 181,367                   | 630,000                    | 777,000                    | 147,000              | 23.3%               |
| 204   | Gas Tax                             | 1,643,066                 | 1,686,127                  | 2,037,729                  | 351,602              | 20.9%               |
| 205   | Asset Forfeiture (Drug Enforcement) | 12,208                    | 8,500                      | 8,500                      | -                    | 0.0%                |
| 207   | Lighting District                   | 3,582,325                 | 3,703,265                  | 3,782,787                  | 79,522               | 2.1%                |
| 208   | Housing & Community Development     | 17,775                    | 10,088                     | -                          | (10,088)             | -100.0%             |
| 209   | Environmental Services              | 1,411,778                 | 1,448,677                  | 1,493,707                  | 45,030               | 3.1%                |
| 210   | Supplemental Law Enforcement        | 110,129                   | -                          | -                          | -                    | -                   |
| 212   | State/County Grants                 | 1,893,971                 | 1,210,000                  | 857,800                    | (352,200)            | -29.1%              |
| 216   | TDA Grant                           | 378,149                   | 20,000                     | 20,000                     | -                    | -                   |
| 218   | Federal Grants                      | 2,447,973                 | 5,000                      | 559,000                    | 554,000              | 11080.0%            |
| 233   | Housing Assistance                  | 197,860                   | 252,474                    | 240,195                    | (12,279)             | -4.9%               |
| 236   | Community Facilities District #1    | 147,614                   | 145,000                    | 145,000                    | -                    | -                   |
| 237   | Community Facilities District #2    | 15,366                    | 15,020                     | 22,000                     | 6,980                | 46.5%               |
| 295   | Parkland Dedication                 | 50,451                    | 375,000                    | 1,196,000                  | 821,000              | 218.9%              |
| 366   | Debt Service 2002 COP               | 871,233                   | 866,493                    | -                          | (866,493)            | -100.0%             |
| 367   | Local Improvement District #30      | -                         | -                          | -                          | -                    | -                   |
| 368   | Debt Service 1997 COP               | 732,068                   | 733,434                    | -                          | (733,434)            | -100.0%             |
| 370   | 2016 Refunding Lease Revenue Bond   | -                         | -                          | 854,950                    | 854,950              | -                   |
| 435   | Capital Projects                    | 5,347,534                 | 4,920,000                  | 4,742,800                  | (177,200)            | -3.6%               |
| 641   | Motor Vehicle Pool                  | 1,246,844                 | 1,557,088                  | 1,290,930                  | (266,158)            | -17.1%              |
| 647   | Information Technology Pool         | 1,547,302                 | 1,968,251                  | 1,787,528                  | (180,723)            | -9.2%               |
| 690   | Workers' Compensation Insurance     | 499,131                   | 593,717                    | 516,973                    | (76,744)             | -12.9%              |
| 794   | Museum Donations                    | -                         | -                          | -                          | -                    | -                   |
| 795   | Recreation Grants                   | 7,000                     | -                          | -                          | -                    | -                   |
| 797   | Senior Center Donations             | -                         | -                          | -                          | -                    | -                   |
| <b>Total Expenditures &amp; Transfers-Out</b> |                                     | <b>\$ 68,034,773</b>      | <b>\$ 71,854,858</b>       | <b>\$ 71,739,059</b>       | <b>\$ (115,799)</b>  | <b>-0.2%</b>        |

## Total City Expenditures by Type

| Description                         | FY 2016<br>Actual    | FY 2017<br>Adopted   | %<br>Change | FY 2018<br>Adopted   | %<br>Change  |
|-------------------------------------|----------------------|----------------------|-------------|----------------------|--------------|
| Employee Services                   | \$ 30,747,132        | \$ 32,581,089        | 6.0%        | \$ 34,454,906        | 5.8%         |
| Supplies, Services & Capital Outlay | 20,505,173           | 22,477,287           | 9.6%        | 22,198,666           | -1.2%        |
| Debt Service                        | 1,603,301            | 1,599,927            | -0.2%       | 854,950              | -46.6%       |
| Capital Projects                    | 4,678,018            | 4,920,000            | 5.2%        | 4,742,800            | -3.6%        |
| Transfers Out (Operating & Capital) | 10,501,149           | 10,276,555           | -2.1%       | 9,487,737            | -7.7%        |
| <b>Total Expenditures</b>           | <b>\$ 68,034,773</b> | <b>\$ 71,854,858</b> | 5.6%        | <b>\$ 71,739,059</b> | <b>-0.2%</b> |

**Total City Expenditures by Type - \$71,739,059**



## Schedule of Interfund Transfers (Operating & Capital)

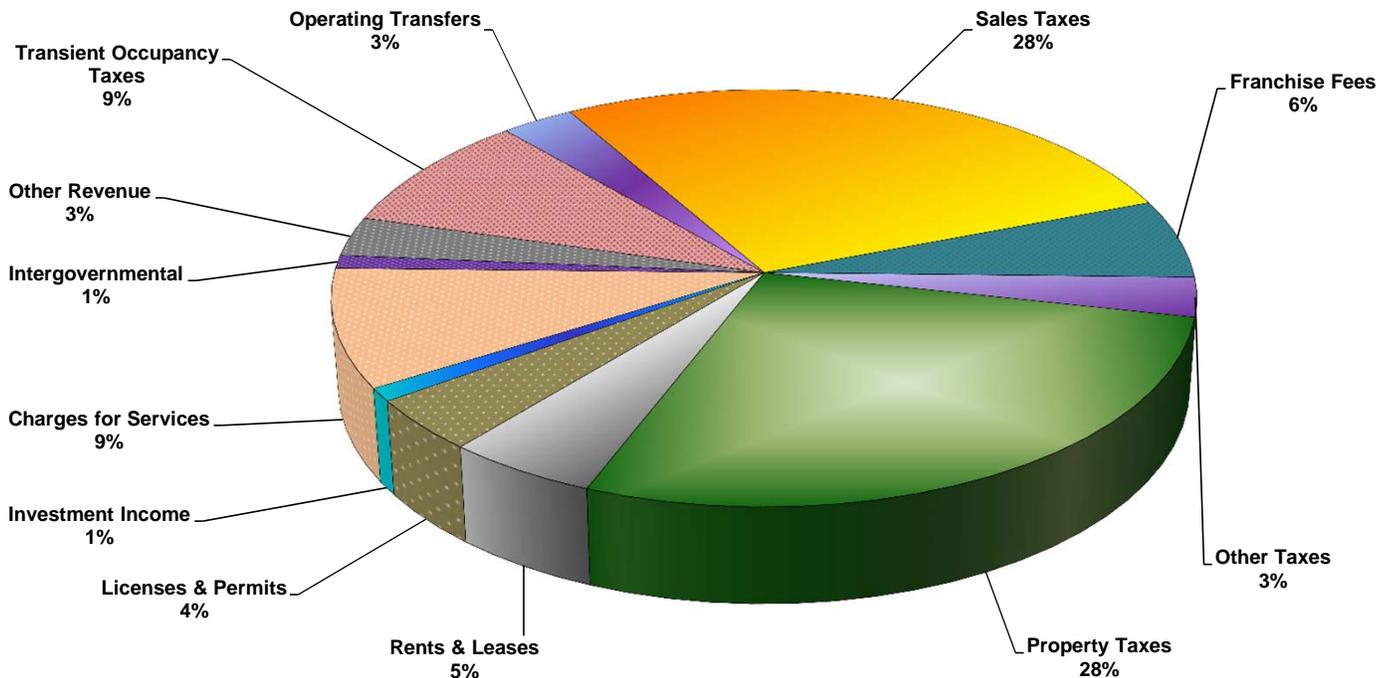
### Fiscal Year 2017-2018

| Fund                          | Fund Description                    | Adopted                 |                          | Adopted                 |                          |
|-------------------------------|-------------------------------------|-------------------------|--------------------------|-------------------------|--------------------------|
|                               |                                     | FY 2017<br>Transfers-In | FY 2017<br>Transfers-Out | FY 2018<br>Transfers-In | FY 2018<br>Transfers-Out |
| 101                           | General Fund                        | \$ 1,354,777            | \$ 6,147,858             | \$ 1,353,207            | \$ 3,910,230             |
| <b>Special Revenue Funds</b>  |                                     |                         |                          |                         |                          |
| 202                           | Vehicle Impact Fees                 | -                       | 630,000                  | -                       | 777,000                  |
| 204                           | Gas Tax                             | 484,300                 | 78,200                   | 504,300                 | 323,200                  |
| 205                           | Asset Forfeiture (Drug Enforcement) | -                       | 8,500                    | -                       | 8,500                    |
| 207                           | Lighting District                   | 1,687,765               | 111,300                  | 1,364,787               | 111,300                  |
| 208                           | Housing & Community Development     | -                       | -                        | -                       | -                        |
| 209                           | Environmental Services              | 511,500                 | 1,448,677                | 513,693                 | 1,493,707                |
| 212                           | State/County Grants                 | -                       | 1,210,000                | -                       | 857,800                  |
| 216                           | TDA Grant                           | -                       | 20,000                   | -                       | 20,000                   |
| 218                           | Federal Grants                      | -                       | 5,000                    | -                       | 559,000                  |
| 233                           | Housing Assistance                  | -                       | -                        | -                       | -                        |
| 236                           | Community Facilities District #1    | -                       | 140,000                  | -                       | 140,000                  |
| 237                           | Community Facilities District #2    | -                       | 15,020                   | -                       | 4,000                    |
| 295                           | Parkland Dedication                 | -                       | 375,000                  | -                       | 1,196,000                |
| <b>Debt Service Funds</b>     |                                     |                         |                          |                         |                          |
| 366                           | Debt Service 2002 COP               | 508,510                 | -                        | -                       | -                        |
| 368                           | Debt Service 1997 COP               | 430,703                 | -                        | -                       | -                        |
| 370                           | 2016 Refunding Lease Revenue Bond   | -                       | -                        | 854,950                 | -                        |
| 435                           | <b>Capital Projects Fund</b>        | 4,920,000               | -                        | 4,642,800               | -                        |
| <b>Internal Service Funds</b> |                                     |                         |                          |                         |                          |
| 641                           | Motor Vehicle Pool                  | 130,000                 | 45,000                   | 38,000                  | 45,000                   |
| 647                           | Information Technology Pool         | 249,000                 | 42,000                   | 216,000                 | 42,000                   |
| <b>Total Transfers</b>        |                                     | <b>\$ 10,276,555</b>    | <b>\$ 10,276,555</b>     | <b>\$ 9,487,737</b>     | <b>\$ 9,487,737</b>      |

## General Fund Revenue Summary

| Revenue Source                                  | FY 2016<br>Actual | FY 2017<br>Adopted | %<br>Change | FY 2018<br>Adopted | %<br>Change |
|---|-------------------|--------------------|-------------|--------------------|-------------|
| <b>Taxes:</b>                                   |                   |                    |             |                    |             |
| Property  | \$ 12,075,056     | \$ 12,320,000      | 2.0%        | \$ 13,785,000      | 11.9%       |
| Sales   | 14,818,493        | 15,022,000         | 1.4%        | 14,423,000         | -4.0%       |
| Franchise                                       | 3,319,603         | 3,310,000          | -0.3%       | 3,349,413          | 1.2%        |
| Transient Occupancy Taxes                       | 4,439,668         | 4,750,000          | 7.0%        | 4,700,000          | -1.1%       |
| Other Taxes                                     | 1,585,170         | 1,246,000          | -21.4%      | 1,334,500          | 7.1%        |
| Total Taxes                                     | 36,237,990        | 36,648,000         | 1.1%        | 37,591,913         | 2.6%        |
| <b>Licenses &amp; Permits</b>                   | 3,620,490         | 2,183,410          | -39.7%      | 2,015,500          | -7.7%       |
| <b>Fines &amp; Forfeitures</b>                  | 294,248           | 300,000            | -           | 300,000            | -           |
| <b>Investment Income</b>                        | 161,163           | 173,000            | 7.3%        | 303,000            | 75.1%       |
| <b>Intergovernmental Revenue:</b>               |                   |                    |             |                    |             |
| In-Lieu Tax                                     | 69,109            | 18,000             | -           | 18,000             | -           |
| Other   | 201,213           | 358,247            | 78.0%       | 344,543            | -3.8%       |
| Total Intergovernmental Revenue                 | 270,322           | 376,247            | 39.2%       | 362,543            | -3.6%       |
| <b>Charges for Services</b>                     | 5,047,409         | 4,259,836          | -15.6%      | 4,429,519          | 4.0%        |
| <b>Rentals/Leases</b>                           | 2,716,508         | 2,672,743          | -1.6%       | 2,714,353          | 1.6%        |
| <b>Other Revenue</b>                            | 69,577            | 84,800             | 21.9%       | 81,800             | -3.5%       |
| <b>Operating Fund Reserves (Beg. Fund Bal.)</b> | -                 | 1,473,610          | -           | 1,432,082          | -2.8%       |
| <b>Interfund Operating Transfers</b>            | 1,429,913         | 1,354,777          | -5.3%       | 1,353,207          | -0.1%       |
| Total Operating Revenue                         | 49,847,620        | 49,526,423         | -0.6%       | 50,583,917         | 2.1%        |
| <b>Capital Project Funding</b>                  | -                 | 2,695,000          | -           | 979,800            | -           |
| Total General Fund Revenue                      | \$ 49,847,620     | \$ 52,221,423      | 4.8%        | \$ 51,563,717      | -1.3%       |

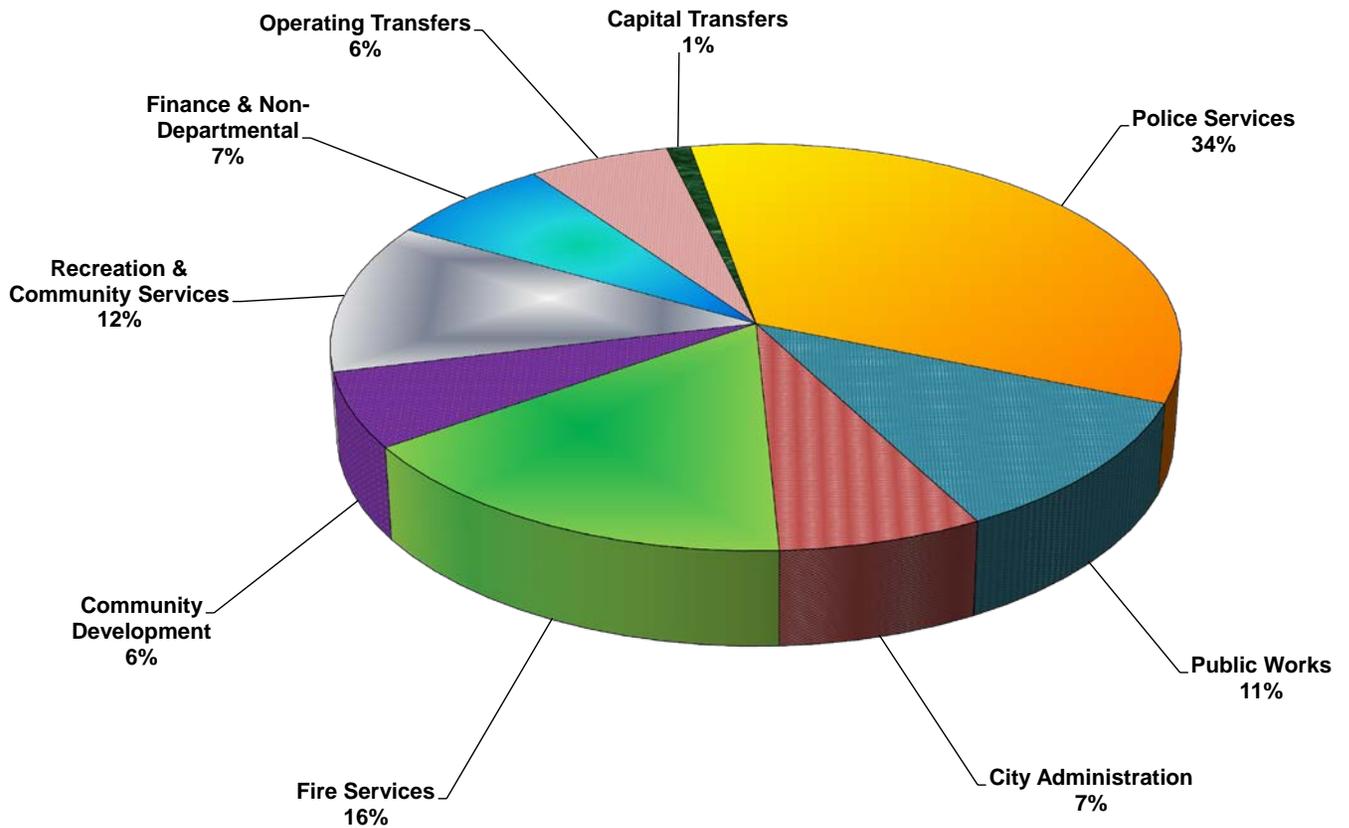
### General Fund Revenue Summary - \$51,563,717



## General Fund Expenditure Summary

| Description                         | FY 2016<br>Actual    | FY 2017<br>Adopted   | %<br>Change  | FY 2018<br>Adopted   | %<br>Change  |
|-------------------------------------|----------------------|----------------------|--------------|----------------------|--------------|
| City Council                        | \$ 236,944           | \$ 292,369           | 23.4%        | \$ 334,423           | 14.4%        |
| City Manager                        | 1,978,106            | 1,904,843            | -3.7%        | 1,995,021            | 4.7%         |
| City Clerk                          | 395,393              | 484,662              | 22.6%        | 414,425              | -14.5%       |
| City Attorney                       | 397,728              | 384,380              | -3.4%        | 439,271              | 14.3%        |
| Recreation & Community Services     | 5,611,540            | 6,043,140            | 7.7%         | 6,299,482            | 4.2%         |
| Finance                             | 1,429,615            | 1,566,727            | 9.6%         | 1,583,874            | 1.1%         |
| Non-Departmental                    | 1,480,586            | 1,688,600            | 14.0%        | 1,884,600            | 11.6%        |
| Community Development               | 2,482,058            | 2,835,199            | 14.2%        | 3,111,225            | 9.7%         |
| Police                              | 15,453,489           | 16,797,684           | 8.7%         | 17,522,791           | 4.3%         |
| Fire                                | 7,444,015            | 7,815,787            | 5.0%         | 8,128,418            | 4.0%         |
| Public Works                        | 5,133,106            | 5,745,476            | 11.9%        | 5,782,399            | 0.6%         |
| Interfund Operating Transfers       | 3,082,810            | 3,452,858            | 12.0%        | 2,930,430            | -15.1%       |
| <b>Total Operating Expenditures</b> | <b>45,125,390</b>    | <b>49,011,725</b>    | <b>8.6%</b>  | <b>50,426,359</b>    | <b>2.9%</b>  |
| Interfund Capital Transfers         | 568,238              | 2,695,000            | 374.3%       | 979,800              | -63.6%       |
| <b>Total Expenditures</b>           | <b>\$ 45,693,628</b> | <b>\$ 51,706,725</b> | <b>13.2%</b> | <b>\$ 51,406,159</b> | <b>-0.6%</b> |

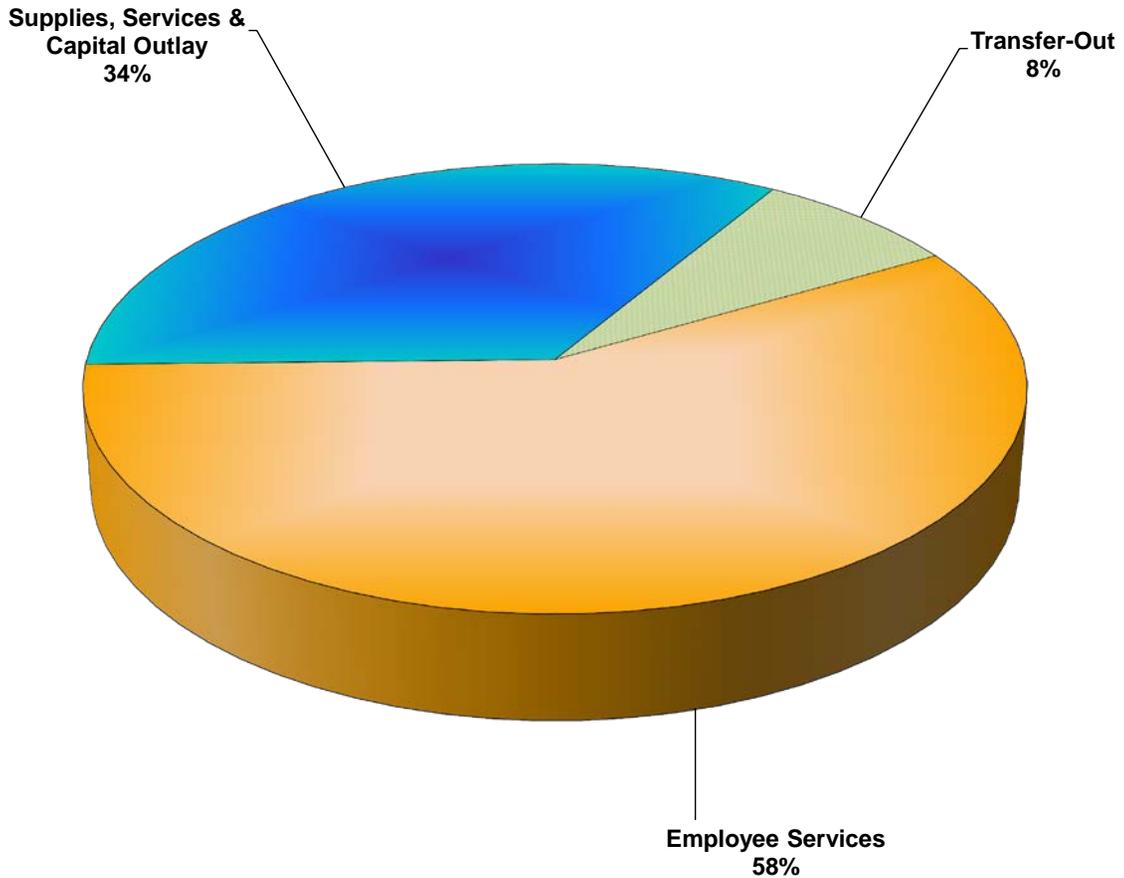
### General Fund Expenditures Summary - \$51,406,159



## General Fund Expenditures by Type

| Description                         | FY 2016<br>Actual    | FY 2017<br>Adopted   | %<br>Change | FY 2018<br>Adopted   | %<br>Change  |
|-------------------------------------|----------------------|----------------------|-------------|----------------------|--------------|
| Employee Services                   | \$ 25,876,510        | \$ 28,047,848        | 8.4%        | \$ 30,006,445        | 7.0%         |
| Supplies, Services & Capital Outlay | 16,166,071           | 17,511,019           | 8.3%        | 17,489,485           | -0.1%        |
| Transfers Out (Operating & Capital) | 3,651,048            | 6,147,858            | 68.4%       | 3,910,230            | -36.4%       |
| <b>Total Expenditures</b>           | <b>\$ 45,693,629</b> | <b>\$ 51,706,725</b> | 13.2%       | <b>\$ 51,406,160</b> | <b>-0.6%</b> |

**General Fund Expenditures by Type - \$51,406,160**

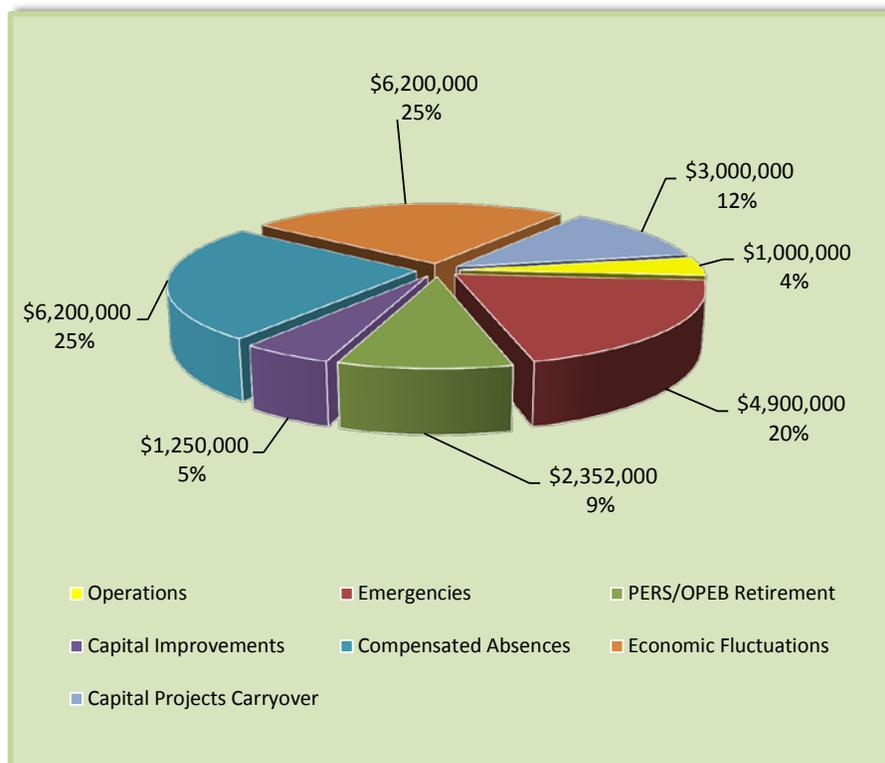


## Major General Fund Reserves / Designations - Comparative Statistics (Fiscal Years 13/14 thru 17/18)

| <u>Reserves &amp; Designations</u> | <u>Actual<br/>06/30/14</u> | <u>Actual<br/>06/30/15</u> | <u>Actual<br/>06/30/16</u> | <u>Estimated<br/>06/30/17</u> | <u>Estimated<br/>06/30/18</u> |
|------------------------------------|----------------------------|----------------------------|----------------------------|-------------------------------|-------------------------------|
| Operations                         | \$ 1,000,000               | \$ 1,000,000               | \$ 1,000,000               | \$ 1,000,000                  | \$ 1,000,000                  |
| Emergencies                        | 4,114,600                  | 4,484,210                  | 4,984,862                  | 4,841,000                     | 4,900,000                     |
| PERS/OPEB Retirement               | 1,552,000                  | 1,852,000                  | 2,352,000                  | 2,352,000                     | 2,352,000                     |
| Capital Improvements               | 5,984,523                  | 7,737,438                  | 7,915,852                  | 5,300,000                     | 1,250,000                     |
| Compensated Absences               | 817,171                    | 994,681                    | 1,029,895                  | 1,200,000                     | 6,200,000                     |
| Economic Fluctuations              | 6,000,000                  | 6,000,000                  | 6,000,000                  | 6,000,000                     | 6,200,000                     |
| Carryover Capital Projects         | 4,072,318                  | 2,184,579                  | 2,838,690                  | 2,500,000                     | 3,000,000                     |

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

### Major General Fund Reserves & Designations - 6/30/18 (Estimated)





**City of Campbell - Operating/Capital Budget  
Fiscal Year 2017 - 2018  
All Funds Estimated Revenues**

| AC # | Description   | Actual<br>FY 2014 | Actual<br>FY 2015 | Actual<br>FY 2016 | Adopted<br>FY 2017 | Adopted<br>FY 2018 |
|------|---|-------------------|-------------------|-------------------|--------------------|--------------------|
|      | <b><u>Property Taxes:</u></b>                                 |                   |                   |                   |                    |                    |
| 4001 | Current Year: Secured - General Fund                          | \$ 9,420,890      | \$ 10,043,817     | 10,801,369        | 11,889,000         | 13,300,000         |
| 4001 | Secured - Lighting District Fund                              | 734,991           | 792,564           | 854,801           | 690,000            | 1,000,000          |
| 4002 | Unsecured - General Fund                                      | 509,670           | 548,169           | 538,647           | -                  | -                  |
| 4002 | Unsecured - Lighting District Fund                            | 61,171            | 106,986           | 64,527            | -                  | -                  |
| 4005 | Other Property Taxes - General Fund                           | -                 | -                 | -                 | -                  | -                  |
| 4005 | Other Property Taxes - All Funds except Gen. Fund             | -                 | -                 | -                 | -                  | -                  |
| 4006 | Penalties - Delinquent Property Taxes                         | 4,144             | -                 | -                 | -                  | -                  |
| 4007 | RPTTF Pass Thru - General Fund                                | 35,191            | 39,620            | 29,039            | 45,000             | 50,000             |
| 4007 | RPTTF Pass Thru - Lighting District Fund                      | 93,784            | 101,993           | 127,880           | 80,000             | 130,000            |
| 4008 | Residual RPTTF Distribute - General Fund                      | 215,240           | 309,832           | 376,894           | 386,000            | 435,000            |
| 4008 | Residual RPTTF Distribute - Lighting District Fund            | -                 | -                 | -                 | 3,000              | 3,000              |
| 4011 | Property Tax - ERAF   | 11,721            | 314,017           | 345,296           | -                  | -                  |
| 5001 | Street Lighting Assessments                                   | 1,165,350         | 1,165,911         | 1,189,466         | 1,165,000          | 1,207,500          |
| 5002 | Special Assessments   | 88                | -                 | 968               | -                  | -                  |
| 5004 | Special Assessments - CFD #1 (Cambrian 36)                    | 144,400           | 146,971           | 145,661           | 145,000            | 145,000            |
| 5005 | Special Assessments - CFD #2                                  | -                 | 16,754            | 34,570            | 16,094             | 35,250             |
|      | Sub-Total   | 12,396,640        | 13,586,634        | 14,509,118        | 14,419,094         | 16,305,750         |
|      | <b><u>Taxes Other Than Property Taxes:</u></b>                |                   |                   |                   |                    |                    |
| 4110 | Sales and Use Tax - General Fund                              | 8,071,741         | 8,658,768         | 9,900,500         | 12,322,000         | 11,673,000         |
| 4111 | Measure B Street Maintenance - Sales Tax                      | -                 | -                 | -                 | -                  | 797,000            |
| 4112 | Transactions & Use Tax - General Fund                         | 2,499,154         | 2,605,347         | 2,647,548         | 2,700,000          | 2,750,000          |
| 4115 | Sales Tax Backfill  | 2,544,368         | 2,651,176         | 2,270,445         | -                  | -                  |
| 4120 | Franchises: P G & E - Electric                                | 400,570           | 400,359           | 429,313           | 400,000            | 430,000            |
| 4121 | P G & E - Gas   | 89,625            | 86,538            | 88,571            | 90,000             | 90,000             |
| 4122 | Cable TV  | 414,436           | 636,933           | 603,664           | 650,000            | 650,209            |
| 4123 | Garbage   | 1,696,744         | 1,816,356         | 1,831,301         | 1,800,000          | 1,830,000          |
| 4124 | San Jose Water  | 169,183           | 193,225           | 184,381           | 180,000            | 180,000            |
| 4125 | AT&T  | 146,705           | 188,620           | 182,373           | 190,000            | 169,204            |
| 4150 | Motel Tax (Transient Lodging)                                 | 3,417,412         | 4,091,923         | 4,439,668         | 4,750,000          | 4,700,000          |
| 4151 | Construction Tax  | 212,523           | 50,710            | 338,718           | -                  | -                  |
| 4152 | Business Licenses   | 647,873           | 662,787           | 683,445           | 674,000            | 698,000            |
| 4153 | Property Transfer Tax   | 354,112           | 526,054           | 551,007           | 560,000            | 624,000            |
| 4155 | Farmers Market In Lieu (Business License)                     | 12,000            | 15,000            | 12,000            | 12,000             | 12,500             |
|      | Sub-Total   | 20,676,446        | 22,583,796        | 24,162,934        | 24,328,000         | 24,603,913         |
|      | <b><u>Licenses and Permits - General Fund</u></b>             |                   |                   |                   |                    |                    |
| 4210 | Construction Permits  | 1,857,564         | 1,180,622         | 2,488,271         | 1,614,000          | 1,512,000          |
| 4211 | Advanced Plan Check Fee                                       | 272,904           | 274,086           | 838,954           | 400,000            | 350,000            |
| 4212 | Building Dept General Revenue                                 | 9,365             | 11,167            | 18,738            | 20,000             | 18,000             |
| 4213 | Plan Check Fee - Title 24 Energy                              | 68,205            | 39,150            | 117,143           | 73,910             | 60,000             |
| 4241 | Fire Permits  | 127,762           | 114,601           | 155,912           | 75,000             | 75,000             |
| 4243 | Animal License Fees   | -                 | -                 | -                 | -                  | -                  |
| 4271 | Truck Permits   | 1,472             | 1,152             | 1,472             | 500                | 500                |
|      | Sub-Total   | 2,337,272         | 1,620,778         | 3,620,490         | 2,183,410          | 2,015,500          |
|      | <b><u>Fines, Forfeitures and Penalties - General Fund</u></b> |                   |                   |                   |                    |                    |
| 4310 | Vehicle Code Fines-City                                       | 58,797            | 71,610            | 102,724           | 100,000            | 100,000            |
| 4320 | Vehicle Code Fines-County                                     | 164,317           | 163,053           | 115,653           | 100,000            | 100,000            |
| 4330 | Vehicle Code Fines-State                                      | 36,015            | 39,005            | 63,881            | 100,000            | 100,000            |
| 4371 | Code Enforcement Fines  | 13,745            | 19,482            | 11,990            | -                  | -                  |
| 4390 | Misc Fines  | 32                | 141               | -                 | -                  | -                  |
|      | Sub-Total   | 272,906           | 293,291           | 294,248           | 300,000            | 300,000            |

**City of Campbell - Operating/Capital Budget  
Fiscal Year 2017 - 2018  
All Funds Estimated Revenues**

| AC # | Description   | Adopted Fiscal Year 2018 Budget |                  |              |                  |       |
|------|---|---------------------------------|------------------|--------------|------------------|-------|
|      |   | General                         | Special Revenue  | Debt Service | Internal Service | Other |
|      | <b><u>Property Taxes:</u></b>                                 |                                 |                  |              |                  |       |
| 4001 | Current Year: Secured - General Fund                          | \$ 13,300,000                   | \$ -             | \$ -         | \$ -             | \$ -  |
| 4001 | Secured - Lighting District Fund                              | -                               | 1,000,000        | -            | -                | -     |
| 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                                | 50,000                          | -                | -            | -                | -     |
| 4007 | RPTTF Pass Thru - Lighting District Fund                      | -                               | 130,000          | -            | -                | -     |
| 4008 | Residual RPTTF Distribute - General Fund                      | 435,000                         | -                | -            | -                | -     |
| 4008 | Residual RPTTF Distribute - Lighting District Fund            | -                               | 3,000            | -            | -                | -     |
| 4011 | Property Tax - ERAF   | -                               | -                | -            | -                | -     |
| 5001 | Street Lighting Assessments                                   | -                               | 1,207,500        | -            | -                | -     |
| 5002 | Special Assessments   | -                               | -                | -            | -                | -     |
| 5004 | Special Assessments - CFD #1 (Cambrian 36)                    | -                               | 145,000          | -            | -                | -     |
| 5005 | Special Assessments - CFD #2                                  | -                               | 35,250           | -            | -                | -     |
|      | Sub-Total   | <b>13,785,000</b>               | <b>2,520,750</b> | -            | -                | -     |
|      | <b><u>Taxes Other Than Property Taxes:</u></b>                |                                 |                  |              |                  |       |
| 4110 | Sales and Use Tax - General Fund                              | 11,673,000                      | -                | -            | -                | -     |
| 4111 | Measure B Street Maintenance - Sales Tax                      | -                               | 797,000          | -            | -                | -     |
| 4112 | Transactions & Use Tax - General Fund                         | 2,750,000                       | -                | -            | -                | -     |
| 4115 | Sales Tax Backfill  | -                               | -                | -            | -                | -     |
| 4120 | Franchises: P G & E - Electric                                | 430,000                         | -                | -            | -                | -     |
| 4121 | P G & E - Gas   | 90,000                          | -                | -            | -                | -     |
| 4122 | Cable TV  | 650,209                         | -                | -            | -                | -     |
| 4123 | Garbage   | 1,830,000                       | -                | -            | -                | -     |
| 4124 | San Jose Water  | 180,000                         | -                | -            | -                | -     |
| 4125 | AT&T  | 169,204                         | -                | -            | -                | -     |
| 4150 | Motel Tax (Transient Lodging)                                 | 4,700,000                       | -                | -            | -                | -     |
| 4151 | Construction Tax  | -                               | -                | -            | -                | -     |
| 4152 | Business Licenses   | 698,000                         | -                | -            | -                | -     |
| 4153 | Property Transfer Tax   | 624,000                         | -                | -            | -                | -     |
| 4155 | Farmers Market In Lieu (Business License)                     | 12,500                          | -                | -            | -                | -     |
|      | Sub-Total   | <b>23,806,913</b>               | <b>797,000</b>   | -            | -                | -     |
|      | <b><u>Licenses and Permits - General Fund</u></b>             |                                 |                  |              |                  |       |
| 4210 | Construction Permits  | 1,512,000                       | -                | -            | -                | -     |
| 4211 | Advanced Plan Check Fee                                       | 350,000                         | -                | -            | -                | -     |
| 4212 | Building Dept General Revenue                                 | 18,000                          | -                | -            | -                | -     |
| 4213 | Plan Check Fee - Title 24 Energy                              | 60,000                          | -                | -            | -                | -     |
| 4241 | Fire Permits  | 75,000                          | -                | -            | -                | -     |
| 4243 | Animal License Fees   | -                               | -                | -            | -                | -     |
| 4271 | Truck Permits   | 500                             | -                | -            | -                | -     |
|      | Sub-Total   | <b>2,015,500</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 2017 - 2018  
All Funds Estimated Revenues**

| AC # | Description   | Actual<br>FY 2014 | Actual<br>FY 2015 | Actual<br>FY 2016 | Adopted<br>FY 2017 | Adopted<br>FY 2018 |
|------|---|-------------------|-------------------|-------------------|--------------------|--------------------|
|      | <b><u>Revenue From Use of Money &amp; Property:</u></b>     |                   |                   |                   |                    |                    |
| 4410 | Investment Earnings - General Fund                          | 161,181           | 148,014           | 147,084           | 170,000            | 300,000            |
| 4410 | Investment Earnings - Gas Tax Fund                          | 10,085            | 10,480            | 8,700             | -                  | -                  |
| 4410 | Investment Earnings - Housing & Comm. Dev. Fund             | 6                 | 10                | 1,586             | -                  | 8,000              |
| 4410 | Investment Earnings - Environmental Services                | 1,847             | 1,916             | 352               | -                  | -                  |
| 4410 | Investment Earnings - Supplemental Law Enforcement          | 351               | 421               | 5,283             | -                  | -                  |
| 4410 | Investment Earnings - Parkland Dedication Fund              | 11,072            | 17,377            | 19,112            | -                  | -                  |
| 4410 | Investment Earnings - Debt Service Funds (COP)              | -                 | 2                 | -                 | -                  | -                  |
| 4410 | Investment Earnings - Housing Assistance Fund               | 5,571             | 6,815             | -                 | 1,000              | -                  |
| 4410 | Investment Earnings - Parks & Museum Fund                   | 884               | 781               | 602               | -                  | -                  |
| 4410 | Investment Earnings - Adult Center Fund                     | 69                | 68                | 69                | -                  | -                  |
| 4410 | Investment Earnings - Recreation Grant Fund                 | 76                | 78                | 19                | -                  | -                  |
| 4431 | GASB 31 Market Value Adjustment - General Fund              | 104,321           | 36,796            | 14,032            | -                  | -                  |
| 4431 | GASB 31 Market Value Adjustment - Other Funds               | 6,947             | 5,122             | 3,319             | -                  | -                  |
| 4450 | Other Interest - General Fund                               | 685               | 3,130             | 47                | 3,000              | 3,000              |
| 4450 | Other Interest - All Funds except General Fund              | 390,084           | 370,996           | 342,571           | 320,884            | 10,000             |
| 5101 | User Fees - Motor Pool                                      | 932,743           | 957,316           | 1,006,578         | 1,156,573          | 1,329,400          |
| 5104 | User Fees - IT Pool   | 877,000           | 1,027,000         | 1,157,000         | 1,212,000          | 1,412,000          |
|      | Sub-Total   | 2,502,922         | 2,586,322         | 2,706,354         | 2,863,457          | 3,062,400          |
|      | <b><u>Revenues From Other Agencies:</u></b>                 |                   |                   |                   |                    |                    |
| 4510 | Gasoline Tax 2105   | 275,963           | 247,986           | 235,126           | 261,000            | 247,500            |
| 4511 | Gasoline Tax 2106   | 144,932           | 168,470           | 154,582           | 132,000            | 154,300            |
| 4512 | Gasoline Tax 2107   | 295,382           | 318,873           | 286,689           | 363,000            | 319,800            |
| 4513 | Gasoline Tax 2107.5   | 6,000             | 12,000            | 6,000             | 6,000              | 6,000              |
| 4516 | Gasoline Tax 2103 - Gas Excise Tax                          | 565,608           | -                 | 191,925           | 99,000             | 170,500            |
| 4518 | Road Maintenance and Rehabilitation Act (SB1)               | -                 | -                 | -                 | -                  | 245,000            |
| 4520 | Community Development Block Grant                           | 71,338            | 431,987           | -                 | 10,000             | -                  |
| 4522 | ISTEA Grant   | -                 | -                 | 974,434           | -                  | -                  |
| 4523 | Other Grants  | 222,718           | 10,000            | 1,680,309         | -                  | -                  |
| 4525 | TDA Grants  | 19,552            | 1,544,120         | 378,149           | 20,000             | 20,000             |
| 4526 | Supplemental Law Enforcement                                | 100,000           | 107,062           | 119,251           | 100,000            | 100,000            |
| 4527 | Office of Traffic Safety                                    | -                 | -                 | -                 | -                  | -                  |
| 4528 | VTA Funded Grant  | 1,479,886         | -                 | -                 | 750,000            | -                  |
| 4529 | HES Grant   | -                 | (526)             | (251)             | -                  | -                  |
| 4531 | DOJ Grant   | 5,945             | 3,449             | 7,663             | 5,000              | 5,000              |
| 4533 | Beverage Container Grant                                    | 10,848            | -                 | 11,306            | -                  | -                  |
| 4535 | Surface Transportation Program                              | 232,357           | -                 | -                 | -                  | -                  |
| 4542 | Signal Maint Cost Sharing                                   | 4,851             | 8,805             | 4,949             | 2,500              | 2,500              |
| 4543 | Other State Grants  | -                 | 73,920            | 336               | -                  | 60,800             |
| 4544 | Transit Shelter Advertising                                 | 7,236             | 5,071             | 6,287             | 6,000              | 6,000              |
| 4546 | Highway Safety Improvement (HSIP)                           | (48,247)          | -                 | -                 | -                  | -                  |
| 4547 | ARRA - American Recovery & Reinvestment Act                 | -                 | -                 | -                 | -                  | -                  |
| 4549 | ARRA - Tobacco Prevention Grant                             | -                 | -                 | -                 | -                  | -                  |
| 4550 | ABAG Grant  | 21,840            | 119               | 16,882            | 10,000             | -                  |
| 4552 | Vehicle Emissions Reduction by Schools (VERBS)              | -                 | -                 | -                 | -                  | 554,000            |
| 4554 | One Bay Area Grant (OBAG)                                   | 5,429             | 5,429             | -                 | -                  | -                  |
| 4555 | Anti Drug Abuse Grant                                       | -                 | -                 | -                 | -                  | -                  |
| 4556 | AB 109 Public Safety Realignment                            | 140,000           | 70,000            | 70,000            | 50,000             | -                  |
| 4557 | High Intensity Drug Trafficking Area Grant                  | -                 | -                 | -                 | -                  | -                  |
| 4561 | Senior Nutrition Program                                    | 48,751            | 63,069            | 76,201            | 77,247             | 83,543             |
| 4563 | Water District Grant  | 307,290           | 71,521            | -                 | -                  | -                  |
| 4565 | Bay Area Air Quality Management District - Veh Registration | 116,851           | 1,212             | -                 | -                  | -                  |
| 4571 | VTA Meas B Vehicle Registration                             | 285,384           | 252,055           | 253,912           | 215,000            | -                  |
| 4572 | VTA Meas B Regionla Project                                 | 42,133            | -                 | -                 | -                  | -                  |
| 4580 | Motor Vehicle In Lieu Fees - General Fund                   | 17,335            | 26,321            | 69,109            | 18,000             | 18,000             |
| 4581 | Homeowners' Property Tax Relief - General Fund              | 42,809            | 36,275            | 22,388            | 45,000             | 30,000             |
| 4581 | Homeowners' Property Tax Relief - Except Gen. Fund          | 5,116             | 4,347             | 743               | -                  | -                  |
| 4582 | Abandoned Vehicle Fees - General Fund                       | 79,842            | 102,942           | 52,414            | 80,000             | 75,000             |
| 4583 | State Trailer Coach In Lieu Tax                             | -                 | -                 | -                 | -                  | -                  |
| 4584 | Mandated Costs - General Fund                               | 19,176            | 101,821           | 30,663            | 30,000             | 30,000             |
| 4585 | SCC - Auto Burglary - General Fund                          | -                 | -                 | -                 | -                  | -                  |
| 4586 | Off-Highway Vehicle Fees - General Fund                     | -                 | -                 | -                 | -                  | -                  |
| 4587 | Office of Emergency Services (OES) Reimbursements           | -                 | -                 | -                 | -                  | -                  |
| 4588 | Post Reimbursements - General Fund                          | 27,941            | 18,629            | 12,939            | 20,000             | 20,000             |
|      | Sub-Total   | 4,554,266         | 3,684,957         | 4,662,006         | 2,299,747          | 2,147,943          |

**City of Campbell - Operating/Capital Budget  
Fiscal Year 2017 - 2018  
All Funds Estimated Revenues**

| AC # | Description   | Adopted Fiscal Year 2018 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                          | 300,000                         | -                | -            | -                | -     |
| 4410 | Investment Earnings - Gas Tax Fund                          | -                               | -                | -            | -                | -     |
| 4410 | Investment Earnings - Housing & Comm. Dev. Fund             | -                               | 8,000            | -            | -                | -     |
| 4410 | Investment Earnings - Environmental Services                | -                               | -                | -            | -                | -     |
| 4410 | Investment Earnings - Supplemental Law Enforcement          | -                               | -                | -            | -                | -     |
| 4410 | Investment Earnings - Parkland Dedication Fund              | -                               | -                | -            | -                | -     |
| 4410 | Investment Earnings - Debt Service Funds (COP)              | -                               | -                | -            | -                | -     |
| 4410 | Investment Earnings - Housing Assistance Fund               | -                               | -                | -            | -                | -     |
| 4410 | Investment Earnings - Parks & Museum Fund                   | -                               | -                | -            | -                | -     |
| 4410 | Investment Earnings - Adult Center Fund                     | -                               | -                | -            | -                | -     |
| 4410 | Investment Earnings - Recreation Grant Fund                 | -                               | -                | -            | -                | -     |
| 4431 | GASB 31 Market Value Adjustment - General Fund              | -                               | -                | -            | -                | -     |
| 4431 | GASB 31 Market Value Adjustment - Other Funds               | -                               | -                | -            | -                | -     |
| 4450 | Other Interest - General Fund                               | 3,000                           | -                | -            | -                | -     |
| 4450 | Other Interest - All Funds except General Fund              | -                               | 10,000           | -            | -                | -     |
| 5101 | User Fees - Motor Pool                                      | -                               | -                | -            | 1,329,400        | -     |
| 5104 | User Fees - IT Pool   | -                               | -                | -            | 1,412,000        | -     |
|      | Sub-Total   | <b>303,000</b>                  | <b>18,000</b>    | -            | <b>2,741,400</b> | -     |
|      | <b><u>Revenues From Other Agencies:</u></b>                 |                                 |                  |              |                  |       |
| 4510 | Gasoline Tax 2105   | -                               | 247,500          | -            | -                | -     |
| 4511 | Gasoline Tax 2106   | -                               | 154,300          | -            | -                | -     |
| 4512 | Gasoline Tax 2107   | -                               | 319,800          | -            | -                | -     |
| 4513 | Gasoline Tax 2107.5   | -                               | 6,000            | -            | -                | -     |
| 4516 | Gasoline Tax 2103 - Gas Excise Tax                          | -                               | 170,500          | -            | -                | -     |
| 4518 | Road Maintenance and Rehabilitation Act (SB1)               | -                               | 245,000          | -            | -                | -     |
| 4520 | Community Development Block Grant                           | -                               | -                | -            | -                | -     |
| 4522 | ISTEA Grant   | -                               | -                | -            | -                | -     |
| 4523 | Other Grants  | -                               | -                | -            | -                | -     |
| 4525 | TDA Grants  | -                               | 20,000           | -            | -                | -     |
| 4526 | Supplemental Law Enforcement                                | 100,000                         | -                | -            | -                | -     |
| 4527 | Office of Traffic Safety                                    | -                               | -                | -            | -                | -     |
| 4528 | VTA Funded Grant  | -                               | -                | -            | -                | -     |
| 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  | -                               | 60,800           | -            | -                | -     |
| 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  | -                               | -                | -            | -                | -     |
| 4552 | Vehicle Emissions Reduction by Schools (VERBS)              | -                               | 554,000          | -            | -                | -     |
| 4554 | One Bay Area Grant (OBAG)                                   | -                               | -                | -            | -                | -     |
| 4555 | Anti Drug Abuse Grant                                       | -                               | -                | -            | -                | -     |
| 4556 | AB 109 Public Safety Realignment                            | -                               | -                | -            | -                | -     |
| 4557 | High Intensity Drug Trafficking Area Grant                  | -                               | -                | -            | -                | -     |
| 4561 | Senior Nutrition Program                                    | 83,543                          | -                | -            | -                | -     |
| 4563 | Water District Grant  | -                               | -                | -            | -                | -     |
| 4565 | Bay Area Air Quality Management District - Veh Registration | -                               | -                | -            | -                | -     |
| 4571 | VTA Meas B Vehicle Registration                             | -                               | -                | -            | -                | -     |
| 4572 | VTA Meas B Regionla Project                                 | -                               | -                | -            | -                | -     |
| 4580 | Motor Vehicle In Lieu Fees - General Fund                   | 18,000                          | -                | -            | -                | -     |
| 4581 | Homeowners' Property Tax Relief - General Fund              | 30,000                          | -                | -            | -                | -     |
| 4581 | Homeowners' Property Tax Relief - Except Gen. Fund          | -                               | -                | -            | -                | -     |
| 4582 | Abandoned Vehicle Fees - General Fund                       | 75,000                          | -                | -            | -                | -     |
| 4583 | State Trailer Coach In Lieu Tax                             | -                               | -                | -            | -                | -     |
| 4584 | Mandated Costs - General Fund                               | 30,000                          | -                | -            | -                | -     |
| 4585 | SCC - Auto Burglary - General Fund                          | -                               | -                | -            | -                | -     |
| 4586 | Off-Highway Vehicle Fees - General Fund                     | -                               | -                | -            | -                | -     |
| 4587 | Office of Emergency Services (OES) Reimbursements           | -                               | -                | -            | -                | -     |
| 4588 | Post Reimbursements - General Fund                          | 20,000                          | -                | -            | -                | -     |
|      | Sub-Total   | <b>362,543</b>                  | <b>1,785,400</b> | -            | -                | -     |

**City of Campbell - Operating/Capital Budget  
Fiscal Year 2017 - 2018  
All Funds Estimated Revenues**

| AC # | Description  | Actual<br>FY 2014 | Actual<br>FY 2015 | Actual<br>FY 2016 | Adopted<br>FY 2017 | Adopted<br>FY 2018 |
|------|--|-------------------|-------------------|-------------------|--------------------|--------------------|
|      | <b>Charges for Current Services:</b>                     |                   |                   |                   |                    |                    |
| 4609 | Program Fees - Museum - General Fund                     | 26,188            | 28,763            | 31,354            | 28,685             | 27,036             |
| 4610 | Comm. Services - Ainsley House Rental - General Fund     | 34,686            | 33,192            | 29,864            | 38,725             | 28,630             |
| 4611 | Comm Services - Museum Admission Fee - General Fund      | 6,701             | 7,362             | 8,416             | 7,000              | 7,000              |
| 4612 | Comm Services - Sr Citizen Program - General Fund        | 175,673           | 179,855           | 172,201           | 186,854            | 218,672            |
| 4613 | Program Fees: Sports - General Fund                      | 373,319           | 358,044           | 386,541           | 380,241            | 429,287            |
| 4614 | Program Fees: Aquatics - General Fund                    | 265,229           | 238,626           | 224,507           | 230,500            | 220,936            |
| 4616 | Program Fees: Picnic Fees - General Fund                 | 24,113            | 25,115            | 26,493            | 28,420             | 25,930             |
| 4617 | Program Fees: Day Camps - General Fund                   | 426,304           | 385,879           | 385,647           | 396,735            | 376,235            |
| 4618 | Program Fees: Trips & Tours - General Fund               | -                 | -                 | -                 | -                  | -                  |
| 4619 | Program Fees: Classes - General Fund                     | 363,956           | 353,632           | 346,588           | 355,869            | 379,945            |
| 4620 | Program Fees: Preschool - General Fund                   | 379,630           | 361,963           | 359,753           | 353,935            | 362,465            |
| 4621 | Program Fees: Special Events - General Fund              | 185               | 1,050             | 1,075             | -                  | -                  |
| 4622 | Program Fees: Fitness - General Fund                     | 203,454           | 204,090           | 199,150           | 186,946            | 171,900            |
| 4623 | Sales of Historical Calendars - General Fund             | -                 | -                 | -                 | -                  | -                  |
| 4624 | Program Fees: Homework Center - General Fund             | -                 | -                 | -                 | -                  | -                  |
| 4625 | Fund Raising - General Fund                              | 1,924             | 1,280             | 1,394             | -                  | -                  |
| 4626 | Program Fees: Classes - Adult Services - General Fund    | 114,137           | 137,456           | 121,887           | 124,205            | 125,125            |
| 4627 | Vending Machine Sales - General Fund                     | 3,983             | 2,447             | 2,250             | 2,400              | 2,400              |
| 4628 | Comm Services - Skate Park Income                        | 25,670            | 26,895            | 27,622            | 26,969             | 28,951             |
| 4629 | Comm Services - Drop In Classes                          | 134,928           | 135,666           | 147,545           | 149,338            | 159,190            |
| 4630 | Comm Group - Special Events - General Fund               | 65,487            | 46,151            | 48,902            | 54,910             | 54,910             |
| 4630 | Community Group - Special Events - Other than Gen fund   | -                 | -                 | -                 | -                  | -                  |
| 4631 | Comm Group - Theatre Revenue                             | 29,030            | 1,081             | 3,827             | 3,500              | 2,000              |
| 4632 | Comm Group - Theatre Preservation Charge                 | 70,680            | 66,121            | 53,071            | -                  | -                  |
| 4633 | Comm Serves - Facility Fee                               | 11,845            | 11,703            | 14,987            | 17,559             | 16,922             |
| 4643 | Comm. Services - Concession & Merchandise                | 3,506             | 3,543             | 2,909             | 3,125              | 3,125              |
| 4644 | Comm. Services - Theater Ticket Sales                    | 195,719           | 222,313           | 237,833           | 256,020            | 224,760            |
| 4645 | Sponsor/Program Advertising                              | 68,402            | 41,645            | 52,865            | 52,400             | 47,400             |
| 4646 | Theatre Program Ads                                      | 7,050             | 4,075             | 6,617             | 7,500              | 6,500              |
| 4652 | Business License Application Fee - General Fund          | -                 | -                 | -                 | -                  | -                  |
| 4660 | Zoning Application Fees Planning - General Fund          | 395,379           | 337,525           | 582,785           | 325,000            | 325,000            |
| 4661 | Microfilming Fee - General Fund                          | 18,640            | 22,494            | 35,681            | 20,000             | 18,000             |
| 4663 | Rental Dispute Resolution Fees - General Fund            | 59,635            | 57,370            | 62,355            | 55,000             | 55,000             |
| 4670 | General Plan Maintenance Fee                             | 113,865           | 64,305            | 157,262           | -                  | -                  |
| 4671 | Code Enforcement Fee - General Fund                      | 1,100             | -                 | -                 | -                  | -                  |
| 4690 | Other Filing Fees - General Fund                         | 8,988             | 5,385             | 5,857             | 5,000              | 6,000              |
| 4691 | Special Police Department Services - General Fund        | 30,364            | 37,501            | 41,832            | 35,000             | 40,000             |
| 4692 | Hazardous Materials Response Charges                     | -                 | -                 | 85,382            | 130,000            | 130,000            |
| 4693 | False Alarm Fees-PD - General Fund                       | 43,374            | 45,198            | 29,170            | 30,000             | 30,000             |
| 4694 | Other Current Service Charges - General Fund             | -                 | -                 | -                 | -                  | -                  |
| 4697 | Paramedic Ambulance Fees - General Fund                  | -                 | -                 | -                 | -                  | -                  |
| 4698 | Cost Recovery - DUI - General Fund                       | 15,821            | 15,956            | 720               | 18,000             | 5,000              |
| 4699 | Cost Recovery - Towing - General Fund                    | -                 | -                 | -                 | -                  | -                  |
| 4700 | Cost Recovery - Booking Fees - General Fund              | -                 | -                 | -                 | -                  | -                  |
| 4701 | Cost Recovery - General Fund                             | 25,603            | -                 | -                 | -                  | -                  |
| 4701 | Cost Recovery-Public Works                               | -                 | 2,425             | 4,177             | -                  | -                  |
| 4704 | Cost Recovery - Police Department                        | 7,838             | 15,406            | 16,627            | 14,000             | 14,000             |
| 4705 | Contract Revenue   | 7,200             | -                 | 7,605             | 5,000              | 5,000              |
| 4706 | SCCSET Data Queries - Police Department                  | 2,000             | 2,000             | 2,000             | 4,000              | -                  |
| 4707 | CAL NENA Reimbursement - Police Department               | -                 | 4,622             | 5,642             | 3,000              | 3,000              |
| 4708 | Phone System Maint Reimbursement - 911                   | 7,944             | 3,467             | -                 | -                  | -                  |
| 4709 | Vehicle Charging Stations                                | -                 | 16,687            | 19,108            | 20,000             | 20,000             |
| 4710 | Successor Agency Reimbursement                           | -                 | -                 | -                 | -                  | 2,000              |
| 4720 | Storm Water Fee  | 381,978           | 382,383           | 382,147           | 379,400            | 394,100            |
| 4721 | Storm Drain Fees   | 30,105            | 11,245            | 51,055            | 15,000             | 15,000             |
| 4722 | Eng & Subdivision Filing Fees - General Fund             | 323,577           | 438,418           | 686,621           | 350,000            | 350,000            |
| 4723 | Pub Works - Special Projects - General Fund              | -                 | -                 | -                 | -                  | -                  |
| 4724 | Solid Waste Rate Fees                                    | 273,328           | 387,863           | 418,050           | 404,607            | 404,607            |
| 4725 | Project Salaries Revenue - General Fund                  | 427,588           | 619,899           | 438,937           | 380,000            | 530,000            |
| 4725 | Project Salaries Revenue - All Funds Except General Fund | -                 | -                 | -                 | 50,000             | 50,000             |
| 4727 | Motor Pool Reimbursement                                 | 4,000             | -                 | -                 | -                  | -                  |
| 4728 | Traffic Engineering Fees - General Fund                  | 100               | -                 | 294               | -                  | -                  |
| 4730 | Metricom Encroachment Agreement - General Fund           | -                 | -                 | 18                | -                  | -                  |
| 4731 | Vehicle Impact Fees (Construction)                       | 247,354           | 136,919           | 354,221           | 300,000            | 300,000            |
| 4732 | Vehicle Impact Fees (Garbage)                            | 229,999           | 235,931           | 335,931           | 330,000            | 477,000            |
| 4735 | Community Garden Fees                                    | -                 | -                 | -                 | -                  | 3,200              |
| 4750 | 94 Housing Bond Admin Fee                                | -                 | -                 | -                 | -                  | -                  |
| 4760 | Sale of Maps & Publications - General Fund               | 4,188             | 1,546             | 2,820             | 1,000              | 1,000              |
|      | <b>Sub-Total</b>   | <b>5,674,192</b>  | <b>5,720,067</b>  | <b>6,619,595</b>  | <b>5,765,843</b>   | <b>6,097,226</b>   |

**City of Campbell - Operating/Capital Budget  
Fiscal Year 2017 - 2018  
All Funds Estimated Revenues**

| AC # | Description  | Adopted Fiscal Year 2018 Budget |                  |              |                  |          |
|------|--|---------------------------------|------------------|--------------|------------------|----------|
|      |  | General                         | Special Revenue  | Debt Service | Internal Service | Other    |
|      | <b>Charges for Current Services:</b>                     |                                 |                  |              |                  |          |
| 4609 | Program Fees - Museum - General Fund                     | 27,036                          | -                | -            | -                | -        |
| 4610 | Comm. Services - Ainsley House Rental - General Fund     | 28,630                          | -                | -            | -                | -        |
| 4611 | Comm Services - Museum Admission Fee - General Fund      | 7,000                           | -                | -            | -                | -        |
| 4612 | Comm Services - Sr Citizen Program - General Fund        | 218,672                         | -                | -            | -                | -        |
| 4613 | Program Fees: Sports - General Fund                      | 429,287                         | -                | -            | -                | -        |
| 4614 | Program Fees: Aquatics - General Fund                    | 220,936                         | -                | -            | -                | -        |
| 4616 | Program Fees: Picnic Fees - General Fund                 | 25,930                          | -                | -            | -                | -        |
| 4617 | Program Fees: Day Camps - General Fund                   | 376,235                         | -                | -            | -                | -        |
| 4618 | Program Fees: Trips & Tours - General Fund               | -                               | -                | -            | -                | -        |
| 4619 | Program Fees: Classes - General Fund                     | 379,945                         | -                | -            | -                | -        |
| 4620 | Program Fees: Preschool - General Fund                   | 362,465                         | -                | -            | -                | -        |
| 4621 | Program Fees: Special Events - General Fund              | -                               | -                | -            | -                | -        |
| 4622 | Program Fees: Fitness - General Fund                     | 171,900                         | -                | -            | -                | -        |
| 4623 | Sales of Historical Calendars - General Fund             | -                               | -                | -            | -                | -        |
| 4624 | Program Fees: Homework Center - General Fund             | -                               | -                | -            | -                | -        |
| 4625 | Fund Raising - General Fund                              | -                               | -                | -            | -                | -        |
| 4626 | Program Fees: Classes - Adult Services - General Fund    | 125,125                         | -                | -            | -                | -        |
| 4627 | Vending Machine Sales - General Fund                     | 2,400                           | -                | -            | -                | -        |
| 4628 | Comm Services - Skate Park Income                        | 28,951                          | -                | -            | -                | -        |
| 4629 | Comm Services - Drop In Classes                          | 159,190                         | -                | -            | -                | -        |
| 4630 | Comm Group - Special Events - General Fund               | 54,910                          | -                | -            | -                | -        |
| 4630 | Community Group - Special Events - Other than Gen fund   | -                               | -                | -            | -                | -        |
| 4631 | Comm Group - Theatre Revenue                             | 2,000                           | -                | -            | -                | -        |
| 4632 | Comm Group - Theatre Preservation Charge                 | -                               | -                | -            | -                | -        |
| 4633 | Comm Serves - Facility Fee                               | 16,922                          | -                | -            | -                | -        |
| 4643 | Comm. Services - Concession & Merchandise                | 3,125                           | -                | -            | -                | -        |
| 4644 | Comm. Services - Theater Ticket Sales                    | 224,760                         | -                | -            | -                | -        |
| 4645 | Sponsor/Program Advertising                              | 47,400                          | -                | -            | -                | -        |
| 4646 | Theatre Program Ads                                      | 6,500                           | -                | -            | -                | -        |
| 4652 | Business License Application Fee - General Fund          | -                               | -                | -            | -                | -        |
| 4660 | Zoning Application Fees Planning - General Fund          | 325,000                         | -                | -            | -                | -        |
| 4661 | Microfilming Fee - General Fund                          | 18,000                          | -                | -            | -                | -        |
| 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                         | 6,000                           | -                | -            | -                | -        |
| 4691 | Special Police Department Services - General Fund        | 40,000                          | -                | -            | -                | -        |
| 4692 | Hazardous Materials Response Charges                     | 130,000                         | -                | -            | -                | -        |
| 4693 | False Alarm Fees-PD - General Fund                       | 30,000                          | -                | -            | -                | -        |
| 4694 | Other Current Service Charges - General Fund             | -                               | -                | -            | -                | -        |
| 4697 | Paramedic Ambulance Fees - General Fund                  | -                               | -                | -            | -                | -        |
| 4698 | Cost Recovery - DUI - General Fund                       | 5,000                           | -                | -            | -                | -        |
| 4699 | Cost Recovery - Towing - General Fund                    | -                               | -                | -            | -                | -        |
| 4700 | Cost Recovery - Booking Fees - General Fund              | -                               | -                | -            | -                | -        |
| 4701 | Cost Recovery - General Fund                             | -                               | -                | -            | -                | -        |
| 4701 | Cost Recovery-Public Works                               | -                               | -                | -            | -                | -        |
| 4704 | Cost Recovery - Police Department                        | 14,000                          | -                | -            | -                | -        |
| 4705 | Contract Revenue   | -                               | -                | -            | 5,000            | -        |
| 4706 | SCCSET Data Queries - Police Department                  | -                               | -                | -            | -                | -        |
| 4707 | CAL NENA Reimbursement - Police Department               | 3,000                           | -                | -            | -                | -        |
| 4708 | Phone System Maint Reimbursement - 911                   | -                               | -                | -            | -                | -        |
| 4709 | Vehicle Charging Stations                                | -                               | 20,000           | -            | -                | -        |
| 4710 | Successor Agency Reimbursement                           | -                               | -                | -            | 2,000            | -        |
| 4720 | Storm Water Fee  | -                               | 394,100          | -            | -                | -        |
| 4721 | Storm Drain Fees   | -                               | 15,000           | -            | -                | -        |
| 4722 | Eng & Subdivision Filing Fees - General Fund             | 350,000                         | -                | -            | -                | -        |
| 4723 | Pub Works - Special Projects - General Fund              | -                               | -                | -            | -                | -        |
| 4724 | Solid Waste Rate Fees                                    | -                               | 404,607          | -            | -                | -        |
| 4725 | Project Salaries Revenue - General Fund                  | 530,000                         | -                | -            | -                | -        |
| 4725 | Project Salaries Revenue - All Funds Except General Fund | -                               | 50,000           | -            | -                | -        |
| 4727 | Motor Pool Reimbursement                                 | -                               | -                | -            | -                | -        |
| 4728 | Traffic Engineering Fees - General Fund                  | -                               | -                | -            | -                | -        |
| 4730 | Metricom Encroachment Agreement - General Fund           | -                               | -                | -            | -                | -        |
| 4731 | Vehicle Impact Fees (Construction)                       | -                               | 300,000          | -            | -                | -        |
| 4732 | Vehicle Impact Fees (Garbage)                            | -                               | 477,000          | -            | -                | -        |
| 4735 | Community Garden Fees                                    | 3,200                           | -                | -            | -                | -        |
| 4750 | 94 Housing Bond Admin Fee                                | -                               | -                | -            | -                | -        |
| 4760 | Sale of Maps & Publications - General Fund               | 1,000                           | -                | -            | -                | -        |
|      | <b>Sub-Total</b>   | <b>4,429,519</b>                | <b>1,660,707</b> | <b>-</b>     | <b>7,000</b>     | <b>-</b> |

**City of Campbell - Operating/Capital Budget  
Fiscal Year 2017 - 2018  
All Funds Estimated Revenues**

| AC # | Description   | Actual<br>FY 2014    | Actual<br>FY 2015    | Actual<br>FY 2016    | Adopted<br>FY 2017   | Adopted<br>FY 2018   |
|------|---|----------------------|----------------------|----------------------|----------------------|----------------------|
|      | <b>Other Revenues:</b>  |                      |                      | -                    |                      |                      |
| 4810 | Rents & Leases - General Fund                                     | 1,597,382            | 1,587,848            | 1,730,852            | 1,727,000            | 1,710,000            |
| 4810 | Rents & Leases - All funds except General Fund                    | -                    | -                    | -                    | -                    | -                    |
| 4812 | Donations - Historical Museum                                     | 38,218               | 2,186                | 1,949                | -                    | -                    |
| 4813 | Donations - Senior Citizens Center                                | (600)                | 8,134                | (258)                | -                    | -                    |
| 4815 | Donations - Ainsley Capital                                       | -                    | -                    | 140                  | -                    | -                    |
| 4816 | Donations - Meal  | 14,176               | 19,365               | 17,997               | 19,000               | 20,000               |
| 4817 | Donations - Misc. - General Fund                                  | -                    | 6,587                | 2,559                | 3,000                | 4,000                |
| 4818 | Donations - Parks   | -                    | 400                  | -                    | -                    | -                    |
| 4819 | Other Rental Income   | 935,374              | 983,561              | 985,656              | 945,743              | 1,004,353            |
| 4821 | Donations - Youth Scholar - General Fund                          | 109                  | (1,151)              | (1,519)              | -                    | -                    |
| 4825 | Donations - Recreation  | -                    | 1,010                | 1,499                | 11,000               | -                    |
| 4827 | Donations - State of the City                                     | -                    | -                    | -                    | -                    | -                    |
| 4828 | CMBL Police Foundation  | -                    | 5,983                | -                    | -                    | -                    |
| 4890 | Successor Agency ROPS Admin Reimb                                 | -                    | 18,464               | (18,720)             | 11,000               | 11,000               |
| 4892 | Asset Seizures  | 8,706                | 19,351               | 12,250               | 8,500                | 8,500                |
| 4920 | Park Dedication Fees  | 1,795,324            | 443,149              | 2,009,861            | -                    | -                    |
| 4921 | Project Revenue - Capital Project. Fund                           | 77,569               | 249,493              | 227,205              | -                    | -                    |
| 4922 | AB 939 Recycling - SCC  | 48,254               | 66,537               | 39,725               | 49,356               | 49,356               |
| 4924 | Notice/Improvement/Obligation                                     | 4,374                | 5,325                | 4,614                | 2,000                | 4,000                |
| 4960 | Sale of Real or Personal Property - General Fund                  | -                    | 69                   | 45                   | 3,000                | 2,000                |
| 4960 | Sale of Real or Personal Property. - All Funds except Gen. Fund   | 12,423               | 22,741               | 1,246,446            | 8,500                | 8,500                |
| 4961 | Gain on Sale  | -                    | -                    | -                    | -                    | -                    |
| 4962 | Insurance Recovery - General Fund                                 | 62,791               | 4,782                | 850                  | 5,000                | 5,000                |
| 4962 | Insurance Recovery - Lighting District Fund                       | 20,832               | 12,851               | 3,446                | 5,000                | 5,000                |
| 4962 | Insurance Recovery - Motor Vehicle Pool Fund                      | 50                   | 244                  | -                    | 10,000               | 10,000               |
| 4962 | Insurance Recovery - Workers' Compensation Fund                   | -                    | 8                    | -                    | -                    | -                    |
| 4965 | Other Revenue - General Fund                                      | 41,069               | 61,544               | 65,634               | 30,800               | 35,800               |
| 4965 | Other Revenue - All Funds except General Fund                     | 8,820                | 7,701                | 25,573               | 2,500                | 136,500              |
| 4966 | Principal Repayment   | -                    | -                    | -                    | 399,830              | 50,000               |
| 4968 | Expense Abatement - Misc.   | -                    | 36                   | (36)                 | -                    | -                    |
| 4971 | Tree In Lieu Fee - General Fund                                   | -                    | -                    | 700                  | -                    | -                    |
| 5142 | Premiums - Workers' Compensation Insurance                        | 403,941              | 608,898              | 726,141              | 847,000              | 605,000              |
| 6070 | Cash Over/Short - General Fund                                    | 49                   | 3                    | -                    | -                    | -                    |
|      | Sub-Total   | 5,068,861            | 4,135,119            | 7,082,609            | 4,088,229            | 3,669,009            |
|      | <b>Total Revenues - All Funds (Exhibit A)</b>                     | <b>53,483,505</b>    | <b>54,210,964</b>    | <b>63,657,354</b>    | <b>56,247,780</b>    | <b>58,201,741</b>    |
| 6899 | Transfers-In - General Fund                                       | 1,680,371            | 1,302,493            | 1,429,913            | 1,354,777            | 1,353,207            |
|      | Transfers-In - All Funds except General Fund                      | 6,243,323            | 10,399,711           | 9,071,235            | 8,912,778            | 8,134,530            |
| 6090 | Beginning Fund Balance- <b>Operating</b> - General Fund           | -                    | -                    | -                    | 1,473,610            | 1,432,082            |
| 6090 | Beg. Fund Balance - <b>Operating</b> - All Funds except Gen. Fund | -                    | -                    | -                    | 1,127,718            | 618,975              |
| 6091 | Beginning Fund Balance - <b>Capital</b> - General Fund            | -                    | -                    | -                    | 2,695,000            | 979,800              |
| 6091 | Beg. Fund Balance - <b>Capital</b> - All Funds except Gen. Fund   | -                    | -                    | -                    | 610,000              | 1,370,000            |
|      | <b>Total Sources of Revenues</b>                                  | <b>\$ 61,407,199</b> | <b>\$ 65,913,168</b> | <b>\$ 74,158,502</b> | <b>\$ 72,421,663</b> | <b>\$ 72,090,335</b> |

**City of Campbell - Operating/Capital Budget  
Fiscal Year 2017 - 2018  
All Funds Estimated Revenues**

| AC # | Description   | Adopted Fiscal Year 2018 Budget |                      |                   |                     |                     |
|------|---|---------------------------------|----------------------|-------------------|---------------------|---------------------|
|      |   | General                         | Special Revenue      | Debt Service      | Internal Service    | Other               |
|      | <b>Other Revenues:</b>  |                                 |                      |                   |                     |                     |
| 4810 | Rents & Leases - General Fund                                     | 1,710,000                       | -                    | -                 | -                   | -                   |
| 4810 | Rents & Leases - All funds except General Fund                    | -                               | -                    | -                 | -                   | -                   |
| 4812 | Donations - Historical Museum                                     | -                               | -                    | -                 | -                   | -                   |
| 4813 | Donations - Senior Citizens Center                                | -                               | -                    | -                 | -                   | -                   |
| 4815 | Donations - Ainsley Capital                                       | -                               | -                    | -                 | -                   | -                   |
| 4816 | Donations - Meal  | 20,000                          | -                    | -                 | -                   | -                   |
| 4817 | Donations - Misc. - General Fund                                  | 4,000                           | -                    | -                 | -                   | -                   |
| 4818 | Donations - Parks   | -                               | -                    | -                 | -                   | -                   |
| 4819 | Other Rental Income   | 1,004,353                       | -                    | -                 | -                   | -                   |
| 4821 | Donations - Youth Scholar - General Fund                          | -                               | -                    | -                 | -                   | -                   |
| 4825 | Donations - Recreation  | -                               | -                    | -                 | -                   | -                   |
| 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                                     | 4,000                           | -                    | -                 | -                   | -                   |
| 4960 | Sale of Real or Personal Property - General Fund                  | 2,000                           | -                    | -                 | -                   | -                   |
| 4960 | Sale of Real or Personal Property. - All Funds except Gen. Fund   | -                               | -                    | -                 | 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                                      | 35,800                          | -                    | -                 | -                   | -                   |
| 4965 | Other Revenue - All Funds except General Fund                     | -                               | 136,500              | -                 | -                   | -                   |
| 4966 | Principal Repayment   | -                               | 50,000               | -                 | -                   | -                   |
| 4968 | Expense Abatement - Misc.   | -                               | -                    | -                 | -                   | -                   |
| 4971 | Tree In Lieu Fee - General Fund                                   | -                               | -                    | -                 | -                   | -                   |
| 5142 | Premiums - Workers' Compensation Insurance                        | -                               | -                    | -                 | 605,000             | -                   |
| 6070 | Cash Over/Short - General Fund                                    | -                               | -                    | -                 | -                   | -                   |
|      | Sub-Total   | <b>2,796,153</b>                | <b>249,356</b>       | -                 | <b>623,500</b>      | -                   |
|      | <b>Total Revenues - All Funds (Exhibit A)</b>                     | <b>47,798,628</b>               | <b>7,031,213</b>     | -                 | <b>3,371,900</b>    | -                   |
| 6899 | Transfers-In - General Fund                                       | 1,353,207                       | -                    | -                 | -                   | -                   |
|      | Transfers-In - All Funds except General Fund                      | -                               | 2,382,780            | 854,950           | 254,000             | 4,642,800           |
| 6090 | Beginning Fund Balance- <b>Operating</b> - General Fund           | 1,432,082                       | -                    | -                 | -                   | -                   |
| 6090 | Beg. Fund Balance - <b>Operating</b> - All Funds except Gen. Fund | -                               | 468,975              | -                 | 150,000             | -                   |
| 6091 | Beginning Fund Balance - <b>Capital</b> - General Fund            | 979,800                         | -                    | -                 | -                   | -                   |
| 6091 | Beg. Fund Balance - <b>Capital</b> - All Funds except Gen. Fund   | -                               | 1,370,000            | -                 | -                   | -                   |
|      | <b>Total Sources of Revenues</b>                                  | <b>\$ 51,563,717</b>            | <b>\$ 11,252,968</b> | <b>\$ 854,950</b> | <b>\$ 3,775,900</b> | <b>\$ 4,642,800</b> |

**City of Campbell - Operating/Capital Budget**  
**Fiscal Year 2017 - 2018**  
**Summary of Expenditures by Governmental Function Fund Type**

|   | Employee Services    | Supplies & Services  | Capital Improvements | Debt Service      | Transfers Out       | Adopted FY 2018      |
|---|----------------------|----------------------|----------------------|-------------------|---------------------|----------------------|
| <b>General Government Administration:</b>   |                      |                      |                      |                   |                     |                      |
| 501 City Council                            | \$ 124,621           | \$ 209,802           | -                    | -                 | -                   | \$ 334,423           |
| 510 CM - Administration                     | 847,511              | 160,052              | -                    | -                 | -                   | 1,007,563            |
| 511 CM - City Clerk                         | 285,623              | 128,802              | -                    | -                 | -                   | 414,425              |
| 515 CM - Human Resources                    | 439,857              | 547,601              | -                    | -                 | -                   | 987,458              |
| 516 CM - Workers Compensation               | 45,623               | 471,350              | -                    | -                 | -                   | 516,973              |
| 535 Finance - Accounting                    | 1,328,268            | 255,606              | -                    | -                 | -                   | 1,583,874            |
| 540 Finance - Non-Departmental              | 300,000              | 1,584,600            | -                    | -                 | -                   | 1,884,600            |
| 543 Finance - 2002 COP Debt Svc.            | -                    | -                    | -                    | -                 | -                   | -                    |
| 544 Finance - 1997 COP Debt Svc.            | -                    | -                    | -                    | -                 | -                   | -                    |
| 547 CM - IT Services                        | 845,068              | 900,460              | -                    | -                 | -                   | 1,745,528            |
| 548 2016 Refinancing Lease Revenue          | -                    | -                    | -                    | 854,950           | -                   | 854,950              |
| 549 Finance - CFD #1                        | -                    | 5,000                | -                    | -                 | -                   | 5,000                |
| 560 City Attorney                           | 430,395              | 8,876                | -                    | -                 | -                   | 439,271              |
| <b>Sub-total</b>                            | <b>4,646,966</b>     | <b>4,272,149</b>     | <b>-</b>             | <b>854,950</b>    | <b>-</b>            | <b>9,774,065</b>     |
| <b>Recreation &amp; Community Services:</b> |                      |                      |                      |                   |                     |                      |
| 524 Administration                          | 662,789              | 110,942              | -                    | -                 | -                   | 773,731              |
| 525 Senior Nutrition                        | 109,130              | 126,512              | -                    | -                 | -                   | 235,642              |
| 526 Adult Services                          | 533,666              | 167,066              | -                    | -                 | -                   | 700,732              |
| 527 Community Center                        | 578,801              | 332,147              | -                    | -                 | -                   | 910,948              |
| 528 Museum                                  | 274,912              | 121,537              | -                    | -                 | -                   | 396,449              |
| 529 Theater                                 | -                    | 913,198              | -                    | -                 | -                   | 913,198              |
| 531 Sports & Aquatics                       | 909,781              | 330,849              | -                    | -                 | -                   | 1,240,630            |
| 532 Pre-School, Day Camp & Enrich Classes   | 728,347              | 399,805              | -                    | -                 | -                   | 1,128,152            |
| <b>Sub-total</b>                            | <b>3,797,426</b>     | <b>2,502,056</b>     | <b>-</b>             | <b>-</b>          | <b>-</b>            | <b>6,299,482</b>     |
| <b>Public Safety:</b>                       |                      |                      |                      |                   |                     |                      |
| 601 PD - Administration                     | 674,816              | 408,725              | -                    | -                 | -                   | 1,083,541            |
| 602 PD - Communications                     | 1,895,413            | 472,743              | -                    | -                 | -                   | 2,368,156            |
| 603 PD - Records                            | 1,242,440            | 146,707              | -                    | -                 | -                   | 1,389,147            |
| 604 PD - Special Enforcement Svcs.          | 3,982,721            | 227,933              | -                    | -                 | -                   | 4,210,654            |
| 605 PD - Field Services                     | 7,452,256            | 1,019,037            | -                    | -                 | -                   | 8,471,293            |
| 610 Fire Administration                     | -                    | 8,128,418            | -                    | -                 | -                   | 8,128,418            |
| <b>Sub-total</b>                            | <b>15,247,646</b>    | <b>10,403,563</b>    | <b>-</b>             | <b>-</b>          | <b>-</b>            | <b>25,651,209</b>    |
| <b>Community Development:</b>               |                      |                      |                      |                   |                     |                      |
| 550 CD - Planning                           | 360,506              | 127,203              | -                    | -                 | -                   | 487,709              |
| 551 CD - Current Planning                   | 618,912              | 41,002               | -                    | -                 | -                   | 659,914              |
| 552 CD - Policy Development                 | 141,073              | 10,000               | -                    | -                 | -                   | 151,073              |
| 553 CD - CDBG Housing                       | -                    | -                    | -                    | -                 | -                   | -                    |
| 554 CD - Building                           | 1,153,964            | 473,265              | -                    | -                 | -                   | 1,627,229            |
| 556 CD - Economic Development               | 160,799              | 24,501               | -                    | -                 | -                   | 185,300              |
| 557 CD - Housing Assistance                 | 37,395               | 202,800              | -                    | -                 | -                   | 240,195              |
| <b>Sub-total</b>                            | <b>2,472,649</b>     | <b>878,771</b>       | <b>-</b>             | <b>-</b>          | <b>-</b>            | <b>3,351,420</b>     |
| <b>Public Works:</b>                        |                      |                      |                      |                   |                     |                      |
| 701 PW - Administration                     | 608,284              | 104,054              | -                    | -                 | -                   | 712,338              |
| 715 PW - Environmental Services             | -                    | -                    | -                    | -                 | -                   | -                    |
| 720 PW - Transportation Eng.                | 310,317              | 52,052               | -                    | -                 | -                   | 362,369              |
| 730 PW - Engineering                        | 1,226,380            | 108,142              | -                    | -                 | -                   | 1,334,522            |
| 740 PW - Land Development                   | 699,677              | 560,404              | -                    | -                 | -                   | 1,260,081            |
| 745 PW - Maint. Administration              | 421,504              | 69,798               | -                    | -                 | -                   | 491,302              |
| 750 PW - Vehicle & Equip. Maint..           | 421,417              | 824,513              | -                    | -                 | -                   | 1,245,930            |
| 760 PW - Street Maintenance                 | 946,439              | 768,090              | -                    | -                 | -                   | 1,714,529            |
| 770 PW - Signals & Lighting Maint.          | 424,839              | 483,430              | -                    | -                 | -                   | 908,269              |
| 775 PW - Park Maintenance                   | 1,727,580            | 1,035,638            | -                    | -                 | -                   | 2,763,218            |
| 780 PW - Building Maintenance               | 654,681              | 967,106              | -                    | -                 | -                   | 1,621,787            |
| 741 PW - CFD #2                             | -                    | 18,000               | -                    | -                 | -                   | 18,000               |
| <b>Sub-total</b>                            | <b>7,441,118</b>     | <b>4,991,227</b>     | <b>-</b>             | <b>-</b>          | <b>-</b>            | <b>12,432,345</b>    |
| 980 Operating Transfers Out (GF)            | -                    | -                    | -                    | -                 | 2,930,430           | 2,930,430            |
| 980 Transfers Out (Misc. Funds)             | -                    | -                    | -                    | -                 | 1,914,507           | 1,914,507            |
| 950 Capital Projects                        | -                    | -                    | 4,742,800            | -                 | -                   | 4,742,800            |
| 990 Capital Transfers Out                   | -                    | -                    | -                    | -                 | 4,642,800           | 4,642,800            |
| <b>Sub-total</b>                            | <b>-</b>             | <b>-</b>             | <b>4,742,800</b>     | <b>-</b>          | <b>9,487,737</b>    | <b>14,230,537</b>    |
| <b>Total - City</b>                         | <b>\$ 33,605,805</b> | <b>\$ 23,047,766</b> | <b>\$ 4,742,800</b>  | <b>\$ 854,950</b> | <b>\$ 9,487,737</b> | <b>\$ 71,739,058</b> |

**City of Campbell - Operating/Capital Budget**  
**Fiscal Year 2017 - 2018**  
**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                            | \$ 334,423           | -                    | -                 | -                   | -                   | -              |
| 510 CM - Administration                     | 1,007,563            | -                    | -                 | -                   | -                   | -              |
| 511 CM - City Clerk                         | 414,425              | -                    | -                 | -                   | -                   | -              |
| 515 CM - Human Resources                    | 987,458              | -                    | -                 | -                   | -                   | -              |
| 516 CM - Workers Compensation               | -                    | 516,973              | -                 | -                   | -                   | -              |
| 535 Finance - Accounting                    | 1,583,874            | -                    | -                 | -                   | -                   | -              |
| 540 Finance - Non-Departmental              | 1,884,600            | -                    | -                 | -                   | -                   | -              |
| 543 Finance - 2002 COP Debt Svc.            | -                    | -                    | -                 | -                   | -                   | -              |
| 544 Finance - 1997 COP Debt Svc.            | -                    | -                    | -                 | -                   | -                   | -              |
| 547 CM - IT Services                        | -                    | -                    | -                 | -                   | 1,745,528           | -              |
| 548 2016 Refinancing Lease Revenue          | -                    | -                    | 854,950           | -                   | -                   | -              |
| 549 Finance - CFD #1                        | -                    | 5,000                | -                 | -                   | -                   | -              |
| 560 City Attorney                           | 439,271              | -                    | -                 | -                   | -                   | -              |
| <b>Sub-total</b>                            | <b>6,651,614</b>     | <b>521,973</b>       | <b>854,950</b>    | <b>-</b>            | <b>1,745,528</b>    | <b>-</b>       |
| <b>Recreation &amp; Community Services:</b> |                      |                      |                   |                     |                     |                |
| 524 Administration                          | 773,731              | -                    | -                 | -                   | -                   | -              |
| 525 Senior Nutrition                        | 235,642              | -                    | -                 | -                   | -                   | -              |
| 526 Adult Services                          | 700,732              | -                    | -                 | -                   | -                   | -              |
| 527 Community Center                        | 910,948              | -                    | -                 | -                   | -                   | -              |
| 528 Museum                                  | 396,449              | -                    | -                 | -                   | -                   | -              |
| 529 Theater                                 | 913,198              | -                    | -                 | -                   | -                   | -              |
| 531 Sports & Aquatics                       | 1,240,630            | -                    | -                 | -                   | -                   | -              |
| 532 Pre-School, Day Camp & Enrich Classes   | 1,128,152            | -                    | -                 | -                   | -                   | -              |
| <b>Sub-total</b>                            | <b>6,299,482</b>     | <b>-</b>             | <b>-</b>          | <b>-</b>            | <b>-</b>            | <b>-</b>       |
| <b>Public Safety:</b>                       |                      |                      |                   |                     |                     |                |
| 601 PD - Administration                     | 1,083,541            | -                    | -                 | -                   | -                   | -              |
| 602 PD - Communications                     | 2,368,156            | -                    | -                 | -                   | -                   | -              |
| 603 PD - Records                            | 1,389,147            | -                    | -                 | -                   | -                   | -              |
| 604 PD - Special Enforcement Svcs.          | 4,210,654            | -                    | -                 | -                   | -                   | -              |
| 605 PD - Field Services                     | 8,471,293            | -                    | -                 | -                   | -                   | -              |
| 610 Fire Administration                     | 8,128,418            | -                    | -                 | -                   | -                   | -              |
| <b>Sub-total</b>                            | <b>25,651,209</b>    | <b>-</b>             | <b>-</b>          | <b>-</b>            | <b>-</b>            | <b>-</b>       |
| <b>Community Development:</b>               |                      |                      |                   |                     |                     |                |
| 550 CD - Planning                           | 487,709              | -                    | -                 | -                   | -                   | -              |
| 551 CD - Current Planning                   | 659,914              | -                    | -                 | -                   | -                   | -              |
| 552 CD - Policy Development                 | 151,073              | -                    | -                 | -                   | -                   | -              |
| 553 CD - CDBG Housing                       | -                    | -                    | -                 | -                   | -                   | -              |
| 554 CD - Building                           | 1,627,229            | -                    | -                 | -                   | -                   | -              |
| 556 CD - Economic Development               | 185,300              | -                    | -                 | -                   | -                   | -              |
| 557 CD - Housing Assistance                 | -                    | 240,195              | -                 | -                   | -                   | -              |
| <b>Sub-total</b>                            | <b>3,111,225</b>     | <b>240,195</b>       | <b>-</b>          | <b>-</b>            | <b>-</b>            | <b>-</b>       |
| <b>Public Works:</b>                        |                      |                      |                   |                     |                     |                |
| 701 PW - Administration                     | 712,338              | -                    | -                 | -                   | -                   | -              |
| 715 PW - Environmental Services             | -                    | -                    | -                 | -                   | -                   | -              |
| 720 PW - Transportation Eng.                | 362,369              | -                    | -                 | -                   | -                   | -              |
| 730 PW - Engineering                        | 1,334,522            | -                    | -                 | -                   | -                   | -              |
| 740 PW - Land Development                   | 1,260,081            | -                    | -                 | -                   | -                   | -              |
| 745 PW - Maint. Administration              | 491,302              | -                    | -                 | -                   | -                   | -              |
| 750 PW - Vehicle & Equip. Maint..           | -                    | -                    | -                 | -                   | 1,245,930           | -              |
| 760 PW - Street Maintenance                 | -                    | 1,714,529            | -                 | -                   | -                   | -              |
| 770 PW - Signals & Lighting Maint.          | -                    | 908,269              | -                 | -                   | -                   | -              |
| 775 PW - Park Maintenance                   | -                    | 2,763,218            | -                 | -                   | -                   | -              |
| 780 PW - Building Maintenance               | 1,621,787            | -                    | -                 | -                   | -                   | -              |
| 741 PW - CFD #2                             | -                    | 18,000               | -                 | -                   | -                   | -              |
| <b>Sub-total</b>                            | <b>5,782,399</b>     | <b>5,404,016</b>     | <b>-</b>          | <b>-</b>            | <b>1,245,930</b>    | <b>-</b>       |
| 980 Operating Transfers Out (GF)            | 2,930,430            | -                    | -                 | -                   | -                   | -              |
| 980 Transfers Out (Misc. Funds)             | -                    | 1,827,507            | -                 | -                   | 87,000              | -              |
| 950 Capital Projects                        | -                    | -                    | -                 | 4,742,800           | -                   | -              |
| 990 Capital Transfers Out                   | 979,800              | 3,663,000            | -                 | -                   | -                   | -              |
| <b>Sub-total</b>                            | <b>3,910,230</b>     | <b>5,490,507</b>     | <b>-</b>          | <b>4,742,800</b>    | <b>87,000</b>       | <b>-</b>       |
| <b>Total - City</b>                         | <b>\$ 51,406,159</b> | <b>\$ 11,656,691</b> | <b>\$ 854,950</b> | <b>\$ 4,742,800</b> | <b>\$ 3,078,458</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 \$308.7 million with \$0 of debt subject to the limit. The City also has no general obligation debt.

### **2016 Refunding Lease Revenue Bonds**

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

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

### **2002 Certificates of Participation**

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

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

### Summary of City Debt Service

| Description                        | Final<br>Maturity<br>Date | Amount<br>of Original<br>Issue | Outstanding<br>Principal | Outstanding<br>Interest | Total                |
|------------------------------------|---------------------------|--------------------------------|--------------------------|-------------------------|----------------------|
| 2016 Refunding Lease Revenue Bonds | 2028                      | \$ 8,085,000                   | \$ 7,460,000             | \$ 1,802,700            | \$ 9,262,700         |
| 2002 Certificates of Participation | 2032                      | 11,930,843                     | 1,245,844                | 5,214,156               | 6,460,000            |
| <b>Total</b>                       |                           | <u>\$ 20,015,843</u>           | <u>\$ 8,705,844</u>      | <u>\$ 7,016,856</u>     | <u>\$ 15,722,700</u> |

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

**Annual Debt Service to Maturity—2016 Refunding Lease Revenue Bonds**

| <b>Fiscal Year</b> | <b>Principal</b>    | <b>Interest</b>     | <b>Total</b>        |
|--------------------|---------------------|---------------------|---------------------|
| 2018               | \$ 595,000          | \$ 257,950          | \$ 852,950          |
| 2019               | 605,000             | 242,925             | 847,925             |
| 2020               | 535,000             | 225,825             | 760,825             |
| 2021               | 550,000             | 209,550             | 759,550             |
| 2022               | 570,000             | 192,750             | 762,750             |
| Thereafter         | 4,605,000           | 673,700             | 5,278,700           |
| <b>Total</b>       | <b>\$ 7,460,000</b> | <b>\$ 1,802,700</b> | <b>\$ 9,262,700</b> |

**Annual Debt Service to Maturity—2002 Certificates of Participation**

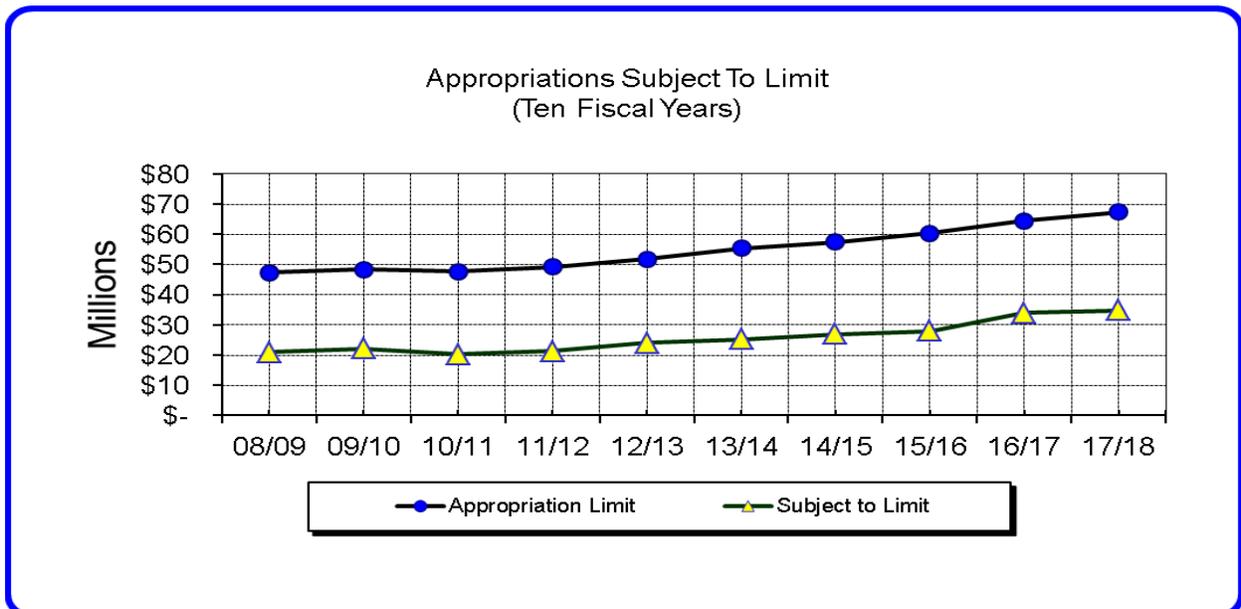
| <b>Fiscal Year</b> | <b>Principal</b>    | <b>Interest</b>     | <b>Total</b>        |
|--------------------|---------------------|---------------------|---------------------|
| 2018               | \$ -                | \$ -                | \$ -                |
| 2019               | -                   | -                   | -                   |
| 2020               | -                   | -                   | -                   |
| 2021               | -                   | -                   | -                   |
| 2022               | -                   | -                   | -                   |
| Thereafter         | 1,245,844           | 5,214,156           | 6,460,000           |
| <b>Total</b>       | <b>\$ 1,245,844</b> | <b>\$ 5,214,156</b> | <b>\$ 6,460,000</b> |

## 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 2017-18 of \$67.3 million was adopted by Council via Resolution #12181, on June 20, 2017.

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 2017-18 calculations indicate the City of Campbell will again be significantly below the appropriations or spending limit. The City's appropriations limit of \$67.3 million for fiscal year 2017-18 is approximately \$2.9 million higher than the fiscal 2016-17 limit of \$64.4 million. For fiscal 2017-18, the City's proceeds of taxes subject to the appropriations limit are projected to be \$34.9 million. This is 51.8% of the legal appropriations limit. Any future amendments to the adopted appropriations from "proceeds of taxes" will be subject to the limit and will be calculated accordingly. As a result of the City's Gann calculations being so far under the legal limit, restraints on current or future budget deliberations are not contemplated.



## Fund Balance Analysis Fiscal Year 2017 - 2018

| Fund Description                   | Fund #        | Beginning<br>Fund Balance<br>Estimated | Total Revenues<br>& Transfers<br>Adopted* | Total Expenditures<br>& Transfers<br>Adopted | Ending<br>Fund Balance<br>Estimated |
|------------------------------------|---------------|--|---|--|-------------------------------------|
| General Fund                       | 101           | \$ 26,568,300                          | \$ 49,151,835                             | \$ 51,406,160                                | \$ 24,313,975                       |
| Gas Tax                            | 202, 203, 204 | 1,290,446                              | 2,560,900                                 | 2,814,729                                    | 1,036,617                           |
| Drug Enforcement                   | 205           | 34,640                                 | 8,500                                     | 8,500  | 34,640                              |
| Lighting and Landscaping District  | 207           | 10,854                                 | 3,782,787                                 | 3,782,787                                    | 10,854                              |
| Environmental Services             | 209           | 734,111                                | 1,376,756                                 | 1,493,707                                    | 617,160                             |
| Supplemental Law Enforcement       | 210           | 105,003                                | -   | -  | 105,003                             |
| State/Other Grants                 | 212           | 212,246                                | 857,800                                   | 857,800                                      | 212,246                             |
| T.D.A.                             | 216           | -                                      | 20,000                                    | 20,000                                       | -                                   |
| Other Federal Grants               | 218           | -                                      | 559,000                                   | 559,000                                      | -                                   |
| Housing Assistance Fund            | 233           | 9,153,909                              | 68,000                                    | 240,195                                      | 8,981,714                           |
| Community Facilities District #1   | 236           | 560                                    | 145,000                                   | 145,000                                      | 560                                 |
| Community Facilities District #2   | 237           | 24,581                                 | 35,250                                    | 22,000                                       | 37,831                              |
| Parkland Dedication Trust          | 295           | 5,081,221                              | -   | 1,196,000                                    | 3,885,221                           |
| L.I.D. Debt Service                | 367           | 31,275                                 | -   | -  | 31,275                              |
| 2016 Refunding Lease Revenue Bonds | 370           | 3,098                                  | 854,950                                   | 854,950                                      | 3,098                               |
| Capital Projects                   | 435           | 1,348,823                              | 4,642,800                                 | 4,742,800                                    | 1,248,823                           |
| Motor Vehicle Pool                 | 641           | 651,242                                | 1,385,900                                 | 1,290,930                                    | 746,212                             |
| Information Technologies Pool      | 647           | 1,139,992                              | 1,635,000                                 | 1,787,528                                    | 987,464                             |
| Worker's Compensation Pool         | 690           | 1,635,836                              | 605,000                                   | 516,973                                      | 1,723,863                           |
| Parks and Museum Trust             | 794           | 140,830                                | -   | -  | 140,830                             |
| Recreation Grants-Private          | 795           | 5,604                                  | -   | -  | 5,604                               |
| Senior Citizen Trust               | 797           | 15,464                                 | -   | -  | 15,464                              |
| <b>Total</b>                       |               | <b>\$ 48,188,034</b>                   | <b>\$ 67,689,478</b>                      | <b>\$ 71,739,059</b>                         | <b>\$ 44,138,453</b>                |

\* Total revenues exclude beginning fund balance amounts.

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

## Fund Balance Analysis Fiscal Year 2016 - 2017

| Fund Description                   | Fund #        | Beginning<br>Fund Balance<br>Actual | Total Revenues<br>& Transfers<br>Estimated* | Total Expenditures<br>& Transfers<br>Estimated | Ending<br>Fund Balance<br>Estimated |
|------------------------------------|---------------|-------------------------------------|---|--|-------------------------------------|
| General Fund                       | 101           | \$ 30,222,212                       | \$ 48,052,813                               | \$ 51,706,725                                  | \$ 26,568,300                       |
| Gas Tax                            | 202, 203, 204 | 1,628,773                           | 1,977,800                                   | 2,316,127                                      | 1,290,446                           |
| Drug Enforcement                   | 205           | 35,151                              | 12,389                                      | 12,900   | 34,640                              |
| Lighting and Landscaping District  | 207           | 10,854                              | 3,703,265                                   | 3,703,265                                      | 10,854                              |
| Community Development Block Grant  | 208           | (7,619)                             | 24,559                                      | 16,940   | -                                   |
| Environmental Services             | 209           | 822,925                             | 1,359,863                                   | 1,448,677                                      | 734,111                             |
| Supplemental Law Enforcement       | 210           | 102,631                             | 120,040                                     | 117,668  | 105,003                             |
| State/Other Grants                 | 212           | (1,586,754)                         | 2,279,380                                   | 480,380  | 212,246                             |
| T.D.A.                             | 216           | (148)                               | 126,831                                     | 126,683  | -                                   |
| Other Federal Grants               | 218           | (820,218)                           | 1,723,223                                   | 903,005  | -                                   |
| Housing Assistance Fund            | 233           | 9,345,383                           | 61,000                                      | 252,474  | 9,153,909                           |
| Community Facilities District #1   | 236           | 560                                 | 145,000                                     | 145,000  | 560                                 |
| Community Facilities District #2   | 237           | 23,507                              | 16,094                                      | 15,020   | 24,581                              |
| Parkland Dedication Trust          | 295           | 5,179,917                           | 276,304                                     | 375,000  | 5,081,221                           |
| 2002 C.O.P. Debt Service           | 366           | 6,203,950                           | -   | 6,203,950                                      | -                                   |
| L.I.D. Debt Service                | 367           | 31,275                              | -   | -  | 31,275                              |
| 1997 C.O.P. Debt Service           | 368           | 82                                  | -   | 82   | -                                   |
| 2016 Refunding Lease Revenue Bonds | 370           | -                                   | 9,977,334                                   | 9,974,236                                      | 3,098                               |
| Capital Projects                   | 435           | 1,348,823                           | 4,510,726                                   | 4,510,726                                      | 1,348,823                           |
| Motor Vehicle Pool                 | 641           | 693,394                             | 1,377,111                                   | 1,419,263                                      | 651,242                             |
| Information Technologies Pool      | 647           | 1,326,949                           | 1,499,354                                   | 1,686,311                                      | 1,139,992                           |
| Worker's Compensation Pool         | 690           | 1,035,660                           | 1,038,214                                   | 438,038  | 1,635,836                           |
| Parks and Museum Trust             | 794           | 138,312                             | 2,518                                       | -  | 140,830                             |
| Recreation Grants-Private          | 795           | 1,407                               | 4,197                                       | -  | 5,604                               |
| Senior Citizen Trust               | 797           | 15,464                              | -   | -  | 15,464                              |
| <b>Total</b>                       |               | <b>\$ 55,752,489</b>                | <b>\$ 78,288,015</b>                        | <b>\$ 85,852,470</b>                           | <b>\$ 48,188,034</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>14/15<br/>Actual</b>     | <b>15/16<br/>Actual</b>     | <b>16/17<br/>Estimated</b>  | <b>17/18<br/>Adopted</b>    |
|--------------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <b>Fund balance, July 1</b>    | <u>\$ 25,429,609</u>        | <u>\$ 26,068,215</u>        | <u>\$ 30,222,212</u>        | <u>\$ 26,568,300</u>        |
| <b>REVENUES:</b>               |                             |                             |                             |                             |
| Property Taxes                 | 11,277,004                  | 12,097,447                  | 12,880,000                  | 14,409,000                  |
| Sales and Use Taxes            | 13,915,291                  | 14,818,495                  | 15,022,000                  | 14,423,000                  |
| Franchise and other taxes      | 8,668,505                   | 9,344,440                   | 8,746,000                   | 8,759,913                   |
| Licenses and permits           | 2,396,721                   | 4,890,190                   | 2,183,410                   | 2,015,500                   |
| Fines and forfeitures          | 354,445                     | 324,137                     | 300,000                     | 300,000                     |
| Investment income              | 187,940                     | 161,163                     | 173,000                     | 303,000                     |
| Intergovernmental revenues     | 323,475                     | 253,576                     | 376,247                     | 362,543                     |
| Charges for services           | 3,574,524                   | 3,600,024                   | 4,259,836                   | 4,429,519                   |
| Other revenues                 | 2,821,707                   | 2,928,230                   | 2,757,543                   | 2,796,153                   |
| Operating transfers-in         | 1,302,493                   | 1,429,914                   | 1,354,777                   | 1,353,207                   |
| Total operating revenues       | <u>44,822,105</u>           | <u>49,847,616</u>           | <u>48,052,813</u>           | <u>49,151,835</u>           |
| <b>EXPENDITURES:</b>           |                             |                             |                             |                             |
| General Government             | 12,743,753                  | 14,011,973                  | 15,199,920                  | 16,062,322                  |
| Public Safety                  | 20,942,791                  | 22,897,488                  | 24,613,471                  | 25,651,209                  |
| Public Works                   | 4,747,625                   | 5,133,110                   | 5,745,476                   | 5,782,399                   |
| Operating transfers-out        | 2,633,846                   | 3,082,810                   | 3,452,858                   | 2,930,430                   |
| Total operating expenditures   | <u>41,068,015</u>           | <u>45,125,381</u>           | <u>49,011,725</u>           | <u>50,426,360</u>           |
| Capital transfers-out          | 3,115,484                   | 568,238                     | 2,695,000                   | 979,800                     |
| Total expenditures             | <u>44,183,499</u>           | <u>45,693,619</u>           | <u>51,706,725</u>           | <u>51,406,160</u>           |
| <b>FUND BALANCES:</b>          |                             |                             |                             |                             |
| Committed                      | 22,930,342                  | 25,392,112                  | 19,757,941                  | 21,509,777                  |
| Assigned                       | 2,176,615                   | 3,830,100                   | 1,800,000                   | 1,800,000                   |
| Unassigned                     | 961,258                     | 1,000,000                   | 1,000,000                   | 1,000,000                   |
| Total reserves or designations | <u>26,068,215</u>           | <u>30,222,212</u>           | <u>22,557,941</u>           | <u>24,309,777</u>           |
| <b>Fund balance - June 30</b>  | <u><u>\$ 26,068,215</u></u> | <u><u>\$ 30,222,212</u></u> | <u><u>\$ 26,568,300</u></u> | <u><u>\$ 24,313,975</u></u> |

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

| <u>Description</u>             | <u>14/15<br/>Actual</u> | <u>15/16<br/>Actual</u> | <u>16/17<br/>Estimated</u> | <u>17/18<br/>Adopted</u> |
|--------------------------------|-------------------------|-------------------------|----------------------------|--------------------------|
| <b>Fund balance, July 1</b>    | <u>\$ 1,763,329</u>     | <u>\$ 1,372,698</u>     | <u>\$ 1,628,773</u>        | <u>\$ 1,290,446</u>      |
| <b>REVENUES:</b>               |                         |                         |                            |                          |
| Special Gas Tax 2105           | 247,986                 | 235,126                 | 261,000                    | 247,500                  |
| Special Gas Tax 2106           | 168,470                 | 154,582                 | 132,000                    | 154,300                  |
| Special Gas Tax 2107           | 318,873                 | 286,689                 | 363,000                    | 319,800                  |
| Special Gas Tax 2107.5         | 12,000                  | 6,000                   | 6,000                      | 6,000                    |
| Proposition 42 Gas Tax         | 431,987                 | -                       | -                          | -                        |
| Vehicle Impact Fees            | 372,849                 | 690,152                 | 630,000                    | 777,000                  |
| Gas Tax 7360                   | -                       | 191,925                 | 99,000                     | 170,500                  |
| SB1 Road Maintenance           | -                       | -                       | -                          | 245,000                  |
| Investment earnings            | 12,419                  | 9,567                   | -                          | -                        |
| Other revenues                 | 2,458                   | 2,167                   | 2,500                      | 136,500                  |
| Operating transfers-in         | 439,300                 | 504,300                 | 484,300                    | 504,300                  |
| Total revenues                 | <u>2,006,342</u>        | <u>2,080,508</u>        | <u>1,977,800</u>           | <u>2,560,900</u>         |
| <b>EXPENDITURES:</b>           |                         |                         |                            |                          |
| PW-Street Maintenance          | 1,432,798               | 1,532,242               | 1,607,927                  | 1,714,529                |
| Operating transfers-out        | 77,109                  | 77,300                  | 78,200                     | 78,200                   |
| Total operating expenditures   | <u>1,509,907</u>        | <u>1,609,542</u>        | <u>1,686,127</u>           | <u>1,792,729</u>         |
| Capital transfers-out          | 887,066                 | 214,891                 | 630,000                    | 1,022,000                |
| Total expenditures             | <u>2,396,973</u>        | <u>1,824,433</u>        | <u>2,316,127</u>           | <u>2,814,729</u>         |
| <b>FUND BALANCES:</b>          |                         |                         |                            |                          |
| Nonspendable                   | 1,372,698               | 1,628,773               | 1,290,446                  | 1,036,617                |
| Total reserves or designations | <u>1,372,698</u>        | <u>1,628,773</u>        | <u>1,290,446</u>           | <u>1,036,617</u>         |
| <b>Fund balance - June 30</b>  | <u>\$ 1,372,698</u>     | <u>\$ 1,628,773</u>     | <u>\$ 1,290,446</u>        | <u>\$ 1,036,617</u>      |

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

| <u>Description</u>                 | <u>14/15<br/>Actual</u> | <u>15/16<br/>Actual</u> | <u>16/17<br/>Estimated</u> | <u>17/18<br/>Adopted</u> |
|------------------------------------|-------------------------|-------------------------|----------------------------|--------------------------|
| <b>Fund balance, July 1</b>        | \$ -                    | \$ -                    | \$ 10,854                  | \$ 10,854                |
| <b>REVENUES:</b>                   |                         |                         |                            |                          |
| Lighting & Landscaping Assessments | 1,165,911               | 1,189,466               | 1,165,000                  | 1,207,500                |
| Property tax                       | 1,020,617               | 1,064,140               | 770,000                    | 1,130,000                |
| Insurance claims refund            | 12,851                  | 3,446                   | 5,000                      | 5,000                    |
| Residual RPTTF Distribution        | -                       | -                       | 3,000                      | 3,000                    |
| Project Revenue Overhead Offset    | -                       | -                       | 50,000                     | 50,000                   |
| Other revenues                     | 26,314                  | 28,239                  | 22,500                     | 22,500                   |
| Operating transfers-in             | 901,807                 | 1,307,887               | 1,687,765                  | 1,364,787                |
| Total revenues                     | <u>3,127,500</u>        | <u>3,593,178</u>        | <u>3,703,265</u>           | <u>3,782,787</u>         |
| <b>EXPENDITURES:</b>               |                         |                         |                            |                          |
| PW-signals & lighting maintenance  | 812,402                 | 857,137                 | 877,614                    | 908,269                  |
| PW-Park Maintenance                | 2,238,798               | 2,613,887               | 2,714,351                  | 2,763,218                |
| Operating transfers-out            | 76,300                  | 111,300                 | 111,300                    | 111,300                  |
| Total expenditures                 | <u>3,127,500</u>        | <u>3,582,324</u>        | <u>3,703,265</u>           | <u>3,782,787</u>         |
| <b>FUND BALANCES:</b>              |                         |                         |                            |                          |
| Restricted                         | -                       | 10,854                  | 10,854                     | 10,854                   |
| Total reserves or designations     | <u>-</u>                | <u>10,854</u>           | <u>10,854</u>              | <u>10,854</u>            |
| <b>Fund balance - June 30</b>      | <u>\$ -</u>             | <u>\$ 10,854</u>        | <u>\$ 10,854</u>           | <u>\$ 10,854</u>         |

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

| <b>Description</b>                    | <b>14/15<br/>Actual</b> | <b>15/16<br/>Actual</b> | <b>16/17<br/>Estimated</b> | <b>17/18<br/>Adopted</b> |
|---------------------------------------|-------------------------|-------------------------|----------------------------|--------------------------|
| <b>Fund balance, July 1</b>           | \$ 730,815              | \$ 795,812              | \$ 822,925                 | \$ 734,111               |
| <b>REVENUES:</b>                      |                         |                         |                            |                          |
| Solid waste fees                      | 387,863                 | 418,050                 | 404,607                    | 404,607                  |
| AB939 recycling                       | 66,537                  | 39,725                  | 49,356                     | 49,356                   |
| Storm water fees                      | 382,383                 | 382,148                 | 379,400                    | 394,100                  |
| Storm drain fees                      | 11,245                  | 51,055                  | 15,000                     | 15,000                   |
| Valley Transportation Authority grant | -                       | -                       | -                          | -                        |
| Beverage container grant              | -                       | 11,306                  | -                          | -                        |
| Investment income                     | 2,271                   | 1,744                   | -                          | -                        |
| Other revenue                         | -                       | 23,363                  | -                          | -                        |
| Operating transfers-in                | 521,500                 | 511,500                 | 511,500                    | 513,693                  |
| Total revenues                        | <u>1,371,799</u>        | <u>1,438,891</u>        | <u>1,359,863</u>           | <u>1,376,756</u>         |
| <b>EXPENDITURES:</b>                  |                         |                         |                            |                          |
| Public Works                          | 48                      | -                       | -                          | -                        |
| Operating transfers-out               | 1,306,754               | 1,411,778               | 1,398,677                  | 1,419,707                |
| Total operating expenditures          | <u>1,306,802</u>        | <u>1,411,778</u>        | <u>1,398,677</u>           | <u>1,419,707</u>         |
| Capital transfers-out                 | -                       | -                       | 50,000                     | 74,000                   |
| Total expenditures                    | <u>1,306,802</u>        | <u>1,411,778</u>        | <u>1,448,677</u>           | <u>1,493,707</u>         |
| <b>FUND BALANCES:</b>                 |                         |                         |                            |                          |
| Nonspendable                          | 795,812                 | 822,925                 | 734,111                    | 617,160                  |
| Total reserves or designations        | <u>795,812</u>          | <u>822,925</u>          | <u>734,111</u>             | <u>617,160</u>           |
| <b>Fund balance - June 30</b>         | <u>\$ 795,812</u>       | <u>\$ 822,925</u>       | <u>\$ 734,111</u>          | <u>\$ 617,160</u>        |

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

| <b>Description</b>             | <b>14/15<br/>Actual</b>    | <b>15/16<br/>Actual</b>    | <b>16/17<br/>Estimated</b> | <b>17/18<br/>Adopted</b>   |
|--------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| <b>Fund balance, July 1</b>    | \$ 9,542,005               | \$ 9,522,259               | \$ 9,345,383               | \$ 9,153,909               |
| <b>REVENUES:</b>               |                            |                            |                            |                            |
| Investment income              | 6,815                      | 20,984                     | 11,000                     | 18,000                     |
| Other revenues                 | 28,388                     | -                          | 50,000                     | 50,000                     |
| Total revenues                 | <u>35,203</u>              | <u>20,984</u>              | <u>61,000</u>              | <u>68,000</u>              |
| <b>EXPENDITURES:</b>           |                            |                            |                            |                            |
| Housing assistance             | 29,949                     | 113,283                    | 202,474                    | 240,195                    |
| Housing grant & loans          | 25,000                     | 84,577                     | 50,000                     | -                          |
| Total operating expenditures   | <u>54,949</u>              | <u>197,860</u>             | <u>252,474</u>             | <u>240,195</u>             |
| Capital transfers-out          | -                          | -                          | -                          | -                          |
| Total expenditures             | <u>54,949</u>              | <u>197,860</u>             | <u>252,474</u>             | <u>240,195</u>             |
| <b>FUND BALANCES:</b>          |                            |                            |                            |                            |
| Nonspendable                   | 8,764,548                  | 8,764,548                  | 8,764,548                  | 8,764,548                  |
| Restricted                     | 757,711                    | 580,835                    | 389,361                    | 217,166                    |
| Total reserves or designations | <u>9,522,259</u>           | <u>9,345,383</u>           | <u>9,153,909</u>           | <u>8,981,714</u>           |
| <b>Fund balance - June 30</b>  | <u><u>\$ 9,522,259</u></u> | <u><u>\$ 9,345,383</u></u> | <u><u>\$ 9,153,909</u></u> | <u><u>\$ 8,981,714</u></u> |

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

| <b>Description</b>             | <b>14/15<br/>Actual</b> | <b>15/16<br/>Actual</b> | <b>16/17<br/>Estimated</b> | <b>17/18<br/>Adopted</b> |
|--------------------------------|-------------------------|-------------------------|----------------------------|--------------------------|
| <b>Fund balance, July 1</b>    | \$ -                    | \$ 4,303                | \$ 23,507                  | \$ 24,581                |
| <b>REVENUES:</b>               |                         |                         |                            |                          |
| Special assessment             | 16,754                  | 34,570                  | 16,094                     | 35,250                   |
| Total revenues                 | <u>16,754</u>           | <u>34,570</u>           | <u>16,094</u>              | <u>35,250</u>            |
| <b>EXPENDITURES:</b>           |                         |                         |                            |                          |
| Community facility district    | 167                     | 346                     | -                          | 18,000                   |
| Operating transfers-out        | 12,284                  | 15,020                  | 15,020                     | 4,000                    |
| Total operating expenditures   | <u>12,451</u>           | <u>15,366</u>           | <u>15,020</u>              | <u>22,000</u>            |
| Capital transfer-out           | -                       | -                       | -                          | -                        |
| Total expenditures             | <u>12,451</u>           | <u>15,366</u>           | <u>15,020</u>              | <u>22,000</u>            |
| <b>FUND BALANCES:</b>          |                         |                         |                            |                          |
| Nonspendable                   | 4,303                   | 23,507                  | 24,581                     | 37,831                   |
| Total reserves or designations | <u>4,303</u>            | <u>23,507</u>           | <u>24,581</u>              | <u>37,831</u>            |
| <b>Fund balance - June 30</b>  | <u>\$ 4,303</u>         | <u>\$ 23,507</u>        | <u>\$ 24,581</u>           | <u>\$ 37,831</u>         |

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

| <b>Description</b>              | <b>14/15<br/>Actual</b> | <b>15/16<br/>Actual</b> | <b>16/17<br/>Estimated</b> | <b>17/18<br/>Adopted</b> |
|---------------------------------|-------------------------|-------------------------|----------------------------|--------------------------|
| <b>Fund balance, July 1</b>     | \$ -                    | \$ -                    | \$ -                       | \$ 3,098                 |
| <b>REVENUES:</b>                |                         |                         |                            |                          |
| Investment income               | -                       | -                       | 37                         | -                        |
| Proceeds of refunding debt      | -                       | -                       | 8,085,000                  | -                        |
| Bond premium                    | -                       | -                       | 1,090,835                  | -                        |
| Operating transfers-in          | -                       | -                       | 801,462                    | 854,950                  |
| Total revenues                  | <u>-</u>                | <u>-</u>                | <u>9,977,334</u>           | <u>854,950</u>           |
| <b>EXPENDITURES:</b>            |                         |                         |                            |                          |
| Bond issuance costs             |                         |                         | 179,842                    | -                        |
| Discount expense                |                         |                         | 29,920                     | -                        |
| Paying agent fees               |                         |                         | -                          | 2,000                    |
| Payment to refunded debt escrow |                         |                         | 8,962,993                  | -                        |
| Principal retirement            |                         |                         | 625,000                    | 595,000                  |
| Interest and fiscal charges     |                         |                         | 176,481                    | 257,950                  |
| Total expenditures              | <u>-</u>                | <u>-</u>                | <u>9,974,236</u>           | <u>854,950</u>           |
| <b>FUND BALANCES:</b>           |                         |                         |                            |                          |
| Unassigned                      | <u>-</u>                | <u>-</u>                | <u>3,098</u>               | <u>3,098</u>             |
| Total reserves or designations  | <u>-</u>                | <u>-</u>                | <u>3,098</u>               | <u>3,098</u>             |
| <b>Fund balance - June 30</b>   | <u>\$ -</u>             | <u>\$ -</u>             | <u>\$ 3,098</u>            | <u>\$ 3,098</u>          |

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

| <b>Description</b>             | <b>14/15<br/>Actual</b> | <b>15/16<br/>Actual</b> | <b>16/17<br/>Estimated</b> | <b>17/18<br/>Adopted</b> |
|--------------------------------|-------------------------|-------------------------|----------------------------|--------------------------|
| <b>Fund balance, July 1</b>    | \$ 271,324              | \$ (166,226)            | \$ 1,348,823               | \$ 1,348,823             |
| <b>REVENUES:</b>               |                         |                         |                            |                          |
| Project revenues               | 249,493                 | 227,205                 | 103,040                    | -                        |
| Other revenues                 | -                       | 1,230,030               | -                          | -                        |
| Capital transfers-in           | 7,159,945               | 5,405,348               | 4,407,686                  | 4,642,800                |
| Total revenues                 | <u>7,409,438</u>        | <u>6,862,583</u>        | <u>4,510,726</u>           | <u>4,642,800</u>         |
| <b>EXPENDITURES:</b>           |                         |                         |                            |                          |
| Capital outlay                 | 7,846,988               | 5,347,534               | 4,510,726                  | 4,742,800                |
| Total expenditures             | <u>7,846,988</u>        | <u>5,347,534</u>        | <u>4,510,726</u>           | <u>4,742,800</u>         |
| <b>FUND BALANCES:</b>          |                         |                         |                            |                          |
| Assigned                       | -                       | 1,348,823               | 1,348,823                  | 1,248,823                |
| Unassigned                     | (166,226)               | -                       | -                          | -                        |
| Total reserves or designations | <u>(166,226)</u>        | <u>1,348,823</u>        | <u>1,348,823</u>           | <u>1,248,823</u>         |
| <b>Fund balance - June 30</b>  | <u>\$ (166,226)</u>     | <u>\$ 1,348,823</u>     | <u>\$ 1,348,823</u>        | <u>\$ 1,248,823</u>      |

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

| <b>Description</b>                       | <b>14/15<br/>Actual</b> | <b>15/16<br/>Actual</b> | <b>16/17<br/>Estimated</b> | <b>17/18<br/>Adopted</b> |
|--|-------------------------|-------------------------|----------------------------|--------------------------|
| <b>Net position at beginning of year</b> | \$ 958,770              | \$ 882,520              | \$ 693,394                 | \$ 651,242               |
| <b>REVENUES:</b>                         |                         |                         |                            |                          |
| Users fees and charges                   | 957,316                 | 1,006,578               | 1,156,974                  | 1,329,400                |
| Other revenue                            | 244                     | -                       | 20,400                     | 10,000                   |
| Gain (loss) from sale of assets          | 22,052                  | 16,140                  | 29,037                     | 8,500                    |
| Operating transfers - in                 | 102,000                 | 35,000                  | 170,700                    | 38,000                   |
| Total revenues                           | <u>1,081,612</u>        | <u>1,057,718</u>        | <u>1,377,111</u>           | <u>1,385,900</u>         |
| <b>EXPENSES:</b>                         |                         |                         |                            |                          |
| Personnel services                       | 338,146                 | 376,446                 | 420,334                    | 421,417                  |
| Services and supplies                    | 589,726                 | 581,916                 | 953,929                    | 824,513                  |
| Depreciation                             | 184,990                 | 243,482                 | -                          | -                        |
| Operating transfers-out                  | 45,000                  | 45,000                  | 45,000                     | 45,000                   |
| Total operating expenses                 | <u>1,157,862</u>        | <u>1,246,844</u>        | <u>1,419,263</u>           | <u>1,290,930</u>         |
| Total expenses                           | <u>1,157,862</u>        | <u>1,246,844</u>        | <u>1,419,263</u>           | <u>1,290,930</u>         |
| Net income (loss)                        | <u>(76,250)</u>         | <u>(189,126)</u>        | <u>(42,152)</u>            | <u>94,970</u>            |
| <b>NET POSITION:</b>                     |                         |                         |                            |                          |
| Invested in capital assets               | 587,490                 | 587,490                 | 587,490                    | 587,490                  |
| Unrestricted                             | 295,030                 | 105,904                 | 63,752                     | 158,722                  |
| <b>Total net position</b>                | <u>\$ 882,520</u>       | <u>\$ 693,394</u>       | <u>\$ 651,242</u>          | <u>\$ 746,212</u>        |

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

| <b>Description</b>                | <b>14/15<br/>Actual</b> | <b>15/16<br/>Actual</b> | <b>16/17<br/>Estimated</b> | <b>17/18<br/>Adopted</b> |
|-----------------------------------|-------------------------|-------------------------|----------------------------|--------------------------|
| Net position at beginning of year | \$ 1,326,474            | \$ 1,340,920            | \$ 1,326,949               | \$ 1,139,992             |
| <b>REVENUES:</b>                  |                         |                         |                            |                          |
| Users fees and charges            | 1,027,000               | 1,157,000               | 1,214,756                  | 1,412,000                |
| Successor agency reimbursement    | 3,467                   | 2,583                   | -                          | 2,000                    |
| Other income                      | 786                     | 7,881                   | 8,667                      | 5,000                    |
| Operating transfers-in            | 333,300                 | 365,867                 | 275,931                    | 216,000                  |
| Total revenues                    | <u>1,364,553</u>        | <u>1,533,331</u>        | <u>1,499,354</u>           | <u>1,635,000</u>         |
| <b>EXPENSES:</b>                  |                         |                         |                            |                          |
| Personnel Services                | 583,163                 | 671,239                 | 683,280                    | 845,068                  |
| Services and supplies             | 583,384                 | 770,079                 | 871,729                    | 900,460                  |
| Depreciation                      | 45,860                  | 63,984                  | -                          | -                        |
| Operating transfers-out           | 137,700                 | 42,000                  | 42,000                     | 42,000                   |
| Total operating expenditures      | <u>1,350,107</u>        | <u>1,547,302</u>        | <u>1,597,009</u>           | <u>1,787,528</u>         |
| Capital transfers-out             | -                       | -                       | 89,302                     | -                        |
| Total expenditures                | <u>1,350,107</u>        | <u>1,547,302</u>        | <u>1,686,311</u>           | <u>1,787,528</u>         |
| Net income (loss)                 | <u>14,446</u>           | <u>(13,971)</u>         | <u>(186,957)</u>           | <u>(152,528)</u>         |
| <b>NET POSITION:</b>              |                         |                         |                            |                          |
| Invested in capital assets        | 113,033                 | 113,033                 | 113,033                    | 113,033                  |
| Unrestricted                      | <u>1,227,887</u>        | <u>1,213,916</u>        | <u>1,026,959</u>           | <u>874,431</u>           |
| <b>Total net position</b>         | <u>\$ 1,340,920</u>     | <u>\$ 1,326,949</u>     | <u>\$ 1,139,992</u>        | <u>\$ 987,464</u>        |

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

| <b>Description</b>                | <b>14/15<br/>Actual</b> | <b>15/16<br/>Actual</b> | <b>16/17<br/>Estimated</b> | <b>17/18<br/>Adopted</b> |
|-----------------------------------|-------------------------|-------------------------|----------------------------|--------------------------|
| Net position at beginning of year | \$ 737,111              | \$ 808,651              | \$ 1,035,660               | \$ 1,635,836             |
| <b>REVENUES:</b>                  |                         |                         |                            |                          |
| Charges to operating departments  | 608,898                 | 726,141                 | 1,038,214                  | 605,000                  |
| Insurance claims reimbursements   | 8                       | -                       | -                          | -                        |
| Total revenues                    | <u>608,906</u>          | <u>726,141</u>          | <u>1,038,214</u>           | <u>605,000</u>           |
| <b>EXPENSES:</b>                  |                         |                         |                            |                          |
| Personnel services                | 41,428                  | 44,742                  | 46,050                     | 45,623                   |
| Services and supplies             | 325,480                 | 403,812                 | 391,988                    | 471,350                  |
| Change in accrued liability       | 170,458                 | 50,578                  | -                          | -                        |
| Total expenses                    | <u>537,366</u>          | <u>499,132</u>          | <u>438,038</u>             | <u>516,973</u>           |
| Net income (loss)                 | <u>71,540</u>           | <u>227,009</u>          | <u>600,176</u>             | <u>88,027</u>            |
| <b>NET POSITION:</b>              |                         |                         |                            |                          |
| Unrestricted                      | <u>\$ 808,651</u>       | <u>\$ 1,035,660</u>     | <u>\$ 1,635,836</u>        | <u>\$ 1,723,863</u>      |



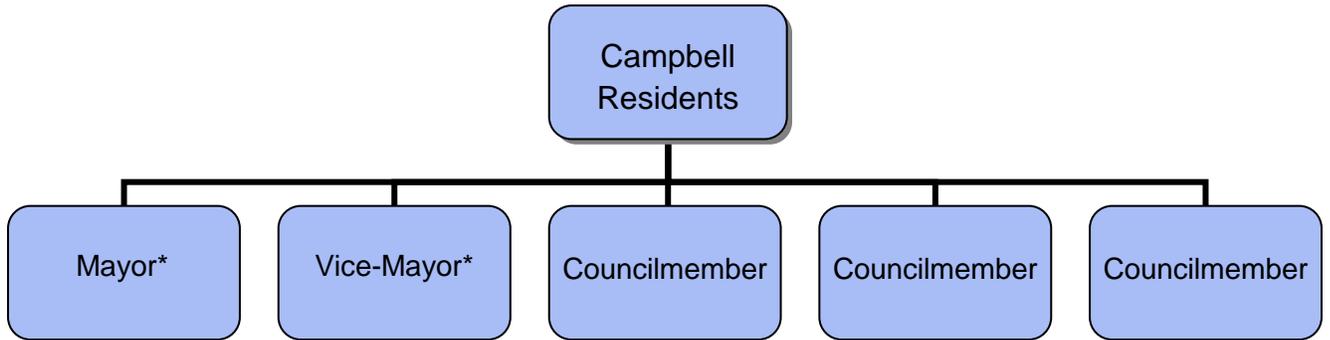


# CITY COUNCIL



# Campbell City Council

## 2017 - 2018



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

**CITY COUNCIL SUMMARY**

**Expenditure Summary**

| <b>Description</b>                              | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> |
|---|---------------------------|---------------------------|----------------------------|----------------------------|
| Employee Services (Exhibit B)                   | \$ 121,294                | \$ 104,540                | \$ 117,869                 | \$ 124,621                 |
| Supplies, Services & Capital Outlay (Exhibit C) | 123,178                   | 132,405                   | 174,500                    | 209,802                    |
| Debt Service (Exhibit D)                        | -                         | -                         | -                          | -                          |
| <b>Total Before Transfers</b>                   | <b>244,472</b>            | <b>236,944</b>            | <b>292,369</b>             | <b>334,423</b>             |
| Transfers Out (Exhibit E)                       | -                         | -                         | -                          | -                          |
| <b>Appropriation Total</b>                      | <b>\$ 244,472</b>         | <b>\$ 236,944</b>         | <b>\$ 292,369</b>          | <b>\$ 334,423</b>          |

**Revenue Summary**

|                             |                   |                   |                   |                   |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| Program Revenue             | \$ -              | \$ -              | \$ -              | \$ -              |
| Transfers from Other Funds  | 52,300            | 52,300            | 53,200            | 53,200            |
| Use of Reserves             | -                 | -                 | 30,000            | 30,000            |
| Additional Fund Revenue     | 192,172           | 184,644           | 209,169           | 251,223           |
| <b>Funding Source Total</b> | <b>\$ 244,472</b> | <b>\$ 236,944</b> | <b>\$ 292,369</b> | <b>\$ 334,423</b> |

**Staffing (Full-Time Equivalents)**

|                                    | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> |
|------------------------------------|---------------------------|---------------------------|----------------------------|----------------------------|
| <b>Permanent Positions</b>         |                           |                           |                            |                            |
| 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 Positions</b>         |                           |                           |                            |                            |
| Temporary                          | -                         | -                         | -                          | -                          |
| <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 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|-------------------|-------------------|--------------------|--------------------|
| Employee Services (Exhibit B)                   | \$ 121,294        | \$ 104,540        | \$ 117,869         | \$ 124,621         |
| Supplies, Services & Capital Outlay (Exhibit C) | 123,178           | 132,405           | 174,500            | 209,802            |
| Debt Service (Exhibit D)                        | -                 | -                 | -                  | -                  |
| Total Before Transfers                          | 244,472           | 236,944           | 292,369            | 334,423            |
| Transfers Out (Exhibit E)                       | -                 | -                 | -                  | -                  |
| <b>Appropriation Total</b>                      | <b>\$ 244,472</b> | <b>\$ 236,944</b> | <b>\$ 292,369</b>  | <b>\$ 334,423</b>  |

| FUNDING SOURCE(s)           |                   |                   |                   |                   |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| Program Revenue             | \$ -              | \$ -              | \$ -              | \$ -              |
| Transfers from Other Funds  | 52,300            | 52,300            | 53,200            | 53,200            |
| Use of Reserves             | -                 | -                 | 30,000            | 30,000            |
| Additional Fund Revenue     | 192,172           | 184,644           | 209,169           | 251,223           |
| <b>Funding Source Total</b> | <b>\$ 244,472</b> | <b>\$ 236,944</b> | <b>\$ 292,369</b> | <b>\$ 334,423</b> |

| REVENUE DETAIL                            |              |                   |                   |                   |
|---|--------------|-------------------|-------------------|-------------------|
| Description                               | Fund / Acct. |                   |                   |                   |
| <b>Program Revenue</b>                    |              | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       |
| Gas Tax Fund (Congestion Management Dues) |              | \$ 52,300         | \$ 52,300         | \$ 53,200         |
| <b>Transfers from Other Funds</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>\$ 30,000</b>  |
| <b>Additional Fund Subsidy</b>            |              | <b>\$ 192,172</b> | <b>\$ 184,644</b> | <b>\$ 209,169</b> |
| <b>TOTAL FUNDING SOURCES</b>              |              | <b>\$ 244,472</b> | <b>\$ 236,944</b> | <b>\$ 334,423</b> |

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

**EXHIBIT B  
101.501**

| <b>Description</b>                             | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> |
|--|---------------------------|---------------------------|----------------------------|----------------------------|
| <b>7001</b> Personnel - Regular                | \$ 38,229                 | \$ 39,269                 | \$ 40,092                  | \$ 40,980                  |
| <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>\$ 38,229</b>          | <b>\$ 39,269</b>          | <b>\$ 40,092</b>           | <b>\$ 40,980</b>           |
| <b>7104</b> Meal Allowance                     | \$ -                      | \$ -                      | \$ -                       | \$ -                       |
| <b>7105</b> Uniform Allowance                  | -                         | -                         | -                          | -                          |
| <b>7106</b> Retirement                         | 6,040                     | 7,457                     | 7,765                      | 8,020                      |
| <b>7107</b> Dental Insurance                   | 10,019                    | 10,152                    | 10,125                     | 10,430                     |
| <b>7108</b> Group Health Insurance             | 52,727                    | 35,516                    | 44,792                     | 53,826                     |
| <b>7109</b> Group Life Insurance               | 3,568                     | 930                       | 930                        | 930                        |
| <b>7110</b> Workers' Compensation Insurance    | 620                       | 863                       | 370                        | 240                        |
| <b>7112</b> Group Disability Insurance         | -                         | -                         | -                          | -                          |
| <b>7113</b> Medicare                           | 660                       | 700                       | 595                        | 595                        |
| <b>7114</b> Auto Allowance                     | 9,430                     | 9,653                     | 13,200                     | 9,600                      |
| <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>\$ 83,065</b>          | <b>\$ 65,271</b>          | <b>\$ 77,777</b>           | <b>\$ 83,641</b>           |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 121,294</b>         | <b>\$ 104,540</b>         | <b>\$ 117,869</b>          | <b>\$ 124,621</b>          |

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

**EXHIBIT B-1  
 101.501**

| Permanent Personnel                   | Full-Time Equivalent (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---------------------------------------|------------------------------|-------------------|--------------------|--------------------|--------------------|
|                                       | FY 2015<br>Actual            | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Council Member *                      | 5.00                         | 5.00              | 5.00               | 5.00               | \$ 40,980          |
| * 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>\$ 40,980</b>   |

| Temporary Personnel | Full-Time Equivalent (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---------------------|------------------------------|-------------------|--------------------|--------------------|--------------------|
|                     | FY 2015<br>Actual            | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>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 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|-------------------|-------------------|--------------------|--------------------|
| <b>7420</b> Utilities - Electricity/Gas/Water         | \$ -              | \$ -              | \$ -               | \$ -               |
| <b>7421</b> Communications - Phones                   | -                 | -                 | -                  | -                  |
| <b>7423</b> Clothing & Personal Expense               | -                 | -                 | -                  | -                  |
| <b>7424</b> Office Expense                            | 2,152             | 793               | 500                | 800                |
| <b>7425</b> Minor Tools & Equipment                   | -                 | -                 | -                  | -                  |
| <b>7427</b> Special Departmental Expense              | 11,332            | 14,344            | 45,000             | 45,000             |
| <b>7428</b> Maint. of Buildings, Structures & Grounds | -                 | -                 | -                  | -                  |
| <b>7429</b> Maintenance & Operation of Equipment      | -                 | -                 | -                  | -                  |
| <b>7430</b> Professional & Specialized Services       | 17,934            | 16,287            | 19,000             | 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                  | 78,966            | 85,142            | 85,000             | 85,000             |
| <b>7435</b> Professional Development & Meetings       | 12,794            | 15,839            | 25,000             | 25,000             |
| <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                    | -                 | -                 | -                  | 35,002             |
| <b>7884</b> Machinery & Equipment                     | -                 | -                 | -                  | -                  |
|   |                   |                   |                    |                    |
|   |                   |                   |                    |                    |
| <b>Total Supplies, Services &amp; Capital Outlay</b>  | <b>\$ 123,178</b> | <b>\$ 132,405</b> | <b>\$ 174,500</b>  | <b>\$ 209,802</b>  |

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

EXHIBIT C-1  
 101.501  
 Page 1

| Description  | FY 2018<br>Adopted |
|--|--------------------|
| <b><u>7424 Office Expense</u></b><br>Office Supplies   | <b>\$ 800</b>      |
| <b><u>7427 Special Departmental Expense</u></b><br>Advisory Commission Recognition Dinner *                            | 13,500             |
| Cablecasting Program Supplies and Internet Service   | 2,350              |
| Miscellaneous Supplies   | 600                |
| Neighborhood Association Assistance Grants   | 3,000              |
| Neighborhood Beautification Grants **  | 25,000             |
| Photography  | 200                |
| Plaques, Awards & Promotional Items  | 350                |
|  | <b>45,000</b>      |
| <b><u>7430 Professional &amp; Specialized Services</u></b><br>Cablecasting Services Contract (Includes Study Sessions) | <b>19,000</b>      |
| <b><u>7434 Memberships, Dues, Books</u></b><br>Dues:   |                    |
| Association of Bay Area Governments (ABAG)   | 7,900              |
| League of California Cities  | 14,300             |
| National League of Cities  | 3,800              |
| Peninsula Division of League of California Cities  | 100                |
| Santa Clara County Cities Association  | 5,000              |
| Santa Clara County Valley Transportation Authority (Congestion Management) ***   | 53,200             |
| West Valley Mayors & Managers  | 600                |
| Subscriptions: Business Journal  | 100                |
|  | <b>85,000</b>      |
| <b><u>7435 Professional Development &amp; Meetings</u></b><br>Conferences & Meetings; Council Retreat                  | <b>25,000</b>      |
| <b><u>7551 User Charges - IT Pool</u></b><br>Use of Computer Hardware/Software; Phones & Photocopier/Fax               | <b>35,002</b>      |
| * Council Priority Reserve (\$5,000)   |                    |
| ** Council Priority Reserve  |                    |
| *** Funded from Gas Tax  |                    |
| <b>TOTAL</b>   | <b>\$ 209,802</b>  |

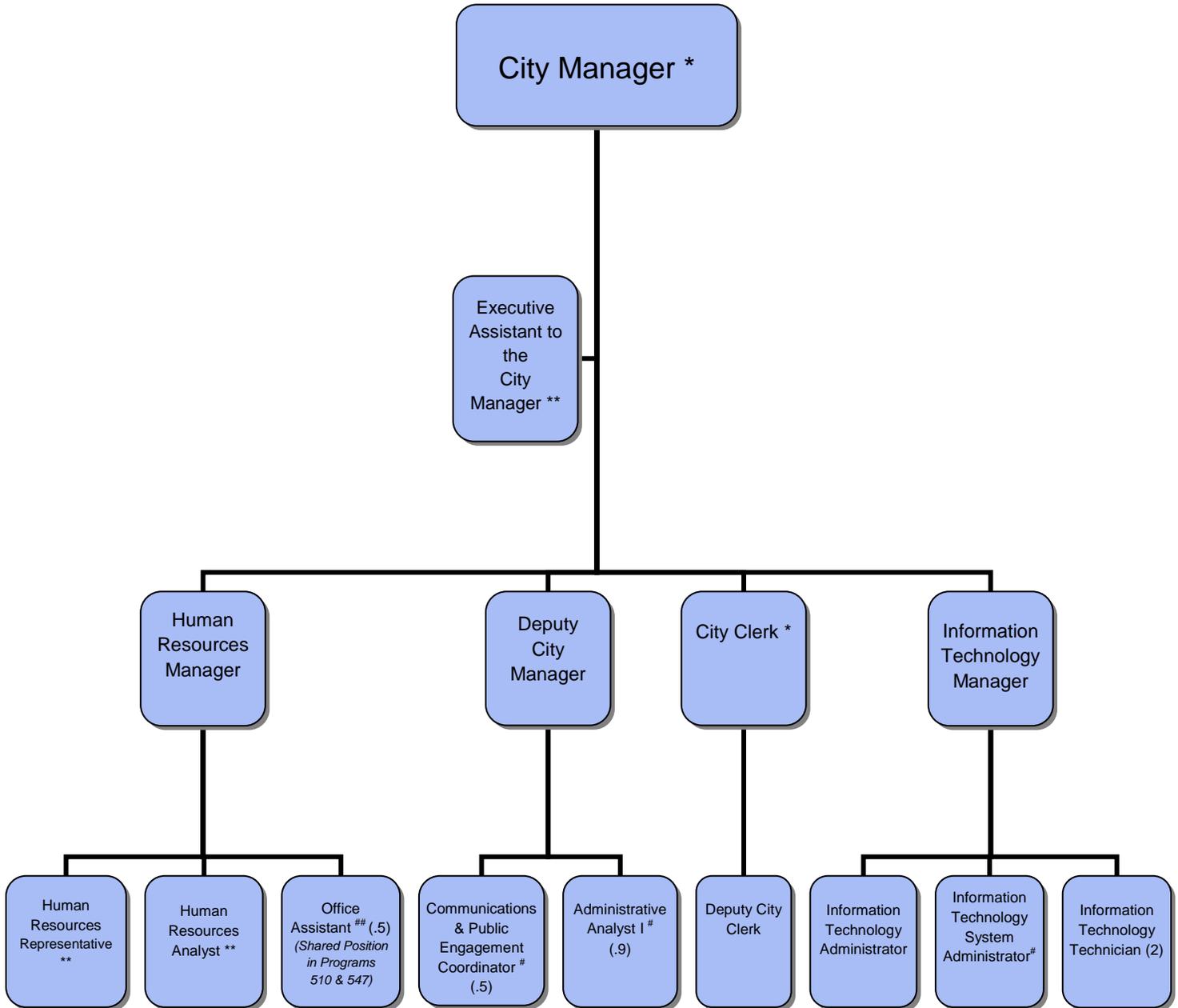




# CITY MANAGER

# City Manager's Office

2017 - 2018



\* Appointed by City Council

\*\* Confidential

# Limited Term

## Temporary

**CITY MANAGER PROGRAM SUMMARY**

**Expenditure Summary**

| Description                                     | FY 2015<br>Actual   | FY 2016<br>Actual   | FY 2017<br>Adopted  | FY 2018<br>Adopted  |
|---|---------------------|---------------------|---------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ 1,955,762        | \$ 2,148,568        | \$ 2,381,122        | \$ 2,463,682        |
| Supplies, Services & Capital Outlay (Exhibit C) | 1,845,400           | 2,229,363           | 2,528,352           | 2,208,265           |
| Debt Service (Exhibit D)                        | -                   | -                   | -                   | -                   |
| <b>Total Before Transfers</b>                   | <b>3,801,162</b>    | <b>4,377,931</b>    | <b>4,909,474</b>    | <b>4,671,947</b>    |
| Transfers Out (Exhibit E)                       | 102,000             | 12,500              | 42,000              | 42,000              |
| <b>Appropriation Total</b>                      | <b>\$ 3,903,162</b> | <b>\$ 4,390,431</b> | <b>\$ 4,951,474</b> | <b>\$ 4,713,947</b> |

**Revenue Summary**

|                             |                     |                     |                     |                     |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| Program Revenue             | \$ 3,945,590        | \$ 4,305,109        | \$ 4,519,000        | \$ 4,439,413        |
| Transfers from Other Funds  | 216,250             | 395,867             | 279,000             | 246,000             |
| Use of Reserves             | 12,864              | (242,539)           | 179,717             | 263,973             |
| Additional Fund Revenue     | 1,210,534           | 1,274,234           | 1,606,844           | 1,399,411           |
| <b>Funding Source Total</b> | <b>\$ 5,385,237</b> | <b>\$ 5,732,671</b> | <b>\$ 6,584,561</b> | <b>\$ 6,348,797</b> |

**Staffing (Full-Time Equivalents)**

| Permanent Positions                              | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| Assistant to the City Manager                    | 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               | 1.00               |
| Executive Assistant to the City Manager          | 1.00              | 1.00              | 1.00               | 1.00               |
| Human Resources Analyst                          | -                 | 1.00              | 1.00               | 1.00               |
| Human Resources Manager                          | 1.00              | 1.00              | 1.00               | 1.00               |
| Human Resources Representative                   | 1.75              | 0.75              | 0.75               | 1.00               |
| Information Technology Administrator             | 1.00              | 1.00              | 1.00               | 1.00               |
| Information Technology Manager                   | 1.00              | 1.00              | 1.00               | 1.00               |
| Information Technology Technician                | 1.00              | 2.00              | 2.00               | 2.00               |
| <b>Permanent</b>                                 | <b>10.75</b>      | <b>11.75</b>      | <b>11.75</b>       | <b>12.00</b>       |
| <b>Limited-Term Positions</b>                    |                   |                   |                    |                    |
| Administrative Analyst I                         | -                 | 0.20              | 0.50               | 0.90               |
| Communications and Public Engagement Coordinator | -                 | -                 | -                  | 0.50               |
| Information Technology Administrator             | 1.00              | 1.00              | 1.00               | -                  |
| Social Media Specialist                          | -                 | 0.50              | 0.50               | -                  |
| Information Technology System Administrator      | -                 | -                 | -                  | 1.00               |
| <b>Limited-Term Position</b>                     | <b>1.00</b>       | <b>1.70</b>       | <b>2.00</b>        | <b>2.40</b>        |
| <b>Temporary Positions</b>                       |                   |                   |                    |                    |
| Human Resources Intern                           | -                 | -                 | 0.06               | -                  |
| Information Technology Intern                    | 0.35              | 0.35              | 0.35               | 0.35               |
| Information Technology Technician                | 1.00              | -                 | -                  | -                  |
| Office Assistant                                 | -                 | -                 | 1.00               | 0.50               |
| Public Administration Intern                     | 0.40              | 0.75              | 0.75               | -                  |
| Project Manager                                  | 0.45              | -                 | -                  | -                  |
| SVRIP Summer Intern                              | 0.05              | 0.25              | 0.25               | -                  |
| <b>Temporary</b>                                 | <b>2.25</b>       | <b>1.35</b>       | <b>2.41</b>        | <b>0.85</b>        |
| <b>Total Full Time Equivalents</b>               | <b>14.00</b>      | <b>14.80</b>      | <b>16.16</b>       | <b>15.25</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 2017- 2018**

- Provide overall coordination of potential revenue ballot measure for Civic Center Master Plan
- Coordinate, plan and staff the 2017 State of the City event
- Implement new pilot Beautification Grant awards
- Coordinate tracking of State Legislation (that may impact City) with Legislative Subcommittee
- Develop/revise requirements for neighborhood associations
- Implement new public art policy
- Monitor and manage new SVCE program for residents and businesses

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

**PERFORMANCE OUTCOMES**

|          | <b>Measure</b>  | <b>FY 15</b> | <b>FY 16</b> | <b>FY 17</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%          | 100%         | 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 work plan Items will meet timelines 90% of time   | 100%         | 100%         | 100%         |
| <b>6</b> | Public Information Workplan Items will meet timelines 90% of time   | 100%         | N/A          | N/A          |

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

**EXHIBIT A**  
**101.510**

| Description                                     | FY 2015<br>Actual | FY 2016<br>Actual   | FY 2017<br>Adopted | FY 2018<br>Adopted  |
|---|-------------------|---------------------|--------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ 657,694        | \$ 723,691          | \$ 784,560         | \$ 847,511          |
| Supplies, Services & Capital Outlay (Exhibit C) | 183,162           | 375,573             | 193,353            | 160,052             |
| Debt Service (Exhibit D)                        | -                 | -                   | -                  | -                   |
| Total Before Transfers                          | 840,856           | 1,099,264           | 977,913            | 1,007,563           |
| Transfers Out (Exhibit E)                       | -                 | -                   | -                  | -                   |
| <b>Appropriation Total</b>                      | <b>\$ 840,856</b> | <b>\$ 1,099,264</b> | <b>\$ 977,913</b>  | <b>\$ 1,007,563</b> |

| FUNDING SOURCE(s)           |                     |                     |                     |                     |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| Program Revenue             | \$ 2,305,431        | \$ 2,411,504        | \$ 2,453,000        | \$ 2,415,413        |
| Transfers from Other Funds  | 17,500              | 30,000              | 30,000              | 30,000              |
| Use of Reserves             | -                   | -                   | 128,000             | 197,000             |
| Additional Fund Revenue     | -                   | -                   | -                   | -                   |
| <b>Funding Source Total</b> | <b>\$ 2,322,931</b> | <b>\$ 2,441,504</b> | <b>\$ 2,611,000</b> | <b>\$ 2,642,413</b> |

| REVENUE DETAIL                    |              |                     |                     |                     |                     |
|-----------------------------------|--------------|---------------------|---------------------|---------------------|---------------------|
| Description                       | Fund / Acct. |                     |                     |                     |                     |
| Cable TV Franchise Fee            | 4122         | \$ 636,933          | \$ 603,664          | \$ 650,000          | \$ 650,209          |
| AT&T Franchise Fee                | 4125         | 188,620             | 182,373             | 190,000             | 169,204             |
| Tenant Lease Income               | 4810         | 1,476,791           | 1,624,617           | 1,610,000           | 1,593,000           |
| Donations-Misc. - CIC / Art Box   | 4817         | 3,087               | 850                 | 3,000               | 3,000               |
| <b>Program Revenue</b>            |              | <b>\$ 2,305,431</b> | <b>\$ 2,411,504</b> | <b>\$ 2,453,000</b> | <b>\$ 2,415,413</b> |
| Environmental Services Fund       | 209          | \$ 17,500           | \$ 17,500           | \$ 17,500           | \$ 17,500           |
| Information Technology            | 647          | -                   | 12,500              | 12,500              | 12,500              |
| <b>Transfers from Other Funds</b> |              | <b>\$ 17,500</b>    | <b>\$ 30,000</b>    | <b>\$ 30,000</b>    | <b>\$ 30,000</b>    |
| CIPR - Limited Term Positions     |              | \$ -                | \$ -                | \$ 128,000          | \$ 197,000          |
| <b>Use of Fund Reserves</b>       |              | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ 128,000</b>   | <b>\$ 197,000</b>   |
| <b>Additional Fund Subsidy</b>    |              | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>TOTAL FUNDING SOURCES</b>      |              | <b>\$ 2,322,931</b> | <b>\$ 2,441,504</b> | <b>\$ 2,611,000</b> | <b>\$ 2,642,413</b> |

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

EXHIBIT B  
 101.510

| Description                                    | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| <b>7001</b> Personnel - Regular                | \$ 420,802        | \$ 458,767        | \$ 541,132         | \$ 603,839         |
| <b>7002</b> Personnel - Temporary              | 74,089            | 38,894            | 32,209             | 7,500              |
| <b>7003</b> Personnel - Overtime               | 1,029             | 4,656             | -                  | -                  |
| <b>7005</b> Personnel - POST                   | -                 | -                 | -                  | -                  |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                  | -                  |
| <b>Total Salaries</b>                          | <b>\$ 495,920</b> | <b>\$ 502,316</b> | <b>\$ 573,341</b>  | <b>\$ 611,339</b>  |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -               | \$ -               |
| <b>7105</b> Uniform Allowance                  | -                 | -                 | -                  | -                  |
| <b>7106</b> Retirement                         | 73,862            | 89,333            | 102,620            | 118,094            |
| <b>7107</b> Dental Insurance                   | 5,913             | 7,631             | 8,100              | 9,387              |
| <b>7108</b> Group Health Insurance             | 47,964            | 56,566            | 67,182             | 81,498             |
| <b>7109</b> Group Life Insurance               | 558               | 699               | 744                | 837                |
| <b>7110</b> Workers' Compensation Insurance    | 2,414             | 2,938             | 4,196              | 2,887              |
| <b>7112</b> Group Disability Insurance         | 2,219             | 3,058             | 3,402              | 3,767              |
| <b>7113</b> Medicare                           | 7,524             | 8,053             | 10,298             | 8,874              |
| <b>7114</b> Auto Allowance                     | 3,553             | 4,645             | 4,560              | 4,560              |
| <b>7115</b> Cell Phone Allowance               | 810               | 845               | 840                | 840                |
| <b>7118</b> Other Benefits Pay                 | 8,151             | 11,845            | -                  | -                  |
| <b>7120</b> Sick Leave Payout                  | -                 | 17,819            | -                  | -                  |
| <b>7121</b> Leave Balance Payout               | -                 | 8,329             | -                  | -                  |
| <b>7122</b> Deferred Compensation Contribution | 8,419             | 8,022             | 7,730              | 3,250              |
| <b>7124</b> VEBA Health Deferred Compensation  | 26                | 1,046             | 1,040              | 2,080              |
| <b>7126</b> PARS 457 Retirement                | 361               | 547               | 507                | 98                 |
| <b>Total Benefits</b>                          | <b>\$ 161,774</b> | <b>\$ 221,374</b> | <b>\$ 211,219</b>  | <b>\$ 236,172</b>  |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 657,694</b> | <b>\$ 723,691</b> | <b>\$ 784,560</b>  | <b>\$ 847,511</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 2018<br>Adopted |
|---|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|   | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| City Manager  | 1.00                          | 1.00              | 1.00               | 1.00               | \$ 217,298         |
| Assistant to the City Manager *                                 | 1.00                          | 1.00              | -                  | -                  | -                  |
| Executive Assistant to the City Manager                         | 1.00                          | 1.00              | 1.00               | 1.00               | 99,652             |
| Deputy City Manager *   | -                             | -                 | 1.00               | 1.00               | 147,576            |
| Administrative Analyst I **                                     | -                             | 0.20              | 0.50               | 0.90               | 101,238            |
| Social Media Specialist ***                                     | -                             | 0.50              | 0.50               | -                  | -                  |
| Communications and Public Engagement<br>Coordinator ****        | -                             | -                 | -                  | 0.50               | 38,075             |
| * Position Retitled FY 16                                       |                               |                   |                    |                    |                    |
| ** 2-Year Limited Term - Extended                               |                               |                   |                    |                    |                    |
| *** 2-Year Limited Term   |                               |                   |                    |                    |                    |
| **** 2-Year Limited Term. Balance of position in<br>Program 601 |                               |                   |                    |                    |                    |
| <b>TOTAL</b>  | <b>3.00</b>                   | <b>3.70</b>       | <b>4.00</b>        | <b>4.40</b>        | <b>\$ 603,839</b>  |

| Temporary Personnel                   | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---------------------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                                       | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Project Manager *                     | 0.45                          | -                 | -                  | -                  | \$ -               |
| Public Administration Intern          | 0.40                          | 0.75              | 0.75               | -                  | -                  |
| SVRIP Summer Intern                   | 0.05                          | 0.25              | 0.25               | -                  | -                  |
| Office Assistant**                    | -                             | -                 | 0.25               | 0.25               | 7,500              |
| * Moved to Econ Dev Prog FY 16        |                               |                   |                    |                    |                    |
| ** Balance of Position in Program 547 |                               |                   |                    |                    |                    |
| <b>TOTAL</b>                          | <b>0.90</b>                   | <b>1.00</b>       | <b>1.25</b>        | <b>0.25</b>        | <b>\$ 7,500</b>    |

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

**EXHIBIT C**  
**101.510**

| Description  | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| 7420 Utilities - Electricity/Gas/Water               | \$ -              | \$ -              | \$ -               | \$ -               |
| 7421 Communications - Phones                         | -                 | 853               | -                  | -                  |
| 7423 Clothing & Personal Expense                     | -                 | -                 | -                  | -                  |
| 7424 Office Expense                                  | 1,118             | 3,489             | 2,500              | 3,500              |
| 7425 Minor Tools & Equipment                         | -                 | -                 | -                  | -                  |
| 7427 Special Departmental Expense                    | 5,904             | 130,081           | 5,550              | 8,550              |
| 7428 Maint. of Buildings, Structures & Grounds       | -                 | -                 | -                  | -                  |
| 7429 Maintenance & Operation of Equipment            | -                 | -                 | -                  | -                  |
| 7430 Professional & Specialized Services             | 23,713            | 83,153            | -                  | -                  |
| 7431 Promotional Expense                             | -                 | -                 | -                  | -                  |
| 7432 Other Contractual Services                      | 62,738            | 59,917            | 72,000             | 72,000             |
| 7433 Insurance & Surety Bonds                        | -                 | -                 | -                  | -                  |
| 7434 Memberships, Dues, Books                        | 10,063            | 15,890            | 11,000             | 11,000             |
| 7435 Professional Development & Meetings             | 34,807            | 27,249            | 30,000             | 30,000             |
| 7437 Staff Development                               | 200               | -                 | -                  | -                  |
| 7438 Other Charges                                   | -                 | -                 | -                  | -                  |
| 7439 Bad Debts                                       | -                 | -                 | -                  | -                  |
| 7440 Fees Paid to State                              | -                 | -                 | -                  | -                  |
| 7442 Insurance Claims Expense                        | -                 | -                 | -                  | -                  |
| 7443 Miscellaneous Expense                           | -                 | 5,000             | 20,000             | -                  |
| 7550 User Charges - Motor Pool                       | 97                | -                 | -                  | -                  |
| 7551 User Charges - IT Pool                          | 44,522            | 49,941            | 52,303             | 35,002             |
| 7884 Machinery & Equipment                           | -                 | -                 | -                  | -                  |
|  |                   |                   |                    |                    |
|  |                   |                   |                    |                    |
| <b>Total Supplies, Services &amp; Capital Outlay</b> | <b>\$ 183,162</b> | <b>\$ 375,573</b> | <b>\$ 193,353</b>  | <b>\$ 160,052</b>  |

| Description   | FY 2018<br>Adopted |
|---|--------------------|
| <b>7424 Office Expense</b>  |                    |
| Office Supplies - Printed Forms   | \$ 3,500           |
| <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                |
| State of the City - Video and Refreshments  | 3,000              |
|   | <b>8,550</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   |                    |
| CalBar  |                    |
| California Association of Public Information Officers (CAPIO)   |                    |
| Campbell Chamber of Commerce  |                    |
| Capitol Inquiry   |                    |
| International City Management Association (ICMA)  |                    |
| Joint Venture Silicon Valley  |                    |
| Municipal Management Association of Northern California (MMANC)   |                    |
| Santa Clara County City Manager's Association   |                    |
| States of California & Nevada Chapter of the National Association of<br>Telecommunications Officers & Advisors (SCAN NATOA) |                    |
|   | <b>\$ 11,000</b>   |
| <b>SUBTOTAL page 1</b>  | <b>\$ 95,050</b>   |

| Description  | FY 2018<br>Adopted |
|--|--------------------|
| <b>7435 Professional Development &amp; Meetings</b>  |                    |
| Conferences & Meetings (includes National League of Cities,<br>League of California Cities, and Alliance for Innovation) | \$ 30,000          |
| <b>7551 User Charges - IT Pool</b>   |                    |
| Use of Computer Hardware/Software; Phones & Photocopier/Fax  | 35,002             |
| <b>SUBTOTAL page 2</b>   | <b>\$ 65,002</b>   |
| <b>TOTAL - Exhibit C-1</b>   | <b>\$ 160,052</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 2017 - 2018**

- Evaluate options for automated agenda packet creation and distribution, including workflow
- Review and revise record retention schedule

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

**PERFORMANCE OUTCOMES**

|          | <b>Measure</b>  | <b>FY 15</b> | <b>FY 16</b> | <b>FY 17</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 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|-------------------|-------------------|--------------------|--------------------|
| Employee Services (Exhibit B)                   | \$ 293,273        | \$ 294,133        | \$ 274,840         | \$ 285,623         |
| Supplies, Services & Capital Outlay (Exhibit C) | 132,958           | 101,260           | 209,822            | 128,802            |
| Debt Service (Exhibit D)                        | -                 | -                 | -                  | -                  |
| Total Before Transfers                          | 426,231           | 395,393           | 484,662            | 414,425            |
| Transfers Out (Exhibit E)                       | -                 | -                 | -                  | -                  |
| <b>Appropriation Total</b>                      | <b>\$ 426,231</b> | <b>\$ 395,393</b> | <b>\$ 484,662</b>  | <b>\$ 414,425</b>  |

| FUNDING SOURCE(s)           |                   |                   |                   |                   |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| Program Revenue             | \$ -              | \$ -              | \$ -              | \$ -              |
| Transfers from Other Funds  | -                 | -                 | -                 | -                 |
| Use of Reserves             | -                 | -                 | -                 | -                 |
| Additional Fund Revenue     | 426,231           | 395,393           | 484,662           | 414,425           |
| <b>Funding Source Total</b> | <b>\$ 426,231</b> | <b>\$ 395,393</b> | <b>\$ 484,662</b> | <b>\$ 414,425</b> |

| REVENUE DETAIL               |              |                   |                   |                   |
|------------------------------|--------------|-------------------|-------------------|-------------------|
| Description                  | Fund / Acct. |                   |                   |                   |
| Program Revenue              |              | \$ -              | \$ -              | \$ -              |
| Transfers from Other Funds   |              | \$ -              | \$ -              | \$ -              |
| Use of Fund Reserves         |              | \$ -              | \$ -              | \$ -              |
| Additional Fund Subsidy      |              | \$ 426,231        | \$ 395,393        | \$ 484,662        |
| <b>TOTAL FUNDING SOURCES</b> |              | <b>\$ 426,231</b> | <b>\$ 395,393</b> | <b>\$ 484,662</b> |

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

**EXHIBIT B**  
**101.511**

| Description                                    | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| <b>7001</b> Personnel - Regular                | \$ 198,980        | \$ 178,292        | \$ 188,717         | \$ 201,094         |
| <b>7002</b> Personnel - Temporary              | 7,056             | 2,840             | 6,000              | -                  |
| <b>7003</b> Personnel - Overtime               | 1,746             | 1,934             | -                  | -                  |
| <b>7005</b> Personnel - POST                   | -                 | -                 | -                  | -                  |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                  | -                  |
| <b>Total Salaries</b>                          | <b>\$ 207,782</b> | <b>\$ 183,066</b> | <b>\$ 194,717</b>  | <b>\$ 201,094</b>  |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -               | \$ -               |
| <b>7105</b> Uniform Allowance                  | -                 | -                 | -                  | -                  |
| <b>7106</b> Retirement                         | 36,793            | 34,398            | 35,788             | 39,329             |
| <b>7107</b> Dental Insurance                   | 3,942             | 4,224             | 4,050              | 4,172              |
| <b>7108</b> Group Health Insurance             | 27,661            | 29,874            | 29,280             | 30,452             |
| <b>7109</b> Group Life Insurance               | 372               | 388               | 372                | 372                |
| <b>7110</b> Workers' Compensation Insurance    | 1,051             | 1,199             | 1,411              | 967                |
| <b>7112</b> Group Disability Insurance         | 1,412             | 1,701             | 1,701              | 1,701              |
| <b>7113</b> Medicare                           | 3,145             | 3,195             | 2,823              | 2,916              |
| <b>7114</b> Auto Allowance                     | 953               | 1,927             | 1,920              | 1,920              |
| <b>7115</b> Cell Phone Allowance               | 347               | 362               | 360                | 360                |
| <b>7118</b> Other Benefits Pay                 | 7,468             | 1,729             | -                  | -                  |
| <b>7119</b> Social Security                    | -                 | -                 | -                  | -                  |
| <b>7120</b> Sick Leave Payout                  | -                 | 20,960            | -                  | -                  |
| <b>7121</b> Leave Balance Payout               | -                 | 8,768             | -                  | -                  |
| <b>7122</b> Deferred Compensation Contribution | 2,321             | 1,257             | 1,300              | 1,300              |
| <b>7124</b> VEBA Health Deferred Compensation  | 26                | 1,086             | 1,040              | 1,040              |
| <b>7126</b> PARS 457 Retirement                | -                 | -                 | 78                 | -                  |
| <b>Total Benefits</b>                          | <b>\$ 85,490</b>  | <b>\$ 111,067</b> | <b>\$ 80,123</b>   | <b>\$ 84,529</b>   |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 293,273</b> | <b>\$ 294,133</b> | <b>\$ 274,840</b>  | <b>\$ 285,623</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 2018<br>Adopted |
|---------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                     | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| City Clerk          | 1.00                          | 1.00              | 1.00               | 1.00               | \$ 121,576         |
| Deputy City Clerk   | 1.00                          | 1.00              | 1.00               | 1.00               | 79,518             |
| <b>TOTAL</b>        | <b>2.00</b>                   | <b>2.00</b>       | <b>2.00</b>        | <b>2.00</b>        | <b>\$ 201,094</b>  |

| Temporary Personnel                                 | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|   | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Office Assistant *                                  | -                             | -                 | 0.20               | -                  | \$ -               |
| * Balance of Position in Programs 510, 515<br>& 547 |                               |                   |                    |                    |                    |
| <b>TOTAL</b>  | <b>-</b>                      | <b>-</b>          | <b>0.20</b>        | <b>-</b>           | <b>\$ -</b>        |

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

**EXHIBIT C**  
**101.511**

| Description   | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|-------------------|-------------------|--------------------|--------------------|
| <b>7420</b> Utilities - Electricity/Gas/Water         | \$ -              | \$ -              | \$ -               | \$ -               |
| <b>7421</b> Communications - Phones                   | -                 | -                 | -                  | -                  |
| <b>7422</b> Advertising                               | 21,745            | 21,251            | 22,000             | 35,000             |
| <b>7423</b> Clothing & Personal Expense               | -                 | -                 | -                  | -                  |
| <b>7424</b> Office Expense                            | 34,347            | 34,930            | 40,500             | 40,500             |
| <b>7425</b> Minor Tools & Equipment                   | -                 | -                 | -                  | -                  |
| <b>7427</b> Special Departmental Expense              | 243               | 1,231             | 700                | 700                |
| <b>7428</b> Maint. of Buildings, Structures & Grounds | -                 | -                 | -                  | -                  |
| <b>7429</b> Maintenance & Operation of Equipment      | 4,916             | 6,183             | 6,000              | 6,000              |
| <b>7430</b> Professional & Specialized Services       | 1,950             | 4,501             | 8,000              | 10,000             |
| <b>7431</b> Promotional Expense                       | -                 | -                 | -                  | -                  |
| <b>7432</b> Other Contractual Services                | -                 | -                 | -                  | -                  |
| <b>7433</b> Insurance & Surety Bonds                  | -                 | -                 | -                  | -                  |
| <b>7434</b> Memberships, Dues, Books                  | 1,965             | 1,008             | 1,100              | 1,100              |
| <b>7435</b> Professional Development & Meetings       | 2,715             | 5,979             | 7,500              | 7,500              |
| <b>7436</b> Election Expense                          | 42,246            | -                 | 97,000             | -                  |
| <b>7437</b> Staff Development                         | -                 | 365               | -                  | -                  |
| <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                    | 22,832            | 25,611            | 26,822             | 28,002             |
| <b>7884</b> Machinery & Equipment                     | -                 | -                 | -                  | -                  |
|   |                   |                   |                    |                    |
| <b>Total Supplies, Services &amp; Capital Outlay</b>  | <b>\$ 132,958</b> | <b>\$ 101,260</b> | <b>\$ 209,822</b>  | <b>\$ 128,802</b>  |

| Description  | FY 2018<br>Adopted                        |
|--|---|
| <b><u>7422 Advertising</u></b><br>Legal Notices, Ordinances, Resolutions, Notice to Bidders, Display Ads, Etc.   | <b>\$ 35,000</b>                          |
| <b><u>7424 Office Expense</u></b><br>Office Supplies<br>Postage for All Departments  | <br>2,500<br>38,000<br><b>40,500</b>      |
| <b><u>7427 Special Departmental Expense</u></b><br>Frames for City Council Proclamations/Resolutions<br>Office Equipment   | <br>400<br>300<br><b>700</b>              |
| <b><u>7429 Maintenance &amp; Operation of Equipment</u></b><br>Mailing Machine (Year Four of Five-Year Lease)<br>Supplies for Postage Machine<br>U.S. Audio (Sony Recorder Maintenance & Supplies) | <br>4,000<br>1,500<br>500<br><b>6,000</b> |
| <b><u>7430 Professional &amp; Specialized Services</u></b><br>Codification of Ordinances Amending Campbell Municipal Code  | <br><b>10,000</b>                         |
| <b><u>7434 Memberships, Dues, Books</u></b><br>CCAC, Notary, Newspaper   | <br><b>1,100</b>                          |
| <b><u>7435 Professional Development &amp; Meetings</u></b><br>NCCCA, CCAC  | <br><b>7,500</b>                          |
| <b><u>7551 User Charges - IT Pool</u></b><br>Use of Computer Hardware/Software; Phones & Photocopier/Fax   | <br><b>28,002</b>                         |
| <b>TOTAL</b>   | <b>\$ 128,802</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 2017 - 2018**

- Meet and confer with CMEA, CPCEA
- Establish new resolutions for mid-managers and confidential employee groups
- Conduct classification audits/analysis for requested positions
- Coordinate citywide mandatory workplace violence training
- Conduct total compensation surveys in accordance with established MOU's
- Work with Liebert Cassidy Whitmore on the CalPERS hourly exclusion determination

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

**PERFORMANCE OUTCOMES**

|          | <b>Measure</b>  | <b>FY 15</b> | <b>FY 16</b> | <b>FY 17</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  | 23,074       | 23,999       | 24,540       |
| <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 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|-------------------|-------------------|--------------------|--------------------|
| Employee Services (Exhibit B)                   | \$ 379,803        | \$ 414,764        | \$ 435,113         | \$ 439,857         |
| Supplies, Services & Capital Outlay (Exhibit C) | 404,500           | 464,077           | 491,817            | 547,601            |
| Debt Service (Exhibit D)                        | -                 | -                 | -                  | -                  |
| Total Before Transfers                          | 784,303           | 878,841           | 926,930            | 987,458            |
| Transfers Out (Exhibit E)                       | -                 | -                 | -                  | -                  |
| <b>Appropriation Total</b>                      | <b>\$ 784,303</b> | <b>\$ 878,841</b> | <b>\$ 926,930</b>  | <b>\$ 987,458</b>  |

| FUNDING SOURCE(s)           |                   |                   |                   |                   |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| Program Revenue             | \$ -              | \$ -              | \$ -              | \$ -              |
| Transfers from Other Funds  | -                 | -                 | -                 | -                 |
| Use of Reserves             | -                 | -                 | 5,000             | 5,000             |
| Additional Fund Revenue     | 784,303           | 878,841           | 921,930           | 982,458           |
| <b>Funding Source Total</b> | <b>\$ 784,303</b> | <b>\$ 878,841</b> | <b>\$ 926,930</b> | <b>\$ 987,458</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>       |
|   |              | \$ -              | \$ -              | \$ 5,000          | \$ 5,000          |
| Council Priority Reserve -<br>(Volunteer Recognition) | 3699         | \$ -              | \$ -              | \$ 5,000          | \$ 5,000          |
| <b>Use of Fund Reserves</b>                           |              | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ 5,000</b>   | <b>\$ 5,000</b>   |
| <b>Additional Fund Subsidy</b>                        |              | <b>\$ 784,303</b> | <b>\$ 878,841</b> | <b>\$ 921,930</b> | <b>\$ 982,458</b> |
| <b>TOTAL FUNDING SOURCES</b>                          |              | <b>\$ 784,303</b> | <b>\$ 878,841</b> | <b>\$ 926,930</b> | <b>\$ 987,458</b> |

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

**EXHIBIT B**  
**101.515**

| Description                                    | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| <b>7001</b> Personnel - Regular                | \$ 270,629        | \$ 286,143        | \$ 304,860         | \$ 316,141         |
| <b>7002</b> Personnel - Temporary              | 1,849             | 1,931             | 12,000             | -                  |
| <b>7003</b> Personnel - Overtime               | -                 | 120               | -                  | -                  |
| <b>7005</b> Personnel - POST                   | -                 | -                 | -                  | -                  |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                  | -                  |
| <b>Total Salaries</b>                          | <b>\$ 272,478</b> | <b>\$ 288,194</b> | <b>\$ 316,860</b>  | <b>\$ 316,141</b>  |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -               | \$ -               |
| <b>7105</b> Uniform Allowance                  | -                 | -                 | -                  | -                  |
| <b>7106</b> Retirement                         | 47,165            | 56,160            | 57,813             | 61,665             |
| <b>7107</b> Dental Insurance                   | 5,655             | 5,795             | 5,670              | 5,841              |
| <b>7108</b> Group Health Insurance             | 38,388            | 40,465            | 40,169             | 41,553             |
| <b>7109</b> Group Life Insurance               | 536               | 533               | 475                | 521                |
| <b>7110</b> Workers' Compensation Insurance    | 1,547             | 1,740             | 2,163              | 1,584              |
| <b>7112</b> Group Disability Insurance         | 1,892             | 2,275             | 2,054              | 2,236              |
| <b>7113</b> Medicare                           | 4,420             | 4,766             | 4,594              | 4,800              |
| <b>7114</b> Auto Allowance                     | 759               | 1,544             | 1,536              | 1,536              |
| <b>7115</b> Cell Phone Allowance               | 278               | 290               | 288                | 288                |
| <b>7118</b> Other Benefits Pay                 | 3,254             | 9,574             | -                  | -                  |
| <b>7120</b> Sick Leave Payout                  | -                 | -                 | -                  | -                  |
| <b>7121</b> Leave Balance Payout               | -                 | -                 | -                  | -                  |
| <b>7122</b> Deferred Compensation Contribution | 3,382             | 2,548             | 2,503              | 2,860              |
| <b>7124</b> VEBA Health Deferred Compensation  | 24                | 855               | 832                | 832                |
| <b>7126</b> PARS 457 Retirement                | 24                | 25                | 156                | -                  |
| <b>Total Benefits</b>                          | <b>\$ 107,326</b> | <b>\$ 126,570</b> | <b>\$ 118,253</b>  | <b>\$ 123,716</b>  |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 379,803</b> | <b>\$ 414,764</b> | <b>\$ 435,113</b>  | <b>\$ 439,857</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 2018<br>Adopted |
|---|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|   | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Human Resources Manager *   | 0.80                          | 0.80              | 0.80               | 0.80               | \$ 139,019         |
| Human Resources Representative  | 1.75                          | 0.75              | 0.75               | 1.00               | 77,740             |
| Human Resources Analyst **  | -                             | 1.00              | 1.00               | 1.00               | 99,382             |
| * Balance of Position in Program 516<br>** Reclassify a HR Rep to Analyst |                               |                   |                    |                    |                    |
| <b>TOTAL</b>  | <b>2.55</b>                   | <b>2.55</b>       | <b>2.55</b>        | <b>2.80</b>        | <b>\$ 316,141</b>  |

| Temporary Personnel                                 | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|   | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Human Resources Intern                              | -                             | -                 | 0.06               | -                  | \$ -               |
| Office Assistant *                                  | -                             | -                 | 0.30               | -                  | -                  |
| * Balance of Position in Programs 510, 511<br>& 547 |                               |                   |                    |                    |                    |
| <b>TOTAL</b>  | <b>-</b>                      | <b>-</b>          | <b>0.36</b>        | <b>-</b>           | <b>\$ -</b>        |

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

**EXHIBIT C  
101.515**

| Description   | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|-------------------|-------------------|--------------------|--------------------|
| <b>7420</b> Utilities - Electricity/Gas/Water         | \$ -              | \$ -              | \$ -               | \$ -               |
| <b>7421</b> Communications - Phones                   | -                 | -                 | -                  | -                  |
| <b>7422</b> Advertising                               | 859               | 442               | 1,000              | 5,000              |
| <b>7423</b> Clothing & Personal Expense               | -                 | -                 | -                  | -                  |
| <b>7424</b> Office Expense                            | 626               | 2,032             | 1,000              | 1,200              |
| <b>7425</b> Minor Tools & Equipment                   | -                 | -                 | -                  | -                  |
| <b>7427</b> Special Departmental Expense              | 8,884             | 12,307            | 6,700              | 13,700             |
| <b>7428</b> Maint. of Buildings, Structures & Grounds | -                 | -                 | -                  | -                  |
| <b>7429</b> Maintenance & Operation of Equipment      | -                 | -                 | -                  | -                  |
| <b>7430</b> Professional & Specialized Services       | 95,045            | 128,301           | 116,650            | 141,700            |
| <b>7431</b> Promotional Expense                       | -                 | -                 | -                  | -                  |
| <b>7432</b> Other Contractual Services                | -                 | -                 | -                  | -                  |
| <b>7433</b> Insurance & Surety Bonds                  | -                 | -                 | -                  | -                  |
| <b>7434</b> Memberships, Dues, Books                  | -                 | 557               | 750                | 800                |
| <b>7435</b> Professional Development & Meetings       | 4,099             | 5,898             | 6,500              | 8,000              |
| <b>7437</b> Staff Development                         | 23,750            | 22,850            | 58,800             | 62,200             |
| <b>7438</b> Other Charges                             | -                 | -                 | -                  | -                  |
| <b>7439</b> Bad Debts                                 | -                 | -                 | -                  | -                  |
| <b>7440</b> Fees Paid to State                        | -                 | -                 | -                  | -                  |
| <b>7441</b> Special Community Services                | 6,381             | 12,025            | 12,200             | 14,000             |
| <b>7442</b> Insurance Claims Expense                  | 27,562            | 18,632            | 30,000             | 30,000             |
| <b>7550</b> User Charges - Motor Pool                 | -                 | 100               | 100                | -                  |
| <b>7551</b> User Charges - IT Pool                    | 17,123            | 19,207            | 20,117             | 21,001             |
| <b>7625</b> Retiree Health Rebate                     | 220,169           | 241,727           | 238,000            | 250,000            |
| <b>7884</b> Machinery & Equipment                     | -                 | -                 | -                  | -                  |
|   |                   |                   |                    |                    |
| <b>Total Supplies, Services &amp; Capital Outlay</b>  | <b>\$ 404,500</b> | <b>\$ 464,077</b> | <b>\$ 491,817</b>  | <b>\$ 547,601</b>  |

| Description   | FY 2018<br>Adopted |
|---|--------------------|
| <b><u>7422 Advertising</u></b>  |                    |
| Job Announcement Posting  | \$ 5,000           |
| <b><u>7424 Office Expense</u></b>   |                    |
| Office Supplies & Forms   | 1,200              |
| <b><u>7427 Special Departmental Expense</u></b>   |                    |
| City-wide Safety Supplies / Respirator Program  | 1,300              |
| City-wide Workplace Violence Training   | 5,000              |
| Fingerprinting - All New Permanent Employees and Temporary<br>Recreation Employees as Required by Law | 4,500              |
| Health Fair   | 700                |
| Negotiations Lunches  | 400                |
| Oral Board Expenses   | 1,500              |
| Travel Reimbursement - Out of Area Job Candidates   | 300                |
|   | <b>13,700</b>      |
| <b><u>7430 Professional &amp; Specialized Services</u></b>  |                    |
| Attorney Fees - Labor Relations, CalPERS Appeal   | 75,000             |
| 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                        | 27,000             |
| COBRA Administration  | 2,500              |
| Employee Relations Service (Includes Dues & Special Projects)   | 9,000              |
| 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)                     | 1,500              |
| Section 125 Administration Fee - EBS  | 11,100             |
| Test Rental and Administration Fees   | 3,000              |
|   | <b>141,700</b>     |
| <b><u>7434 Memberships, Dues, Books</u></b>   |                    |
| Books, Dues & Subscriptions   | 800                |
| <b><u>7435 Professional Development &amp; Meetings</u></b>  |                    |
| CALPELRA, CALPERS, LCW, PARMA, SHRM Certification   | 8,000              |
| <b>SUBTOTAL page 1</b>  | <b>\$ 170,400</b>  |

| Description  | FY 2018<br>Adopted |
|--|--------------------|
| <b>7437 Staff Development</b>  |                    |
| Annual Management Group/Department Head Training   | \$ 5,000           |
| Central Tuition Reimbursement  | 14,000             |
| Employee Recognition   | 500                |
| Employee Relations Consortium  | 4,500              |
| Healthy Lifestyle ( CMEA & Conf., CPCEA based on No. of Employees)   | 9,100              |
| Human Resources Training (Sexual Harassment - AB-1825) All Employees   | 12,000             |
| 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>62,200</b>      |
| <b>7441 Special Community Services</b>   |                    |
| Volunteer Recognition (plus gifts) *   | <b>14,000</b>      |
| <b>7442 Insurance Claims Expense</b>   |                    |
| Payment of Unemployment Claims (Extended Payment of Claims)  | <b>30,000</b>      |
| <b>7551 User Charges - IT Pool</b>   |                    |
| Use of Computer Hardware/Software; Phones & Photocopier/Fax  | <b>21,001</b>      |
| <b>7625 Retiree Health Rebate</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 (64 Participants). | <b>250,000</b>     |
| <b>SUBTOTAL page 2</b>   | <b>377,201</b>     |
| * Partially funded with Council Priorities Reserve   |                    |
| <b>TOTAL EXHIBIT C-1</b>   | <b>\$ 547,601</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 15</b> | <b>FY 16</b> | <b>FY 17</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   | 25           | 24           | 19           |
| <b>3</b> | Percent of annual increase (decrease) in the number of recordable work related injuries | 32%          | (1%)         | (26%)        |

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

EXHIBIT A  
 690.516

| Description                                     | FY 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 Adopted   |
|---|-------------------|-------------------|-------------------|-------------------|
| Employee Services (Exhibit B)                   | \$ 41,828         | \$ 44,742         | \$ 45,367         | \$ 45,623         |
| Supplies, Services & Capital Outlay (Exhibit C) | 495,538           | 454,390           | 548,350           | 471,350           |
| Debt Service (Exhibit D)                        | -                 | -                 | -                 | -                 |
| Total Before Transfers                          | 537,366           | 499,131           | 593,717           | 516,973           |
| Transfers Out (Exhibit E)                       | -                 | -                 | -                 | -                 |
| <b>Appropriation Total</b>                      | <b>\$ 537,366</b> | <b>\$ 499,131</b> | <b>\$ 593,717</b> | <b>\$ 516,973</b> |

| FUNDING SOURCE(s)           |                   |                   |                   |                   |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| Program Revenue             | \$ 608,906        | \$ 726,141        | \$ 847,000        | \$ 605,000        |
| Transfers from Other Funds  | -                 | -                 | -                 | -                 |
| Use of Reserves             | (71,540)          | (227,010)         | (253,283)         | (88,027)          |
| Additional Fund Revenue     | -                 | -                 | -                 | -                 |
| <b>Funding Source Total</b> | <b>\$ 537,366</b> | <b>\$ 499,131</b> | <b>\$ 593,717</b> | <b>\$ 516,973</b> |

| REVENUE DETAIL                                |              |                    |                     |                     |                    |
|---|--------------|--------------------|---------------------|---------------------|--------------------|
| Description                                   | Fund / Acct. |                    |                     |                     |                    |
| Charges to Operating Departments              | 5142         | \$ 608,898         | \$ 726,141          | \$ 847,000          | \$ 605,000         |
| Insurance Claims Reimbursements               | 4962         | 8                  | -                   | -                   | -                  |
| <b>Program Revenue</b>                        |              | <b>\$ 608,906</b>  | <b>\$ 726,141</b>   | <b>\$ 847,000</b>   | <b>\$ 605,000</b>  |
| <b>Transfers from Other Funds</b>             |              | <b>\$ -</b>        | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>        |
| Workers Comp Insurance Beginning Fund Balance |              | \$ (71,540)        | \$ (227,010)        | \$ (253,283)        | \$ (88,027)        |
| <b>Use of Fund Reserves</b>                   |              | <b>\$ (71,540)</b> | <b>\$ (227,010)</b> | <b>\$ (253,283)</b> | <b>\$ (88,027)</b> |
| <b>Additional Fund Subsidy</b>                |              | <b>\$ -</b>        | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>        |
| <b>TOTAL FUNDING SOURCES</b>                  |              | <b>\$ 537,366</b>  | <b>\$ 499,131</b>   | <b>\$ 593,717</b>   | <b>\$ 516,973</b>  |

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

EXHIBIT B  
 690.516

| Description                             | FY 2015 Actual   | FY 2016 Actual   | FY 2017 Adopted  | FY 2018 Adopted  |
|---|------------------|------------------|------------------|------------------|
| 7001 Personnel - Regular                | \$ 33,470        | \$ 31,332        | \$ 33,904        | \$ 33,904        |
| 7002 Personnel - Temporary              | -                | -                | -                | -                |
| 7003 Personnel - Overtime               | -                | -                | -                | -                |
| 7005 Personnel - POST                   | -                | -                | -                | -                |
| 7103 Personnel - Holiday Pay            | -                | -                | -                | -                |
| <b>Total Salaries</b>                   | <b>\$ 33,470</b> | <b>\$ 31,332</b> | <b>\$ 33,904</b> | <b>\$ 33,904</b> |
| 7104 Meal Allowance                     | \$ -             | \$ -             | \$ -             | \$ -             |
| 7105 Uniform Allowance                  | -                | -                | -                | -                |
| 7106 Retirement                         | 3,070            | 6,351            | 6,430            | 6,797            |
| 7107 Dental Insurance                   | 393              | 406              | 406              | 417              |
| 7108 Group Health Insurance             | 2,784            | 2,956            | 2,994            | 3,225            |
| 7109 Group Life Insurance               | 37               | 37               | 37               | 37               |
| 7110 Workers' Compensation Insurance    | 153              | 182              | 246              | 97               |
| 7112 Group Disability Insurance         | 158              | 194              | 194              | 194              |
| 7113 Medicare                           | 481              | 506              | 492              | 288              |
| 7114 Auto Allowance                     | 190              | 386              | 384              | 384              |
| 7115 Cell Phone Allowance               | 69               | 72               | 72               | 72               |
| 7118 Other Benefits Pay                 | 813              | 2,109            | -                | -                |
| 7120 Sick Leave Payout                  | -                | -                | -                | -                |
| 7121 Leave Balance Payout               | -                | -                | -                | -                |
| 7122 Deferred Compensation Contribution | 203              | -                | -                | -                |
| 7124 VEBA Health Deferred Compensation  | 5                | 209              | 208              | 208              |
| 7126 PARS 457 Retirement                | -                | -                | -                | -                |
| <b>Total Benefits</b>                   | <b>\$ 8,359</b>  | <b>\$ 13,410</b> | <b>\$ 11,463</b> | <b>\$ 11,719</b> |
| <b>Total Salary &amp; Benefits</b>      | <b>\$ 41,828</b> | <b>\$ 44,742</b> | <b>\$ 45,367</b> | <b>\$ 45,623</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 2018<br>Adopted |
|--------------------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                                      | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Human Resources Manager *            | 0.20                          | 0.20              | 0.20               | 0.20               | \$ 34,755          |
| * 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>\$ 34,755</b>   |

| Temporary Personnel | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                     | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>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 2015<br/>Actual</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>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            | 49,558                    | 48,418                    | 51,300                     | 51,300                     |
| <b>7431</b> Promotional Expense                            | -                         | -                         | -                          | -                          |
| <b>7432</b> Other Contractual Services                     | -                         | -                         | -                          | -                          |
| <b>7433</b> Insurance & Surety Bonds                       | 54,651                    | 55,445                    | 47,000                     | 70,000                     |
| <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                       | 220,871                   | 299,949                   | 450,000                    | 350,000                    |
| <b>7550</b> User Charges - Motor Pool                      | -                         | -                         | -                          | -                          |
| <b>7551</b> User Charges - IT Pool                         | -                         | -                         | -                          | -                          |
| <b>7668</b> Change in Accrual W/C Losses                   | 170,458                   | 50,578                    | -                          | -                          |
| <b>7884</b> Machinery & Equipment                          | -                         | -                         | -                          | -                          |
|  |                           |                           |                            |                            |
|  |                           |                           |                            |                            |
|  |                           |                           |                            |                            |
| <b>Total Supplies, Services &amp; Capital Outlay</b>       | <b>\$ 495,538</b>         | <b>\$ 454,390</b>         | <b>\$ 548,350</b>          | <b>\$ 471,350</b>          |

| Description  | FY 2018<br>Adopted |
|--|--------------------|
| <b>7424 Office Expense</b><br>Supplies, Forms, Etc.  | \$ 50              |
| <b>7430 Professional &amp; Specialized Services</b><br>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><br>Excess Workers' Compensation Insurance over \$1,000,000 Self-Insured Retention (SIR) | <b>70,000</b>      |
| <b>7442 Insurance Claims Expense</b><br>Disability Payments to Employees, Medical Fees, Legal Fees, Etc.                         | <b>350,000</b>     |
| <b>7668 Change in Accrual W/C Losses</b><br>Workers' Compensation Losses *   | -                  |
| <b>TOTAL</b>   | <b>\$ 471,350</b>  |

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

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

**MISSION STATEMENT**

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

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2017 - 2018**

- Complete the implementation of the CAD & RMS systems
- Implement the web-based Building Inspection Schedule and Employee Access Central
- Implement automated agenda packet creation and distribution, including workflow process
- Replace core router for City network
- Update "Use of Technology" Policy in City's Administrative Policies and Procedures
- Evaluate options for replacing the City PBX (telephony)
- Explore the alternative replacement of the Tidemark permit system

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

**PERFORMANCE OUTCOMES**

|          | <b>Measure</b>   | <b>FY 15</b> | <b>FY 16</b> | <b>FY 17</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 | 95%          | 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 2015 Actual      | FY 2016 Actual      | FY 2017 Adopted     | FY 2018 Adopted     |
|---|---------------------|---------------------|---------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ 583,164          | \$ 671,239          | \$ 841,241          | \$ 845,068          |
| Supplies, Services & Capital Outlay (Exhibit C) | 629,243             | 834,063             | 1,085,010           | 900,460             |
| Debt Service (Exhibit D)                        | -                   | -                   | -                   | -                   |
| Total Before Transfers                          | 1,212,406           | 1,505,302           | 1,926,251           | 1,745,528           |
| Transfers Out (Exhibit E)                       | 102,000             | 12,500              | 42,000              | 42,000              |
| <b>Appropriation Total</b>                      | <b>\$ 1,314,406</b> | <b>\$ 1,517,802</b> | <b>\$ 1,968,251</b> | <b>\$ 1,787,528</b> |

| FUNDING SOURCE(s)           |                     |                     |                     |                     |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| Program Revenue             | \$ 1,031,253        | \$ 1,167,464        | \$ 1,219,000        | \$ 1,419,000        |
| Transfers from Other Funds  | 198,750             | 365,867             | 249,000             | 216,000             |
| Use of Reserves             | 84,403              | (15,529)            | 300,000             | 150,000             |
| Additional Fund Revenue     | -                   | -                   | 200,251             | 2,528               |
| <b>Funding Source Total</b> | <b>\$ 1,314,406</b> | <b>\$ 1,517,802</b> | <b>\$ 1,968,251</b> | <b>\$ 1,787,528</b> |

| REVENUE DETAIL                                |              |                     |                     |                     |                     |
|---|--------------|---------------------|---------------------|---------------------|---------------------|
| Description                                   | Fund / Acct. |                     |                     |                     |                     |
| IT Pool User Charges                          | 5104         | \$ 1,027,000        | \$ 1,157,000        | \$ 1,212,000        | \$ 1,412,000        |
| Contract Revenue                              | 4705         | -                   | 7,605               | 5,000               | 5,000               |
| Successor Agency Support                      | 4710         | 4,253               | 2,859               | 2,000               | 2,000               |
| <b>Program Revenue</b>                        |              | <b>\$ 1,031,253</b> | <b>\$ 1,167,464</b> | <b>\$ 1,219,000</b> | <b>\$ 1,419,000</b> |
| General Fund CIPR (New Equipment)             | 101          | \$ 163,750          | \$ 209,867          | \$ 84,000           | \$ 48,000           |
| General Fund (Administrative Support)         | 101          | 35,000              | 156,000             | 156,000             | 159,000             |
| General Plan Maintenance Reserve              | 101          | -                   | -                   | 9,000               | 9,000               |
| <b>Transfers from Other Funds</b>             |              | <b>\$ 198,750</b>   | <b>\$ 365,867</b>   | <b>\$ 249,000</b>   | <b>\$ 216,000</b>   |
| IT Pool Fund Reserves (Replacement Equipment) |              | \$ 84,403           | \$ (15,529)         | \$ 300,000          | \$ 150,000          |
| <b>Use of Fund Reserves</b>                   |              | <b>\$ 84,403</b>    | <b>\$ (15,529)</b>  | <b>\$ 300,000</b>   | <b>\$ 150,000</b>   |
| <b>Additional Fund Subsidy</b>                |              | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ 200,251</b>   | <b>\$ 2,528</b>     |
| <b>TOTAL FUNDING SOURCES</b>                  |              | <b>\$ 1,314,406</b> | <b>\$ 1,517,802</b> | <b>\$ 1,968,251</b> | <b>\$ 1,787,528</b> |

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

**EXHIBIT B**  
**647.547**

| Description                                    | FY 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 Adopted   |
|--|-------------------|-------------------|-------------------|-------------------|
| <b>7001</b> Personnel - Regular                | \$ 365,701        | \$ 454,061        | \$ 588,598        | \$ 591,833        |
| <b>7002</b> Personnel - Temporary              | 73,642            | 17,165            | 16,140            | 16,140            |
| <b>7003</b> Personnel - Overtime               | 1,045             | 11,733            | 3,000             | 3,000             |
| <b>7005</b> Personnel - POST                   | -                 | -                 | -                 | -                 |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                 | -                 |
| <b>Total Salaries</b>                          | <b>\$ 440,387</b> | <b>\$ 482,958</b> | <b>\$ 607,738</b> | <b>\$ 610,973</b> |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -              | \$ -              |
| <b>7105</b> Uniform Allowance                  | -                 | -                 | -                 | -                 |
| <b>7106</b> Retirement                         | 63,478            | 86,707            | 111,622           | 115,748           |
| <b>7107</b> Dental Insurance                   | 5,913             | 7,784             | 10,125            | 10,430            |
| <b>7108</b> Group Health Insurance             | 41,721            | 55,022            | 72,210            | 73,430            |
| <b>7109</b> Group Life Insurance               | 558               | 713               | 930               | 930               |
| <b>7110</b> Workers' Compensation Insurance    | 5,796             | 8,052             | 16,150            | 10,685            |
| <b>7111</b> Unemployment Insurance             | -                 | -                 | -                 | -                 |
| <b>7112</b> Group Disability Insurance         | 2,018             | 3,038             | 3,888             | 3,888             |
| <b>7113</b> Medicare                           | 6,713             | 7,286             | 8,768             | 8,814             |
| <b>7114</b> Auto Allowance                     | 949               | 1,931             | 1,920             | 1,920             |
| <b>7115</b> Cell Phone Allowance               | 694               | 1,005             | 1,440             | 1,800             |
| <b>7118</b> Other Benefits Pay                 | 5,914             | 1,207             | -                 | -                 |
| <b>7120</b> Sick Leave Payout                  | -                 | -                 | -                 | -                 |
| <b>7121</b> Leave Balance Payout               | 4,405             | 10,611            | -                 | -                 |
| <b>7122</b> Deferred Compensation Contribution | 3,624             | 3,654             | 5,200             | 5,200             |
| <b>7124</b> VEBA Health Deferred Compensation  | 26                | 1,046             | 1,040             | 1,040             |
| <b>7126</b> PARS 457 Retirement                | 967               | 227               | 210               | 210               |
| <b>Total Benefits</b>                          | <b>\$ 142,777</b> | <b>\$ 188,281</b> | <b>\$ 233,503</b> | <b>\$ 234,095</b> |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 583,164</b> | <b>\$ 671,239</b> | <b>\$ 841,241</b> | <b>\$ 845,068</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 2018<br>Adopted |
|---|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|   | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Information Technology Manager  | 1.00                          | 1.00              | 1.00               | 1.00               | \$ 131,060         |
| Information Technology Administrator  | 1.00                          | 1.00              | 1.00               | 1.00               | 132,215            |
| Information Technology Administrator *  | 1.00                          | 1.00              | 1.00               | -                  | -                  |
| Information Technology System Administrator **  | -                             | -                 | -                  | 1.00               | 113,756            |
| Information Technology Technician ***   | 1.00                          | 2.00              | 2.00               | 2.00               | 214,802            |
| * 2-Year Limited Term - Extended<br>** 2-year Limited Term<br>*** Reclassed from Temporary in FY 16 |                               |                   |                    |                    |                    |
| <b>TOTAL</b>  | <b>4.00</b>                   | <b>5.00</b>       | <b>5.00</b>        | <b>5.00</b>        | <b>\$ 591,833</b>  |

| Temporary Personnel  | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|--|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|  | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Information Technology Intern  | 0.35                          | 0.35              | 0.35               | 0.35               | \$ 8,640           |
| Information Technology Technician *  | 1.00                          | -                 | -                  | -                  | -                  |
| Office Assistant **  | -                             | -                 | 0.25               | 0.25               | 7,500              |
| * Reclassed to Permanent in FY 16<br>** Balance of Position in Program 510 |                               |                   |                    |                    |                    |
| <b>TOTAL</b>   | <b>1.35</b>                   | <b>0.35</b>       | <b>0.60</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**

| Description   | FY 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted     | FY 2018 Adopted   |
|---|-------------------|-------------------|---------------------|-------------------|
| <b>7420</b> Utilities - Electricity/Gas/Water         | \$ -              | \$ -              | \$ -                | \$ -              |
| <b>7421</b> Communications - Phones                   | 17,090            | 22,854            | 36,500              | 36,500            |
| <b>7423</b> Clothing & Personal Expense               | -                 | -                 | -                   | -                 |
| <b>7424</b> Office Expense                            | 15,971            | 20,335            | 23,000              | 23,000            |
| <b>7425</b> Minor Tools & Equipment                   | 13,612            | 2,321             | 41,250              | 24,250            |
| <b>7427</b> Special Departmental Expense              | -                 | -                 | -                   | -                 |
| <b>7428</b> Maint. of Buildings, Structures & Grounds | -                 | -                 | -                   | -                 |
| <b>7429</b> Maintenance & Operation of Equipment      | 410,502           | 535,441           | 453,760             | 470,210           |
| <b>7430</b> Professional & Specialized Services       | 25,928            | 48,850            | 60,000              | 66,000            |
| <b>7431</b> Promotional Expense                       | -                 | -                 | -                   | -                 |
| <b>7432</b> Other Contractual Services                | -                 | -                 | -                   | -                 |
| <b>7433</b> Insurance & Surety Bonds                  | -                 | -                 | -                   | -                 |
| <b>7434</b> Memberships, Dues, Books                  | 160               | 420               | -                   | -                 |
| <b>7435</b> Professional Development & Meetings       | 338               | 2,627             | 7,000               | 7,000             |
| <b>7437</b> Staff Development                         | 3,385             | 7,319             | 10,000              | 10,000            |
| <b>7438</b> Other Charges                             | 33,694            | 26,984            | 23,000              | 27,000            |
| <b>7439</b> Bad Debts                                 | -                 | -                 | -                   | -                 |
| <b>7440</b> Fees Paid to State                        | -                 | -                 | -                   | -                 |
| <b>7442</b> Insurance Claims Expense                  | -                 | -                 | -                   | -                 |
| <b>7444</b> Depreciation                              | 45,860            | 63,984            | -                   | -                 |
| <b>7550</b> User Charges - Motor Pool                 | -                 | -                 | -                   | -                 |
| <b>7551</b> User Charges - IT Pool                    | -                 | -                 | -                   | -                 |
| <b>7884</b> Machinery & Equipment                     | 62,703            | 102,927           | 430,500             | 236,500           |
|   |                   |                   |                     |                   |
|   |                   |                   |                     |                   |
| <b>Total Supplies, Services &amp; Capital Outlay</b>  | <b>\$ 629,243</b> | <b>\$ 834,063</b> | <b>\$ 1,085,010</b> | <b>\$ 900,460</b> |

| Description  | FY 2018<br>Adopted |
|--|--------------------|
| <b>7421 <u>Communications - Phones</u></b>                               |                    |
| Internet Connection  | \$ 35,000          |
| Cellular Wi-Fi Access Points   | 1,500              |
|  | <b>36,500</b>      |
| <b>7424 <u>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>7425 <u>Minor Tools &amp; Equipment</u></b>                           |                    |
| Apple TV Video Equipment for Public Works Conference Room                | 750                |
| Forensic Computer Equipment for Police Department                        | 1,000              |
| Laptop for PW Engineering Division                                       | 1,500              |
| Monitors (Nine for Public Works)   | 2,000              |
| MS Project Software (For Public Works)                                   | 1,000              |
| Printers for Community Development                                       | 3,000              |
| Recreation Additional Workstations & Reconfiguration                     | 3,500              |
| Scanning Station for Police Department                                   | 6,500              |
| Uninterruptable Power Supplies   | 5,000              |
|  | <b>24,250</b>      |
| <b>7429 <u>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>\$ 167,900</b>  |

| Description   | FY 2018<br>Adopted |
|---|--------------------|
| <b><u>7429 Maintenance &amp; Operation of Equipment (Continued)</u></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  | 13,500             |
| 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, Code Enforcement, Tree Inventory)                   | 5,700              |
| IWorQ Playground Maintenance and Conditions                             | 4,500              |
| IWorQ Citizen Requests  | 2,500              |
| IWorQ Facilities Management   | 2,500              |
| iWorQ - Vehicle Maintenance System                                      | 4,500              |
| <b>Software Subtotal</b>  | <b>138,150</b>     |
|   |                    |
| <b>SUBTOTAL page 2</b>  | <b>\$ 138,150</b>  |

| Description  | FY 2018<br>Adopted |
|--|--------------------|
| <b><u>7429 Maintenance &amp; Operation of Equipment (Continued)</u></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              |
| StreetSaver / Asset Management Maintenance                               | 1,250              |
| Sungard Public Sector (Pentamation) 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                                  | 7,800              |
| 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>386,060</b>     |
| <b>Account 7429 Total</b>  | <b>470,210</b>     |
| ** Funded from General Plan Update Reserve                               |                    |
| <b>SUBTOTAL page 3</b>   | <b>\$ 247,910</b>  |

| Description   | FY 2018<br>Adopted |
|---|--------------------|
| <b>7430 Professional &amp; Specialized Services</b>               |                    |
| Network Penetration Testing                                       | \$ 6,000           |
| Information Technology Contract Support                           | 60,000             |
|   | <b>66,000</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                         | 12,000             |
| Paper, Toner, Miscellaneous Supplies - Photocopier / Fax Machines | 15,000             |
|   | <b>27,000</b>      |
| <b>7884 Machinery &amp; Equipment</b>                             |                    |
| Equipment for Secondary Data Site *                               | 17,000             |
| Networking Equipment for Video Cameras *                          | 6,000              |
| Network Switches - Replacement                                    | 150,000            |
| Rainmaster Irrigation System *                                    | 20,000             |
| Switched Rack PDU *   | 5,000              |
| VDI / Desktop Computers (Lease)                                   | 38,500             |
|   | <b>236,500</b>     |
| * Funded by CIPR  |                    |
| <b>SUBTOTAL page 4</b>  | <b>346,500</b>     |
| <b>TOTAL EXHIBIT C-1</b>  | <b>\$ 900,460</b>  |

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

**EXHIBIT E  
 647.547**

| Description                               | FY 2017<br>Adopted | FY 2018<br>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>   |

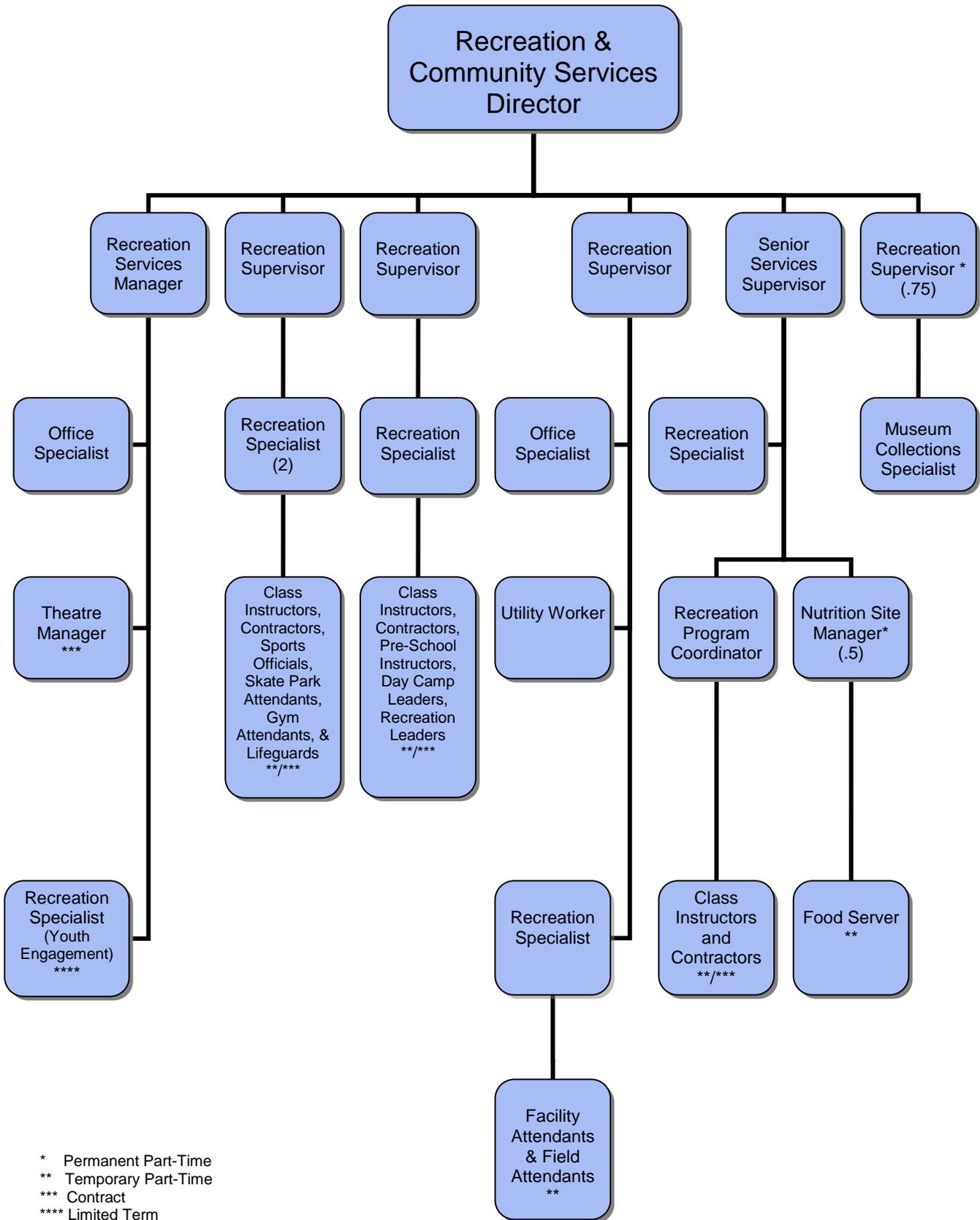




# Recreation & Community Services



# Recreation & Community Services 2017 - 2018



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

**RECREATION & COMMUNITY SERVICES SUMMARY**

**Expenditure Summary**

| <b>Description</b>                              | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> |
|---|---------------------------|---------------------------|----------------------------|----------------------------|
| Employee Services (Exhibit B)                   | \$ 3,127,678              | \$ 3,401,593              | \$ 3,632,205               | \$ 3,797,426               |
| Supplies, Services & Capital Outlay (Exhibit C) | 2,213,112                 | 2,209,947                 | 2,410,935                  | 2,502,056                  |
| Debt Service (Exhibit D)                        | -                         | -                         | -                          | -                          |
| <b>Total Before Transfers</b>                   | <b>5,340,790</b>          | <b>5,611,540</b>          | <b>6,043,140</b>           | <b>6,299,482</b>           |
| Transfers Out (Exhibit E)                       | \$ -                      | -                         | -                          | -                          |
| <b>Appropriation Total</b>                      | <b>\$ 5,340,790</b>       | <b>\$ 5,611,540</b>       | <b>\$ 6,043,140</b>        | <b>\$ 6,299,482</b>        |

**Revenue Summary**

|                             |                     |                     |                     |                     |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| Program Revenue             | 3,867,956           | \$ 3,888,791        | \$ 3,902,708        | \$ 3,981,015        |
| Transfers from Other Funds  | 7,000               | 7,000               | -                   | -                   |
| Use of Reserves             | (1,088)             | 4,938               | 135,610             | 131,538             |
| Additional Fund Revenue     | 1,478,491           | 1,661,656           | 2,008,904           | 2,186,929           |
| <b>Funding Source Total</b> | <b>\$ 5,352,359</b> | <b>\$ 5,562,385</b> | <b>\$ 6,047,222</b> | <b>\$ 6,299,482</b> |

**Staffing (Full-Time Equivalents)**

| <b>Permanent Positions</b>               | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> |
|--|---------------------------|---------------------------|----------------------------|----------------------------|
| Education Coordinator                    | 0.75                      | -                         | -                          | -                          |
| Executive Assistant                      | 1.00                      | -                         | -                          | -                          |
| Museum Collections Specialist            | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Nutrition Site Manager                   | 0.50                      | 0.50                      | 0.50                       | 0.50                       |
| Office Assistant                         | 1.00                      | 1.00                      | 1.00                       | -                          |
| Office Specialist                        | 1.00                      | 1.00                      | 1.00                       | 2.00                       |
| Recreation & Community Services Director | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Recreation Program Coordinator           | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Recreation Services Manager              | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Recreation Specialist                    | 4.00                      | 4.00                      | 4.00                       | 5.00                       |
| Recreation Supervisor                    | 3.00                      | 3.00                      | 3.00                       | 3.75                       |
| Senior Museum Specialist                 | 1.00                      | 0.75                      | 0.75                       | -                          |
| Senior Office Assistant                  | 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>19.25</b>              | <b>17.25</b>              | <b>17.25</b>               | <b>17.25</b>               |
| <b>Limited-Term Positions</b>            |                           |                           |                            |                            |
| Administrative Analyst I                 | -                         | 0.20                      | 0.20                       | -                          |
| Recreation Specialist                    | -                         | 0.50                      | 0.50                       | 1.00                       |
| <b>Limited-Term</b>                      | <b>-</b>                  | <b>0.70</b>               | <b>0.70</b>                | <b>1.00</b>                |

**RECREATION & COMMUNITY SERVICES SUMMARY**

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

| <b>Temporary Positions</b>            | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> |
|---------------------------------------|---------------------------|---------------------------|----------------------------|----------------------------|
| Adult Sports League Officials         | 1.10                      | 0.64                      | 0.48                       | 0.89                       |
| Aquatic Instructor/Lifeguard          | 1.83                      | 1.95                      | 2.46                       | 2.57                       |
| Building Attendants                   | 3.02                      | 3.48                      | 3.55                       | 3.68                       |
| Case Management Support               | -                         | -                         | 0.29                       | 0.29                       |
| Class Instructors                     | 3.51                      | 2.72                      | 2.79                       | 2.56                       |
| Clerical Relief                       | 0.25                      | 0.49                      | 0.49                       | 0.41                       |
| Customer Service Clerks               | -                         | 1.14                      | 2.04                       | 3.04                       |
| Day Camp Recreation Leader I, II, III | 7.29                      | 7.11                      | 7.11                       | 7.14                       |
| Day Camp Recreation Specialist        | 0.17                      | 0.17                      | 0.17                       | 0.24                       |
| Day Camp Senior Recreation Specialist | 0.25                      | 0.25                      | 0.25                       | 0.24                       |
| Event Coordinator                     | -                         | 0.57                      | 0.47                       | 0.47                       |
| Facility Attendant Staff              | 0.19                      | 0.20                      | 0.20                       | 0.16                       |
| Field Attendant                       | 0.74                      | 1.06                      | 0.74                       | 0.74                       |
| Fitness Program Class Instructors     | 0.83                      | 0.92                      | 0.74                       | 0.74                       |
| Fitness Program Staff (Drop-in)       | 3.05                      | 3.80                      | 4.11                       | 4.18                       |
| Food Server                           | 0.50                      | 0.50                      | 0.50                       | 0.50                       |
| Guest Services Associate              | -                         | 0.49                      | 0.47                       | 0.45                       |
| Lifeguard/Instructor                  | 0.11                      | 0.11                      | 0.13                       | 0.23                       |
| MTEP Coverage                         | -                         | 0.23                      | -                          | -                          |
| Preschool Aides                       | 2.00                      | 2.14                      | 2.14                       | 2.14                       |
| Preschool Teacher                     | 1.93                      | 1.99                      | 1.99                       | 1.99                       |
| Program Assistant                     | 0.38                      | 0.87                      | 0.88                       | 1.10                       |
| Recreation Leader                     | -                         | 0.10                      | 0.10                       | 0.10                       |
| Recreation Specialist                 | 1.22                      | 1.22                      | 1.44                       | 0.69                       |
| Relief Food Server                    | 0.03                      | -                         | -                          | -                          |
| Relief Site Manager                   | 0.03                      | 0.03                      | 0.03                       | 0.04                       |
| Reservation Support                   | -                         | -                         | 0.38                       | 0.38                       |
| Skate Park Attendant                  | 0.76                      | 0.70                      | 1.03                       | 1.03                       |
| Skate Park Instructor                 | 0.31                      | 0.31                      | 0.31                       | 0.34                       |
| Sports Class Instructors              | 1.00                      | 0.74                      | 0.98                       | 0.95                       |
| Support Staff                         | 0.08                      | 0.20                      | 0.21                       | 0.22                       |
| Swim Team Coaches                     | 2.24                      | 2.24                      | 2.17                       | 1.87                       |
| Work Experience Leader                | -                         | 0.48                      | 0.48                       | 0.48                       |
| Youth League/Camp Leaders             | 1.50                      | 1.37                      | 0.41                       | 0.39                       |
| <b>Temporary</b>                      | <b>34.31</b>              | <b>38.22</b>              | <b>39.54</b>               | <b>40.25</b>               |
| <b>Total Full Time Equivalents</b>    | <b>53.56</b>              | <b>56.17</b>              | <b>57.49</b>               | <b>58.50</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 2018-2019
- 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 2018
- Facilitate ongoing emergency preparedness training for staff

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2017 - 2018**

- Continue to implement Community Center facility improvements as directed by City Council

**PERFORMANCE OUTCOMES**

|          | <b>Measure</b>   | <b>FY 15</b> | <b>FY 16</b> | <b>FY 17</b> |
|----------|--|--------------|--------------|--------------|
| <b>1</b> | Percent actual to budgeted revenue for overall department      | 100%         | 102%         | 105%         |
| <b>2</b> | Percent actual to budgeted expenditures for overall department | 96%          | 93%          | 94%          |

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

EXHIBIT A  
 101.524

| Description                                     | FY 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 Adopted   |
|---|-------------------|-------------------|-------------------|-------------------|
| Employee Services (Exhibit B)                   | \$ 494,885        | \$ 600,910        | \$ 623,084        | \$ 662,789        |
| Supplies, Services & Capital Outlay (Exhibit C) | 96,208            | 101,980           | 117,268           | 110,942           |
| Debt Service (Exhibit D)                        | -                 | -                 | -                 | -                 |
| Total Before Transfers                          | 591,093           | 702,891           | 740,352           | 773,731           |
| Transfers Out (Exhibit E)                       | -                 | -                 | -                 | -                 |
| <b>Appropriation Total</b>                      | <b>\$ 591,093</b> | <b>\$ 702,891</b> | <b>\$ 740,352</b> | <b>\$ 773,731</b> |

| FUNDING SOURCE(s)           |                   |                   |                   |                   |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| Program Revenue             | \$ (1,151)        | \$ (1,519)        | \$ 11,000         | \$ -              |
| Transfers from Other Funds  | -                 | -                 | -                 | -                 |
| Use of Reserves             | -                 | -                 | 76,000            | 86,000            |
| Additional Fund Revenue     | 592,244           | 704,410           | 653,352           | 687,731           |
| <b>Funding Source Total</b> | <b>\$ 591,093</b> | <b>\$ 702,891</b> | <b>\$ 740,352</b> | <b>\$ 773,731</b> |

| REVENUE DETAIL                        |              |                   |                   |                   |                   |
|---------------------------------------|--------------|-------------------|-------------------|-------------------|-------------------|
| Description                           | Fund / Acct. |                   |                   |                   |                   |
| Donations - Youth Scholarships        | 4821         | \$ (1,151)        | \$ (1,519)        | \$ -              | \$ -              |
| Donations - School District & Library | 4825         | -                 | -                 | 11,000            | -                 |
| <b>Program Revenue</b>                |              | <b>\$ (1,151)</b> | <b>\$ (1,519)</b> | <b>\$ 11,000</b>  | <b>\$ -</b>       |
|                                       |              |                   |                   |                   |                   |
| <b>Transfers from Other Funds</b>     |              | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       |
|                                       |              |                   |                   |                   |                   |
| CIPR - Limited Term Positions         |              | \$ -              | \$ -              | \$ 76,000         | \$ 86,000         |
| <b>Use of Fund Reserves</b>           |              | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ 76,000</b>  | <b>\$ 86,000</b>  |
|                                       |              |                   |                   |                   |                   |
| <b>Additional Fund Subsidy</b>        |              | <b>\$ 592,244</b> | <b>\$ 704,410</b> | <b>\$ 653,352</b> | <b>\$ 687,731</b> |
|                                       |              |                   |                   |                   |                   |
| <b>TOTAL FUNDING SOURCES</b>          |              | <b>\$ 591,093</b> | <b>\$ 702,891</b> | <b>\$ 740,352</b> | <b>\$ 773,731</b> |

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

**EXHIBIT B**  
**101.524**

| Description                                    | FY 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 Adopted   |
|--|-------------------|-------------------|-------------------|-------------------|
| <b>7001</b> Personnel - Regular                | \$ 300,576        | \$ 342,529        | \$ 377,656        | \$ 401,846        |
| <b>7002</b> Personnel - Temporary              | 80,835            | 97,599            | 101,600           | 101,600           |
| <b>7003</b> Personnel - Overtime               | -                 | 556               | -                 | -                 |
| <b>7005</b> Personnel - POST                   | -                 | -                 | -                 | -                 |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                 | -                 |
| <b>Total Salaries</b>                          | <b>\$ 381,411</b> | <b>\$ 440,685</b> | <b>\$ 479,256</b> | <b>\$ 503,446</b> |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -              | \$ -              |
| <b>7105</b> Uniform Allowance                  | -                 | -                 | -                 | -                 |
| <b>7106</b> Retirement                         | 54,533            | 74,586            | 71,619            | 78,603            |
| <b>7107</b> Dental Insurance                   | 4,996             | 6,042             | 6,008             | 6,676             |
| <b>7108</b> Group Health Insurance             | 33,028            | 39,845            | 42,819            | 49,504            |
| <b>7109</b> Group Life Insurance               | 471               | 554               | 540               | 596               |
| <b>7110</b> Workers' Compensation Insurance    | 1,907             | 2,780             | 3,442             | 3,727             |
| <b>7111</b> Unemployment Insurance             | -                 | -                 | -                 | -                 |
| <b>7112</b> Group Disability Insurance         | 1,847             | 2,414             | 2,600             | 2,820             |
| <b>7113</b> Medicare                           | 5,726             | 6,868             | 6,949             | 7,241             |
| <b>7114</b> Auto Allowance                     | 2,255             | 4,585             | 4,560             | 4,560             |
| <b>7115</b> Cell Phone Allowance               | 738               | 724               | 720               | 720               |
| <b>7118</b> Other Benefits Pay                 | 4,717             | 16,964            | -                 | -                 |
| <b>7120</b> Sick Leave Payout                  | -                 | -                 | -                 | -                 |
| <b>7121</b> Leave Balance Payout               | -                 | 1,205             | -                 | -                 |
| <b>7122</b> Deferred Compensation Contribution | 2,486             | 822               | 1,170             | 1,495             |
| <b>7124</b> VEBA Health Deferred Compensation  | 42                | 2,101             | 2,080             | 2,080             |
| <b>7126</b> PARS 457 Retirement                | 727               | 736               | 1,321             | 1,321             |
| <b>Total Benefits</b>                          | <b>\$ 113,474</b> | <b>\$ 160,226</b> | <b>\$ 143,828</b> | <b>\$ 159,343</b> |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 494,885</b> | <b>\$ 600,910</b> | <b>\$ 623,084</b> | <b>\$ 662,789</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 2018<br>Adopted |
|--|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|  | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Recreation & Community Svcs. Director  | 1.00                          | 1.00              | 1.00               | 1.00               | \$ 194,460         |
| Executive Assistant *  | 0.20                          | 0.20              | -                  | -                  | -                  |
| Office Specialist **   | 0.20                          | 0.20              | 0.20               | 0.20               | 16,524             |
| Recreation Services Manager  | 1.00                          | 1.00              | 1.00               | 1.00               | 135,450            |
| Recreation Specialist (Youth Engagement) ***   | -                             | -                 | 0.50               | 1.00               | 55,412             |
| Administrative Analyst I ****  | -                             | -                 | 0.20               | -                  | -                  |
| *Balance in Programs 531 & 532<br>**Balance in Programs 531 & 532<br>*** 2-Year Limited Term.<br>Increased from 0.50 FTE to 1.00 FTE in FY18 |                               |                   |                    |                    |                    |
| <b>TOTAL</b>   | <b>2.40</b>                   | <b>2.40</b>       | <b>2.90</b>        | <b>3.20</b>        | <b>\$ 401,846</b>  |

| Temporary Personnel                | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|------------------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                                    | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Clerical Relief (Vacation/Holiday) | 0.17                          | 0.17              | 0.41               | 0.41               | \$ 17,500          |
| Customer Service Clerks            | -                             | -                 | 2.04               | 2.04               | 72,100             |
| Recreation Leader *                | -                             | -                 | 0.10               | 0.10               | 2,000              |
| Work Experience Leader *           | -                             | -                 | 0.48               | 0.48               | 10,000             |
| *Youth Engagement Program          |                               |                   |                    |                    |                    |
| <b>TOTAL</b>                       | <b>0.17</b>                   | <b>0.17</b>       | <b>3.03</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 2015 Actual   | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 Adopted   |
|---|------------------|-------------------|-------------------|-------------------|
| <b>7420</b> Utilities - Electricity/Gas/Water         | \$ -             | \$ -              | \$ -              | \$ -              |
| <b>7421</b> Communications - Phones                   | 1,901            | 2,184             | 1,500             | 1,700             |
| <b>7423</b> Clothing & Personal Expense               | -                | -                 | -                 | -                 |
| <b>7424</b> Office Expense                            | 9,992            | 11,271            | 17,640            | 9,640             |
| <b>7425</b> Minor Tools & Equipment                   | -                | -                 | -                 | -                 |
| <b>7427</b> Special Departmental Expense              | 37,764           | 39,398            | 41,100            | 41,100            |
| <b>7428</b> Maint. of Buildings, Structures & Grounds | -                | -                 | -                 | -                 |
| <b>7429</b> Maintenance & Operation of Equipment      | -                | -                 | -                 | -                 |
| <b>7430</b> Professional & Specialized Services       | -                | 177               | 700               | 700               |
| <b>7431</b> Promotional Expense                       | -                | -                 | -                 | -                 |
| <b>7432</b> Other Contractual Services                | -                | 576               | -                 | -                 |
| <b>7433</b> Insurance & Surety Bonds                  | -                | -                 | -                 | -                 |
| <b>7434</b> Memberships, Dues, Books                  | 640              | 1,265             | 800               | 800               |
| <b>7435</b> Professional Development & Meetings       | 16,466           | 9,270             | 12,000            | 12,000            |
| <b>7437</b> Staff Development                         | -                | 28                | -                 | -                 |
| <b>7438</b> Other Charges                             | -                | -                 | -                 | -                 |
| <b>7439</b> Bad Debts                                 | -                | -                 | -                 | -                 |
| <b>7441</b> Special Community Services                | 906              | 5,798             | 10,000            | 10,000            |
| <b>7442</b> Insurance Claims Expense                  | -                | -                 | -                 | -                 |
| <b>7550</b> User Charges - Motor Pool                 | -                | -                 | -                 | -                 |
| <b>7551</b> User Charges - IT Pool                    | 28,539           | 32,013            | 33,528            | 35,002            |
| <b>7884</b> Machinery & Equipment                     | -                | -                 | -                 | -                 |
|   |                  |                   |                   |                   |
|   |                  |                   |                   |                   |
| <b>Total Supplies, Services &amp; Capital Outlay</b>  | <b>\$ 96,208</b> | <b>\$ 101,980</b> | <b>\$ 117,268</b> | <b>\$ 110,942</b> |

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

EXHIBIT C-1  
 101.524  
 Page 1

| Description  | FY 2018<br>Adopted |
|--|--------------------|
| <b><u>7421</u> Communications - Phones</b>   |                    |
| E-Mail Newsletter Fees   | \$ 1,100           |
| FAX Line   | 600                |
|  | <b>1,700</b>       |
| <b><u>7424</u> Office Expense</b>  |                    |
| Office Water   | 2,640              |
| Office Supplies & Printing Expenses  | 7,000              |
|  | <b>9,640</b>       |
| <b><u>7427</u> Special Departmental Expense</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</u> Professional &amp; Specialized Services</b>                           |                    |
| Hepatitis B Vaccines (Lifeguards/Building Attendants)                                | 200                |
| TB Testing - Lifeguards, Day Camp Leaders, Instructors, Etc.                         | 500                |
|  | <b>700</b>         |
| <b><u>7434</u> Memberships, Dues, Books</b>  |                    |
| Books  | 100                |
| Dues (Includes Parks & Recreation Commission)  | 500                |
| Subscriptions  | 200                |
|  | <b>800</b>         |
| <b><u>7435</u> Professional Development &amp; Meetings</b>                           |                    |
| Conferences, Workshops & Meetings  | <b>12,000</b>      |
| <b><u>7441</u> Special Community Services</b>  |                    |
| Youth Engagement (Contract events, program supplies, YAC Attack)                     | <b>10,000</b>      |
| <b><u>7551</u> User Charges - IT Pool</b>  |                    |
| Use of Computer Hardware/Software; Phones & Photocopier/Fax                          | <b>35,002</b>      |
| <b>TOTAL</b>   | <b>\$ 110,942</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 information and referrals
- Coordinate VTA ParaTransit services for individuals who cannot access the Nutrition Program by using public or private transportation
- Coordinate monthly volunteer opportunities
- Provide on-going training to staff and volunteers on health and safety standards for food handling and operations
- Provide on-going training for staff and volunteers in Universal Precautions and emergency procedures
- Seek donations from individuals and service groups
- Maintain attendance levels consistent with the City and County budget support

**PERFORMANCE OUTCOMES**

|          | <b>Measure</b>  | <b>FY 15</b> | <b>FY 16</b> | <b>FY 17</b> |
|----------|---|--------------|--------------|--------------|
| <b>1</b> | Total number of meals served as a percent of meals budgeted         | 135.2%       | 101.2%       | 90.2%        |
| <b>2</b> | Average number of meals served per day as percent of meals budgeted | 61<br>135%   | 71<br>101%   | 67<br>90%    |

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

EXHIBIT A  
 101.525

| Description                                     | FY 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 Adopted   |
|---|-------------------|-------------------|-------------------|-------------------|
| Employee Services (Exhibit B)                   | \$ 99,562         | \$ 91,399         | \$ 100,695        | \$ 109,130        |
| Supplies, Services & Capital Outlay (Exhibit C) | 105,934           | 113,306           | 118,054           | 126,512           |
| Debt Service (Exhibit D)                        | -                 | -                 | -                 | -                 |
| Total Before Transfers                          | 205,496           | 204,706           | 218,749           | 235,642           |
| Transfers Out (Exhibit E)                       | -                 | -                 | -                 | -                 |
| <b>Appropriation Total</b>                      | <b>\$ 205,496</b> | <b>\$ 204,706</b> | <b>\$ 218,749</b> | <b>\$ 235,642</b> |

| FUNDING SOURCE(s)           |                   |                   |                   |                   |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| Program Revenue             | \$ 82,433         | \$ 94,198         | \$ 96,247         | \$ 103,543        |
| Transfers from Other Funds  | -                 | -                 | -                 | -                 |
| Use of Reserves             | -                 | -                 | -                 | -                 |
| Additional Fund Revenue     | 123,062           | 110,508           | 122,502           | 132,099           |
| <b>Funding Source Total</b> | <b>\$ 205,496</b> | <b>\$ 204,706</b> | <b>\$ 218,749</b> | <b>\$ 235,642</b> |

| REVENUE DETAIL                      |              |                   |                   |                   |                   |
|-------------------------------------|--------------|-------------------|-------------------|-------------------|-------------------|
| Description                         | Fund / Acct. |                   |                   |                   |                   |
| County's Share of Nutrition Program | 4561         | \$ 63,069         | \$ 76,201         | \$ 47,409         | \$ 51,171         |
| County's Share of Room Usage        | 4561         | -                 | -                 | 8,437             | 8,437             |
| County's Share of Personnel Costs   | 4561         | -                 | -                 | 21,401            | 23,935            |
| Meal Donations                      | 4816         | 19,365            | 17,997            | 19,000            | 20,000            |
| <b>Program Revenue</b>              |              | <b>\$ 82,433</b>  | <b>\$ 94,198</b>  | <b>\$ 96,247</b>  | <b>\$ 103,543</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>\$ 123,062</b> | <b>\$ 110,508</b> | <b>\$ 122,502</b> | <b>\$ 132,099</b> |
| <b>TOTAL FUNDING SOURCES</b>        |              | <b>\$ 205,496</b> | <b>\$ 204,706</b> | <b>\$ 218,749</b> | <b>\$ 235,642</b> |

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

**EXHIBIT B**  
**101.525**

| Description                                    | FY 2015 Actual   | FY 2016 Actual   | FY 2017 Adopted   | FY 2018 Adopted   |
|--|------------------|------------------|-------------------|-------------------|
| <b>7001</b> Personnel - Regular                | \$ 51,557        | \$ 39,821        | \$ 56,611         | \$ 55,755         |
| <b>7002</b> Personnel - Temporary              | 11,548           | 27,482           | 14,280            | 15,420            |
| <b>7003</b> Personnel - Overtime               | 38               | -                | -                 | -                 |
| <b>7005</b> Personnel - POST                   | -                | -                | -                 | -                 |
| <b>7103</b> Personnel - Holiday Pay            | -                | -                | -                 | -                 |
| <b>Total Salaries</b>                          | <b>\$ 63,143</b> | <b>\$ 67,303</b> | <b>\$ 70,891</b>  | <b>\$ 71,175</b>  |
| <b>7104</b> Meal Allowance                     | \$ -             | \$ -             | \$ -              | \$ -              |
| <b>7105</b> Uniform Allowance                  | 90               | 90               | 90                | 90                |
| <b>7106</b> Retirement                         | 8,891            | 7,585            | 10,753            | 10,923            |
| <b>7107</b> Dental Insurance                   | 2,659            | 1,391            | 1,723             | 2,816             |
| <b>7108</b> Group Health Insurance             | 12,176           | 7,182            | 12,323            | 19,340            |
| <b>7109</b> Group Life Insurance               | 251              | 112              | 161               | 251               |
| <b>7110</b> Workers' Compensation Insurance    | 1,207            | 1,421            | 1,812             | 1,373             |
| <b>7112</b> Group Disability Insurance         | 446              | 316              | 621               | 984               |
| <b>7113</b> Medicare                           | 989              | 1,030            | 1,030             | 873               |
| <b>7114</b> Auto Allowance                     | -                | -                | -                 | -                 |
| <b>7115</b> Cell Phone Allowance               | -                | -                | -                 | -                 |
| <b>7118</b> Other Benefits Pay                 | -                | -                | -                 | -                 |
| <b>7120</b> Sick Leave Payout                  | 1,680            | 933              | -                 | -                 |
| <b>7121</b> Leave Balance Payout               | 6,771            | 3,018            | -                 | -                 |
| <b>7122</b> Deferred Compensation Contribution | 1,108            | 661              | 1,105             | 1,105             |
| <b>7126</b> PARS 457 Retirement                | 150              | 357              | 186               | 200               |
| <b>Total Benefits</b>                          | <b>\$ 36,419</b> | <b>\$ 24,096</b> | <b>\$ 29,804</b>  | <b>\$ 37,955</b>  |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 99,562</b> | <b>\$ 91,399</b> | <b>\$ 100,695</b> | <b>\$ 109,130</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 2018<br>Adopted |
|--|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|  | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Nutrition Site Manager                 | 0.50                          | 0.50              | 0.50               | 0.50               | \$ 22,276          |
| Senior Services Supervisor *           | 0.20                          | 0.20              | 0.20               | 0.20               | 22,069             |
| Utility Worker **                      | 0.15                          | 0.15              | 0.15               | 0.15               | 11,410             |
| * 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>\$ 55,755</b>   |

| Temporary Personnel | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                     | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Relief Site Manager | 0.03                          | 0.03              | 0.03               | 0.04               | \$ 1,900           |
| Relief Food Server  | 0.03                          | 0.03              | -                  | -                  | -                  |
| Food Server         | 0.50                          | 0.50              | 0.50               | 0.50               | 13,520             |
| <b>TOTAL</b>        | <b>0.55</b>                   | <b>0.55</b>       | <b>0.53</b>        | <b>0.54</b>        | <b>\$ 15,420</b>   |

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

**EXHIBIT C**  
**101.525**

| Description   | FY 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 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                  | 14,834            | 15,809            | 19,470            | 19,903            |
| <b>7428</b> Maintenance of Buildings, Structures & Ground | -                 | -                 | -                 | -                 |
| <b>7429</b> Maintenance & Operation of Equipment          | -                 | -                 | -                 | -                 |
| <b>7430</b> Professional & Specialized Services           | -                 | -                 | -                 | -                 |
| <b>7431</b> Promotional Expense                           | -                 | -                 | -                 | -                 |
| <b>7432</b> Other Contractual Services                    | 91,097            | 97,483            | 98,584            | 106,609           |
| <b>7433</b> Insurance & Surety Bonds                      | -                 | -                 | -                 | -                 |
| <b>7434</b> Memberships, Dues, Books                      | -                 | -                 | -                 | -                 |
| <b>7435</b> Professional Development & Meetings           | -                 | -                 | -                 | -                 |
| <b>7437</b> Staff Development                             | 3                 | 15                | -                 | -                 |
| <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>\$ 105,934</b> | <b>\$ 113,306</b> | <b>\$ 118,054</b> | <b>\$ 126,512</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 wellness, independence and dignity of adults 50+, to enhance the quality of their lives and encourage their involvement within the community.**

**ONGOING RESPONSIBILITIES**

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2017 - 2018**

- Develop a 3-Year Action Plan to support the Age-Friendly City initiative
- Coordinate senior transportation pilot program (if approved)

**PERFORMANCE OUTCOMES**

|          | <b>Measure</b>   | <b>FY 15</b> | <b>FY 16</b>  | <b>FY 17</b>  |
|----------|--|--------------|---------------|---------------|
| <b>1</b> | Attain 90% or better of desired membership base of 1,200               | 77%<br>(928) | 92%<br>(1101) | 89%<br>(1073) |
| <b>2</b> | Attain 80% enrollment in all classes                                   | 88%          | 87%           | 80%           |
| <b>3</b> | 45% of class participants are residents                                | 46%          | 40%           | 40%           |
| <b>4</b> | 75% of surveyed participants rate activities as satisfactory or better | 96%          | 90%           | 80%           |
| <b>5</b> | Ratio of gross revenues to division direct expenses is 40% or greater  | 39%          | 47%           | 47%           |

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

**EXHIBIT A**  
**101.526**

| Description                                     | FY 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 Adopted   |
|---|-------------------|-------------------|-------------------|-------------------|
| Employee Services (Exhibit B)                   | \$ 463,989        | \$ 482,912        | \$ 513,903        | \$ 533,666        |
| Supplies, Services & Capital Outlay (Exhibit C) | 165,508           | 155,929           | 155,714           | 167,066           |
| Debt Service (Exhibit D)                        | -                 | -                 | -                 | -                 |
| Total Before Transfers                          | 629,497           | 638,841           | 669,617           | 700,732           |
| Transfers Out (Exhibit E)                       | -                 | -                 | -                 | -                 |
| <b>Appropriation Total</b>                      | <b>\$ 629,497</b> | <b>\$ 638,841</b> | <b>\$ 669,617</b> | <b>\$ 700,732</b> |

| FUNDING SOURCE(s)           |                   |                   |                   |                   |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| Program Revenue             | \$ 318,591        | \$ 295,481        | \$ 311,059        | \$ 343,797        |
| Transfers from Other Funds  | -                 | -                 | -                 | -                 |
| Use of Reserves             | -                 | -                 | -                 | -                 |
| Additional Fund Revenue     | 310,906           | 343,360           | 358,558           | 356,935           |
| <b>Funding Source Total</b> | <b>\$ 629,497</b> | <b>\$ 638,841</b> | <b>\$ 669,617</b> | <b>\$ 700,732</b> |

| REVENUE DETAIL                    |              |                   |                   |                   |                   |
|-----------------------------------|--------------|-------------------|-------------------|-------------------|-------------------|
| Description                       | Fund / Acct. |                   |                   |                   |                   |
| Classes                           | 4612         | \$ 179,855        | \$ 172,200        | \$ 186,854        | \$ 218,672        |
| Fund Raiser                       | 4625         | 1,280             | 1,394             | -                 | -                 |
| Program Fees                      | 4626         | 137,456           | 121,887           | 124,205           | 125,125           |
| <b>Program Revenue</b>            |              | <b>\$ 318,591</b> | <b>\$ 295,481</b> | <b>\$ 311,059</b> | <b>\$ 343,797</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>\$ 310,906</b> | <b>\$ 343,360</b> | <b>\$ 358,558</b> | <b>\$ 356,935</b> |
|                                   |              |                   |                   |                   |                   |
| <b>TOTAL FUNDING SOURCES</b>      |              | <b>\$ 629,497</b> | <b>\$ 638,841</b> | <b>\$ 669,617</b> | <b>\$ 700,732</b> |

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

**EXHIBIT B**  
**101.526**

| Description                                    | FY 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 Adopted   |
|--|-------------------|-------------------|-------------------|-------------------|
| <b>7001</b> Personnel - Regular                | \$ 227,727        | \$ 247,551        | \$ 250,481        | \$ 241,085        |
| <b>7002</b> Personnel - Temporary              | 130,682           | 122,243           | 146,416           | 176,824           |
| <b>7003</b> Personnel - Overtime               | 38                | 54                | -                 | -                 |
| <b>7005</b> Personnel - POST                   | -                 | -                 | -                 | -                 |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                 | -                 |
| <b>Total Salaries</b>                          | <b>\$ 358,448</b> | <b>\$ 369,848</b> | <b>\$ 396,897</b> | <b>\$ 417,909</b> |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -              | \$ -              |
| <b>7105</b> Uniform Allowance                  | 90                | 90                | 90                | 90                |
| <b>7106</b> Retirement                         | 39,421            | 46,843            | 47,501            | 47,175            |
| <b>7107</b> Dental Insurance                   | 5,815             | 5,989             | 5,974             | 6,154             |
| <b>7108</b> Group Health Insurance             | 41,392            | 42,040            | 42,215            | 42,262            |
| <b>7109</b> Group Life Insurance               | 549               | 549               | 549               | 549               |
| <b>7110</b> Workers' Compensation Insurance    | 4,805             | 5,605             | 7,033             | 5,182             |
| <b>7111</b> Unemployment Insurance             | -                 | -                 | -                 | -                 |
| <b>7112</b> Group Disability Insurance         | 1,786             | 2,139             | 2,151             | 2,150             |
| <b>7113</b> Medicare                           | 4,056             | 4,128             | 5,755             | 6,061             |
| <b>7114</b> Auto Allowance                     | -                 | -                 | -                 | -                 |
| <b>7115</b> Cell Phone Allowance               | -                 | -                 | -                 | -                 |
| <b>7118</b> Other Benefits Pay                 | 672               | -                 | -                 | -                 |
| <b>7120</b> Sick Leave Payout                  | 1,440             | -                 | -                 | -                 |
| <b>7121</b> Leave Balance Payout               | -                 | 232               | -                 | -                 |
| <b>7122</b> Deferred Compensation Contribution | 3,846             | 3,856             | 3,835             | 3,835             |
| <b>7126</b> PARS 457 Retirement                | 1,670             | 1,593             | 1,903             | 2,299             |
| <b>Total Benefits</b>                          | <b>\$ 105,542</b> | <b>\$ 113,064</b> | <b>\$ 117,006</b> | <b>\$ 115,757</b> |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 463,989</b> | <b>\$ 482,912</b> | <b>\$ 513,903</b> | <b>\$ 533,666</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 2018<br>Adopted |
|--|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|  | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Senior Services Supervisor *           | 0.80                          | 0.80              | 0.80               | 0.80               | \$ 88,275          |
| Recreation Program Coordinator         | 1.00                          | 1.00              | 1.00               | 1.00               | 85,988             |
| Office Assistant                       | 1.00                          | 1.00              | 1.00               | -                  | -                  |
| Utility Worker **                      | 0.15                          | 0.15              | 0.15               | 0.15               | 11,410             |
| Recreation Specialist ***              | -                             | -                 | -                  | 1.00               | 55,412             |
| * Balance in Program 525               |                               |                   |                    |                    |                    |
| ** Balance in Prog 525, 527, 531 & 532 |                               |                   |                    |                    |                    |
| *** Reclassed from Office Assistant    |                               |                   |                    |                    |                    |
| <b>TOTAL</b>                           | <b>2.95</b>                   | <b>2.95</b>       | <b>2.95</b>        | <b>2.95</b>        | <b>\$ 241,085</b>  |

| Temporary Personnel           | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|-------------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                               | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Lifeguard/Instructor          | 0.11                          | 0.11              | 0.13               | 0.23               | \$ 6,244           |
| Class Instructors             | 1.83                          | 1.83              | 1.82               | 1.93               | 120,410            |
| Clerical Relief               | 0.08                          | 0.08              | 0.08               | -                  | -                  |
| Recreation Specialist (Trips) | 0.22                          | 0.22              | 0.25               | -                  | -                  |
| Case Management Support       | -                             | -                 | 0.29               | 0.29               | 15,000             |
| Customer Service Clerks       | -                             | -                 | -                  | 1.00               | 35,170             |
| <b>TOTAL</b>                  | <b>2.24</b>                   | <b>2.24</b>       | <b>2.57</b>        | <b>3.45</b>        | <b>\$ 176,824</b>  |

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

**EXHIBIT C**  
**101.526**

| Description  | FY 2015 Actual | FY 2016 Actual | FY 2017 Adopted | FY 2018 Adopted |
|--|----------------|----------------|-----------------|-----------------|
| 7420 Utilities - Electricity/Gas/Water               | -              | -              | -               | -               |
| 7421 Communications - Phones                         | -              | -              | -               | -               |
| 7423 Clothing & Personal Expense                     | -              | -              | -               | -               |
| 7424 Office Expense                                  | 7,161          | 11,728         | 7,196           | 9,746           |
| 7425 Minor Tools & Equipment                         | -              | -              | -               | -               |
| 7427 Special Departmental Expense                    | 10,821         | 2,290          | 2,830           | 22,850          |
| 7428 Maint of Buildings, Structures & Grounds        | -              | -              | -               | -               |
| 7429 Maintenance & Operation of Equipment            | 294            | 182            | 200             | 300             |
| 7430 Professional & Specialized Services             | -              | -              | -               | -               |
| 7431 Promotional Expense                             | -              | -              | -               | -               |
| 7432 Other Contractual Services                      | 11,788         | 7,417          | 7,500           | 6,003           |
| 7433 Insurance & Surety Bonds                        | -              | -              | -               | -               |
| 7434 Memberships, Dues, Books                        | 375            | 483            | 405             | 415             |
| 7435 Professional Development & Meetings             | -              | -              | -               | -               |
| 7437 Staff Development                               | 53             | 197            | -               | -               |
| 7438 Other Charges                                   | 10,093         | 9,844          | 10,500          | 8,000           |
| 7439 Bad Debts                                       | -              | -              | -               | -               |
| 7440 Fees Paid to State                              | -              | -              | -               | -               |
| 7441 Special Community Service                       | 90,675         | 85,321         | 86,800          | 84,700          |
| 7442 Insurance Claims Expense                        | -              | -              | -               | -               |
| 7550 User Charges - Motor Pool                       | -              | 50             | 50              | 50              |
| 7551 User Charges - IT Pool                          | 34,248         | 38,417         | 40,233          | 35,002          |
| 7884 Machinery & Equipment                           | -              | -              | -               | -               |
|  |                |                |                 |                 |
|  |                |                |                 |                 |
| <b>Total Supplies, Services &amp; Capital Outlay</b> | <b>165,508</b> | <b>155,929</b> | <b>155,714</b>  | <b>167,066</b>  |

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

EXHIBIT C-1  
 101.526  
 Page 1

| Description   | FY 2018<br>Adopted |
|---|--------------------|
| <b>7424 <u>Office Expense</u></b>                           |                    |
| Newsletter Mailing & Permit                                 | \$ 1,120           |
| Office Supplies   | 200                |
| Printing of Membership Cards & Highlights Flyer             | 1,000              |
| Printing of Monthly Newsletter                              | 7,426              |
|   | <b>9,746</b>       |
| <b>7427 <u>Special Departmental Expense</u></b>             |                    |
| Senior Transportation Pilot Program                         | 20,000             |
| Recreation Program Supplies                                 | 2,850              |
|   | <b>22,850</b>      |
| <b>7429 <u>Maintenance &amp; Operation of Equipment</u></b> |                    |
| Piano Tuning, TV, DVD, Pool Table Repair, Keyboard, Etc.    | <b>300</b>         |
| <b>7432 <u>Other Contractual Services</u></b>               |                    |
| Payment for Contract Class Instructors                      | <b>6,003</b>       |
| <b>7434 <u>Memberships, Dues, Books</u></b>                 |                    |
| Dues - Supervisor & Coordinator                             | <b>405</b>         |
| <b>7438 <u>Other Charges</u></b>                            |                    |
| Active Fees and Charges                                     | <b>8,000</b>       |
| <b>7441 <u>Special Community Service</u></b>                |                    |
| Program Expenses for Special Events/Fund Raisers            | 4,700              |
| Program Expenses for Trips                                  | 80,000             |
|   | <b>84,700</b>      |
| <b>7550 <u>User Charges - Motor Pool</u></b>                |                    |
| Use of City Pool Vehicles                                   | <b>50</b>          |
| <b>7551 <u>User Charges - IT Pool</u></b>                   |                    |
| Use of Computer Hardware/Software; Phones & Photocopier/Fax | <b>35,002</b>      |
| <b>TOTAL</b>  | <b>\$ 147,056</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 15</b> | <b>FY 16</b> | <b>FY 17</b> |
|----------|---|--------------|--------------|--------------|
| <b>1</b> | 80% of available short-term rental space is scheduled | 52%          | 55%          | 60%          |
| <b>2</b> | 50% of available athletic field time is reserved      | 50%          | 47%          | 43%          |

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

**EXHIBIT A**  
**101.527**

| Description                                     | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|-------------------|-------------------|--------------------|--------------------|
| Employee Services (Exhibit B)                   | \$ 459,685        | \$ 484,028        | \$ 545,919         | \$ 578,801         |
| Supplies, Services & Capital Outlay (Exhibit C) | 417,401           | 354,528           | 304,629            | 332,147            |
| Debt Service (Exhibit D)                        | -                 | -                 | -                  | -                  |
| Total Before Transfers                          | 877,086           | 838,556           | 850,548            | 910,948            |
| Transfers Out (Exhibit E)                       | -                 | -                 | -                  | -                  |
| <b>Appropriation Total</b>                      | <b>\$ 877,086</b> | <b>\$ 838,556</b> | <b>\$ 850,548</b>  | <b>\$ 910,948</b>  |

| FUNDING SOURCE(s)           |                   |                   |                   |                   |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| Program Revenue             | \$ 647,139        | \$ 727,526        | \$ 628,497        | \$ 674,440        |
| Transfers from Other Funds  | -                 | -                 | -                 | -                 |
| Use of Reserves             | -                 | -                 | 20,000            | -                 |
| Additional Fund Revenue     | 229,946           | 111,030           | 202,051           | 236,508           |
| <b>Funding Source Total</b> | <b>\$ 877,085</b> | <b>\$ 838,556</b> | <b>\$ 850,548</b> | <b>\$ 910,948</b> |

| REVENUE DETAIL                    |              |                   |                   |                   |                   |
|-----------------------------------|--------------|-------------------|-------------------|-------------------|-------------------|
| Description                       | Fund / Acct. |                   |                   |                   |                   |
| Program Fees-Picnic Fees          | 4616         | \$ 25,115         | \$ 26,493         | \$ 28,420         | \$ 25,930         |
| Community Group Sponsored Event   | 4630         | -                 | 1,535             | 4,910             | 4,910             |
| Tenant Lease Income               | 4810         | 2,630             | 2,473             | -                 | -                 |
| Other Rental Income               | 4819         | 608,364           | 679,828           | 581,567           | 630,000           |
| Other Income                      | 4965         | 1,239             | 2,469             | 3,800             | 3,800             |
| Vending Machine Concession        | 4627         | 2,447             | 2,250             | 2,400             | 2,400             |
| Summer Concerts                   | 4645         | 7,345             | 12,478            | 7,400             | 7,400             |
| <b>Program Revenue</b>            |              | <b>\$ 647,139</b> | <b>\$ 727,526</b> | <b>\$ 628,497</b> | <b>\$ 674,440</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>\$ 20,000</b>  | <b>\$ -</b>       |
| <b>Additional Fund Subsidy</b>    |              | <b>\$ 229,946</b> | <b>\$ 111,030</b> | <b>\$ 202,051</b> | <b>\$ 236,508</b> |
| <b>TOTAL FUNDING SOURCES</b>      |              | <b>\$ 877,085</b> | <b>\$ 838,556</b> | <b>\$ 850,548</b> | <b>\$ 910,948</b> |

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

**EXHIBIT B**  
**101.527**

| Description                                    | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| <b>7001</b> Personnel - Regular                | \$ 250,750        | \$ 279,252        | \$ 281,071         | \$ 301,814         |
| <b>7002</b> Personnel - Temporary              | 80,320            | 61,863            | 122,418            | 130,310            |
| <b>7003</b> Personnel - Overtime               | 609               | 1,169             | 1,000              | 1,000              |
| <b>7005</b> Personnel - POST                   | -                 | -                 | -                  | -                  |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                  | -                  |
| <b>Total Salaries</b>                          | <b>\$ 331,678</b> | <b>\$ 342,283</b> | <b>\$ 404,489</b>  | <b>\$ 433,124</b>  |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -               | \$ -               |
| <b>7105</b> Uniform Allowance                  | 360               | 960               | 720                | 960                |
| <b>7106</b> Retirement                         | 43,464            | 52,928            | 53,977             | 59,733             |
| <b>7107</b> Dental Insurance                   | 6,934             | 7,484             | 7,290              | 7,510              |
| <b>7108</b> Group Health Insurance             | 49,053            | 52,975            | 51,516             | 51,574             |
| <b>7109</b> Group Life Insurance               | 654               | 686               | 670                | 670                |
| <b>7110</b> Workers' Compensation Insurance    | 7,071             | 8,089             | 10,203             | 7,315              |
| <b>7112</b> Group Disability Insurance         | 2,032             | 2,599             | 2,624              | 2,626              |
| <b>7113</b> Medicare                           | 5,030             | 5,016             | 5,721              | 6,315              |
| <b>7114</b> Auto Allowance                     | -                 | -                 | -                  | -                  |
| <b>7115</b> Cell Phone Allowance               | -                 | -                 | -                  | -                  |
| <b>7118</b> Other Benefits Pay                 | 1,264             | -                 | 2,600              | 2,600              |
| <b>7120</b> Sick Leave Payout                  | -                 | -                 | -                  | -                  |
| <b>7121</b> Leave Balance Payout               | 6,523             | 5,472             | -                  | -                  |
| <b>7122</b> Deferred Compensation Contribution | 4,571             | 4,717             | 4,680              | 4,680              |
| <b>7126</b> PARS 457 Retirement                | 1,050             | 819               | 1,429              | 1,694              |
| <b>Total Benefits</b>                          | <b>\$ 128,006</b> | <b>\$ 141,745</b> | <b>\$ 141,430</b>  | <b>\$ 145,677</b>  |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 459,685</b> | <b>\$ 484,028</b> | <b>\$ 545,919</b>  | <b>\$ 578,801</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 2018 Adopted   |
|---|-------------------------------|----------------|-----------------|-----------------|-------------------|
|   | FY 2015 Actual                | FY 2016 Actual | FY 2017 Adopted | FY 2018 Adopted |                   |
| Recreation Supervisor *                 | 1.00                          | 1.00           | 1.00            | 1.00            | \$ 110,344        |
| Senior Office Assistant                 | 1.00                          | 1.00           | 1.00            | -               | -                 |
| Office Specialist **                    | -                             | -              | -               | 1.00            | 82,618            |
| Utility Worker ***                      | 0.60                          | 0.60           | 0.60            | 0.60            | 45,640            |
| Recreation Specialist (Facilities)      | 1.00                          | 1.00           | 1.00            | 1.00            | 63,212            |
| * Balance in Program 531                |                               |                |                 |                 |                   |
| ** Reclassed from Sr. Office Assistant  |                               |                |                 |                 |                   |
| *** Balance in Prog 525, 526, 531 & 532 |                               |                |                 |                 |                   |
|   | <b>3.60</b>                   | <b>3.60</b>    | <b>3.60</b>     | <b>3.60</b>     | <b>\$ 301,814</b> |

| Temporary Personnel  | Full-Time Equivalents (FTE's) |                |                 |                 | FY 2018 Adopted   |
|----------------------|-------------------------------|----------------|-----------------|-----------------|-------------------|
|                      | FY 2015 Actual                | FY 2016 Actual | FY 2017 Adopted | FY 2018 Adopted |                   |
| Support Staff        | 0.08                          | 0.08           | 0.21            | 0.22            | \$ 7,880          |
| Building Attendants  | 3.00                          | 3.00           | 3.53            | 3.66            | 91,362            |
| Field Attendant      | 0.74                          | 0.74           | 0.74            | 0.74            | 18,588            |
| Reservations Support | -                             | -              | 0.38            | 0.38            | 12,480            |
| <b>TOTAL</b>         | <b>3.82</b>                   | <b>3.82</b>    | <b>4.86</b>     | <b>5.00</b>     | <b>\$ 130,310</b> |

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

**EXHIBIT C**  
**101.527**

| Description   | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|-------------------|-------------------|--------------------|--------------------|
| <b>7420</b> Utilities - Electricity/Gas/Water             | \$ 355,449        | \$ 293,582        | \$ 213,352         | \$ 253,940         |
| <b>7421</b> Communications - Phones                       | 4,230             | 3,180             | 3,480              | 3,480              |
| <b>7423</b> Clothing & Personal Expense                   | 972               | 454               | 900                | 900                |
| <b>7424</b> Office Expense                                | -                 | -                 | -                  | -                  |
| <b>7425</b> Minor Tools & Equipment                       | 4,603             | 2,079             | 7,400              | 8,900              |
| <b>7427</b> Special Departmental Expense                  | 2,796             | 3,611             | 23,000             | 8,200              |
| <b>7428</b> Maintenance of Buildings, Structures & Ground | -                 | -                 | -                  | -                  |
| <b>7429</b> Maintenance & Operation of Equipment          | 3,560             | 567               | 3,700              | 2,400              |
| <b>7430</b> Professional & Specialized Services           | -                 | -                 | -                  | -                  |
| <b>7431</b> Promotional Expense                           | 177               | 221               | 500                | 500                |
| <b>7432</b> Other Contractual Services                    | -                 | -                 | -                  | -                  |
| <b>7433</b> Insurance & Surety Bonds                      | -                 | -                 | -                  | -                  |
| <b>7434</b> Memberships, Dues, Books                      | 150               | 237               | 175                | 175                |
| <b>7435</b> Professional Development & Meetings           | -                 | -                 | -                  | -                  |
| <b>7437</b> Staff Development                             | -                 | 120               | -                  | -                  |
| <b>7438</b> Other Charges                                 | 15,906            | 16,534            | 17,000             | 17,000             |
| <b>7439</b> Bad Debts                                     | -                 | -                 | -                  | -                  |
| <b>7440</b> Fees Paid to State                            | -                 | -                 | -                  | -                  |
| <b>7441</b> Special Community Services                    | 6,726             | 8,332             | 8,300              | 8,650              |
| <b>7442</b> Insurance Claims Expense                      | -                 | -                 | -                  | -                  |
| <b>7550</b> User Charges - Motor Pool                     | -                 | -                 | -                  | -                  |
| <b>7551</b> User Charges - IT Pool                        | 22,832            | 25,611            | 26,822             | 28,002             |
| <b>7884</b> Machinery & Equipment                         | -                 | -                 | -                  | -                  |
|   |                   |                   |                    |                    |
| <b>Total Supplies, Services &amp; Capital Outlay</b>      | <b>\$ 417,401</b> | <b>\$ 354,528</b> | <b>\$ 304,629</b>  | <b>\$ 332,147</b>  |

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

**EXHIBIT C-1**  
**101.527**  
**Page 1**

| Description  | FY 2018<br>Adopted |
|--|--------------------|
| <b><u>7420</u> Utilities - Electricity/Gas/Water</b>                                     |                    |
| PG&E (Community Center) *  | \$ 190,000         |
| Sewer (Community Center)   | 5,613              |
| Water (Community Center)   | 58,327             |
|  | <b>253,940</b>     |
| <b><u>7421</u> Communications - Phones</b>   |                    |
| Cell Phones for Field Attendants & Building Attendants                                   | 360                |
| Comcast Internet Services  | 3,120              |
|  | <b>3,480</b>       |
| <b><u>7423</u> Clothing &amp; Personal Expense</b>                                       |                    |
| Shirts & Sweatshirts for Part-Time Staff   | <b>900</b>         |
| <b><u>7425</u> Minor Tools &amp; Equipment</b>   |                    |
| AED for Q80 (one-time purchase)  | 1,500              |
| Meeting Room Equip. (Portable Whiteboard, Mic Cords, Surge Protectors, Ext. Cords, etc.) | 2,400              |
| Replacement Signs (New Tenants, Vandalism Replacement)                                   | 5,000              |
|  | <b>8,900</b>       |
| <b><u>7427</u> Special Departmental Expense</b>  |                    |
| Meeting Supplies   | 200                |
| Miscellaneous Batteries, Flashlights, Emergency Preparedness, Etc.                       | 500                |
| Miscellaneous OCBH equipment   | 1,100              |
| Tables (Replacement)   | 1,400              |
| Safety, First Aid, Personal Protective Equipment (PPE)                                   | 1,800              |
| Special Event Supplies (one-time purchase)   | 3,200              |
|  | <b>8,200</b>       |
| <b><u>7429</u> Maintenance &amp; Operation of Equipment</b>                              |                    |
| Repairs to Microphones, TV's, PA's, AV Equipment, Piano Tuning, etc.                     | 1,050              |
| LCD Projector Replacement Lamps in OCBH  | 1,350              |
|  | <b>2,400</b>       |
| * Portion attributable to Heritage Theatre transferred to Program 529                    |                    |
| <b>SUBTOTAL page 1</b>   | <b>\$ 277,820</b>  |

| Description  | FY 2018<br>Adopted |
|--|--------------------|
| <b><u>7431 Promotional Expense</u></b><br>Calendars - Holiday Cards to Renters / Tenants                 | \$ 500             |
| <b><u>7434 Memberships, Dues, Books</u></b><br>California Park & Recreation Society (CPRS)               | 175                |
| <b><u>7438 Other Charges</u></b><br>Active Fees and Charges  | 17,000             |
| <b><u>7441 Special Community Services</u></b><br>(9) Concert Bands, Supplies, Porta-Potties              | 8,650              |
| <b><u>7551 User Charges - IT Pool</u></b><br>Use of Computer Hardware/Software; Phones & Photocopier/Fax | 26,822             |
| <b>SUBTOTAL page 2</b>   | <b>53,147</b>      |
| <b>TOTAL Exhibit C-1</b>   | <b>\$ 330,967</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 2017 - 2018**

- Revise the Museum rental program to increase usage of the Ainsley Garden and establish guidelines for renting the Carriage House

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

**PERFORMANCE OUTCOMES**

|          | <b>Measure</b>  | <b>FY 15</b>                      | <b>FY 16</b>                      | <b>FY 17</b>                    |
|----------|---|-----------------------------------|-----------------------------------|---------------------------------|
| <b>1</b> | Ainsley Gardens are rented 75% of the time during peak available days   | 50%<br>22/44                      | 53%<br>23/44                      | 32%<br>14/44                    |
| <b>2</b> | Museum Education reaches 5,000 school children annually (on site field trips and off site outreach)   | 5,501                             | 5,379                             | 5,375                           |
| <b>3</b> | Visitor & event attendance reaches goals (5,000 total ):<br>- Ainsley House visitors* - 1,500<br>- Historical Museum visitors* - 500<br>- Ainsley House Garden Events - 3,000<br>*general public and museum members | 4,710<br>•1,669<br>•628<br>•2,413 | 4,974<br>•1,906<br>•999<br>•2,066 | 4,953<br>•2335<br>•813<br>•1805 |
| <b>4</b> | Museum volunteers complete 4,000 volunteer hours annually   | 4,203                             | 4,748                             | 5,392                           |
| <b>5</b> | 50% of museum donations are processed for accession into the collection within one year of donation   | 63%                               | 76%                               | 73%                             |

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

**EXHIBIT A**  
**101.528**

| Description                                     | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|-------------------|-------------------|--------------------|--------------------|
| Employee Services (Exhibit B)                   | \$ 215,934        | \$ 246,913        | \$ 239,116         | \$ 274,912         |
| Supplies, Services & Capital Outlay (Exhibit C) | 88,342            | 100,744           | 146,689            | 121,537            |
| Debt Service (Exhibit D)                        | -                 | -                 | -                  | -                  |
| Total Before Transfers                          | 304,276           | 347,657           | 385,805            | 396,449            |
| Transfers Out (Exhibit E)                       | -                 | -                 | -                  | -                  |
| <b>Appropriation Total</b>                      | <b>\$ 304,276</b> | <b>\$ 347,657</b> | <b>\$ 385,805</b>  | <b>\$ 396,449</b>  |

| FUNDING SOURCE(s)           |                   |                   |                   |                   |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| Program Revenue             | \$ 69,317         | \$ 69,633         | \$ 74,410         | \$ 62,666         |
| Transfers from Other Funds  | -                 | -                 | -                 | -                 |
| Use of Reserves             | -                 | -                 | -                 | -                 |
| Additional Fund Revenue     | 234,959           | 278,024           | 311,395           | 333,783           |
| <b>Funding Source Total</b> | <b>\$ 304,276</b> | <b>\$ 347,657</b> | <b>\$ 385,805</b> | <b>\$ 396,449</b> |

| REVENUE DETAIL                    |              |                   |                   |                   |                   |
|-----------------------------------|--------------|-------------------|-------------------|-------------------|-------------------|
| Description                       | Fund / Acct. |                   |                   |                   |                   |
| Program Fees                      | 4609         | \$ 28,763         | 31,354            | \$ 28,685         | \$ 27,036         |
| Rental Fees                       | 4610         | 33,192            | 29,864            | 38,725            | 28,630            |
| Admission Fees                    | 4611         | 7,362             | 8,415             | 7,000             | 7,000             |
| <b>Program Revenue</b>            |              | <b>\$ 69,317</b>  | <b>\$ 69,633</b>  | <b>\$ 74,410</b>  | <b>\$ 62,666</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>\$ 234,959</b> | <b>\$ 278,024</b> | <b>\$ 311,395</b> | <b>\$ 333,783</b> |
| <b>TOTAL FUNDING SOURCES</b>      |              | <b>\$ 304,276</b> | <b>\$ 347,657</b> | <b>\$ 385,805</b> | <b>\$ 396,449</b> |

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

**EXHIBIT B**  
**101.528**

| Description                                    | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| <b>7001</b> Personnel - Regular                | \$ 103,954        | \$ 118,295        | \$ 118,998         | \$ 141,934         |
| <b>7002</b> Personnel - Temporary              | 57,172            | 67,232            | 58,919             | 63,035             |
| <b>7003</b> Personnel - Overtime               | 60                | -                 | -                  | 60                 |
| <b>7005</b> Personnel - POST                   | -                 | -                 | -                  | -                  |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                  | -                  |
| <b>Total Salaries</b>                          | <b>\$ 161,186</b> | <b>\$ 185,527</b> | <b>\$ 177,917</b>  | <b>\$ 205,029</b>  |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -               | \$ -               |
| <b>7105</b> Uniform Allowance                  | -                 | -                 | -                  | -                  |
| <b>7106</b> Retirement                         | 17,908            | 22,403            | 22,567             | 27,763             |
| <b>7107</b> Dental Insurance                   | 3,778             | 4,061             | 4,050              | 4,172              |
| <b>7108</b> Group Health Insurance             | 23,002            | 24,652            | 25,043             | 28,652             |
| <b>7109</b> Group Life Insurance               | 341               | 372               | 326                | 372                |
| <b>7110</b> Workers' Compensation Insurance    | 1,537             | 1,932             | 2,317              | 1,700              |
| <b>7112</b> Group Disability Insurance         | 1,026             | 1,400             | 1,276              | 1,458              |
| <b>7113</b> Medicare                           | 2,217             | 2,767             | 2,579              | 2,672              |
| <b>7114</b> Auto Allowance                     | -                 | -                 | -                  | -                  |
| <b>7115</b> Cell Phone Allowance               | -                 | -                 | -                  | -                  |
| <b>7118</b> Other Benefits Pay                 | -                 | 626               | -                  | -                  |
| <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 | 2,031             | 2,288             | 2,275              | 2,275              |
| <b>7126</b> PARS 457 Retirement                | 744               | 887               | 766                | 819                |
| <b>Total Benefits</b>                          | <b>\$ 54,748</b>  | <b>\$ 61,387</b>  | <b>\$ 61,199</b>   | <b>\$ 69,883</b>   |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 215,934</b> | <b>\$ 246,913</b> | <b>\$ 239,116</b>  | <b>\$ 274,912</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 2018<br>Adopted |
|--|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|  | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Senior Museum Specialist               | 1.00                          | 1.00              | 0.75               | -                  | \$ -               |
| Recreation Supervisor *                | -                             | -                 | -                  | 0.75               | 82,758             |
| Museum Collections Specialist          | 1.00                          | 1.00              | 1.00               | 1.00               | 59,176             |
| * Reclassed from Sr. Museum Specialist |                               |                   |                    |                    |                    |
| <b>TOTAL</b>                           | <b>2.00</b>                   | <b>2.00</b>       | <b>1.75</b>        | <b>1.75</b>        | <b>\$ 141,934</b>  |

| Temporary Personnel                 | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|-------------------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                                     | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Facility Attendant Staff            | 0.19                          | 0.19              | 0.20               | 0.16               | \$ 4,219           |
| Building Attendant (Museum Support) | 0.02                          | 0.02              | 0.02               | 0.02               | 576                |
| Program Assistant                   | 0.38                          | 0.38              | 0.88               | 1.10               | 33,240             |
| Event Coordinator                   | -                             | -                 | 0.47               | 0.47               | 15,000             |
| Guest Services Associate            | -                             | -                 | 0.47               | 0.45               | 10,000             |
| <b>TOTAL</b>                        | <b>0.59</b>                   | <b>0.59</b>       | <b>2.04</b>        | <b>2.20</b>        | <b>\$ 63,035</b>   |

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

**EXHIBIT C**  
**101.528**

| Description  | FY 2015 Actual   | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 Adopted   |
|--|------------------|-------------------|-------------------|-------------------|
| 7420 Utilities - Electricity/Gas/Water               | \$ 21,269        | \$ 17,140         | \$ 21,000         | \$ 21,000         |
| 7421 Communications - Phones                         | 905              | 936               | 800               | 800               |
| 7422 Advertising                                     | 760              | -                 | -                 | -                 |
| 7423 Clothing & Personal Expense                     | -                | -                 | -                 | -                 |
| 7424 Office Expense                                  | 688              | 981               | 1,000             | 1,000             |
| 7425 Minor Tools & Equipment                         | -                | -                 | -                 | -                 |
| 7427 Special Departmental Expense                    | 21,695           | 34,761            | 75,065            | 33,950            |
| 7428 Maintenance of Buildings, Structures & Ground   | -                | -                 | -                 | -                 |
| 7429 Maintenance & Operation of Equipment            | 755              | -                 | 1,000             | 1,000             |
| 7430 Professional & Specialized Services             | -                | -                 | -                 | -                 |
| 7431 Promotional Expense                             | 1,032            | 2,400             | 2,300             | 2,650             |
| 7432 Other Contractual Services                      | 15,876           | 16,008            | 16,902            | 16,934            |
| 7433 Insurance & Surety Bonds                        | -                | -                 | -                 | -                 |
| 7434 Memberships, Dues, Books                        | 948              | 610               | 1,000             | 1,000             |
| 7435 Professional Development & Meetings             | -                | -                 | -                 | -                 |
| 7437 Staff Development                               | 473              | 1,167             | -                 | -                 |
| 7438 Other Charges                                   | 1,065            | 1,129             | 800               | 1,200             |
| 7439 Bad Debts                                       | -                | -                 | -                 | -                 |
| 7440 Fees Paid to State                              | -                | -                 | -                 | -                 |
| 7442 Insurance Claims Expense                        | -                | -                 | -                 | -                 |
| 7550 User Charges - Motor Pool                       | 43               | -                 | -                 | -                 |
| 7551 User Charges - IT Pool                          | 22,832           | 25,611            | 26,822            | 42,003            |
| 7884 Machinery & Equipment                           | -                | -                 | -                 | -                 |
|  |                  |                   |                   |                   |
| <b>Total Supplies, Services &amp; Capital Outlay</b> | <b>\$ 88,342</b> | <b>\$ 100,744</b> | <b>\$ 146,689</b> | <b>\$ 121,537</b> |

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

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

| Description  | FY 2018<br>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              |
| Educational Programs   | 8,950              |
| Exhibit Expenses   | 12,000             |
| Garden Supplies  | 500                |
| Lecture Program Supplies   | 1,000              |
| Other Program Supplies (Family Fun Spooky Night, Open House)             | 1,100              |
| Volunteer Training Supplies  | 400                |
|  | <b>33,950</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      |                    |
| Education Brochure, Wedding Brochure, Ainsley House Visitor Brochure     |                    |
|  | <b>2,650</b>       |
| <b>SUBTOTAL page 1</b>   | <b>\$ 60,400</b>   |

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

**EXHIBIT C-1**  
**101.528**  
**Page 2**

| Description   | FY 2018<br>Adopted |
|---|--------------------|
| <b>7432 Other Contractual Services</b>                      |                    |
| Awning Cleaning   | \$ 782             |
| Museum Custodial Services                                   | 16,152             |
|   | <b>16,934</b>      |
| <b>7434 Memberships, Dues, Books</b>                        |                    |
| Books / Dues  | <b>1,000</b>       |
| <b>7438 Other Charges</b>                                   |                    |
| Active Net Fees & Charges                                   | <b>1,200</b>       |
| <b>7551 User Charges - IT Pool</b>                          |                    |
| Use of Computer Hardware/Software; Phones & Photocopier/Fax | <b>42,003</b>      |
| <b>SUBTOTAL page 2</b>                                      | <b>61,137</b>      |
| <b>TOTAL Exhibit C-1</b>                                    | <b>\$ 121,537</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.

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2017 – 2018**

- Implement maintenance and enhancement projects for the Heritage Theatre in conjunction with Building Maintenance

**PERFORMANCE OUTCOMES**

|          | <b>Measure</b>  | <b>FY 15</b>  | <b>FY 16</b>  | <b>FY 17</b>  |
|----------|---|---------------|---------------|---------------|
| <b>1</b> | 60% of all prime dates are booked.                                    | 51%<br>87/171 | 46%<br>81/178 | 54%<br>93/172 |
| <b>2</b> | Sponsorship revenue is 7% of overall Theatre expenses.                | 4%            | 4.7%          | 4.4%          |
| <b>3</b> | Ratio of gross revenues (net of P&E) to expenses is 70% or greater.   | 97%           | 79%           | 84%           |
| <b>4</b> | 75% of available tickets for City Season shows will be sold.          | 82%           | 94%           | 85%           |
| <b>5</b> | General Fund subsidy of Theatre Program to be \$200,000/year or less. | \$131,741     | \$206,026     | \$159,505     |

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

**EXHIBIT A**  
**101.529**

| Description                                     | FY 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 Adopted   |
|---|-------------------|-------------------|-------------------|-------------------|
| Employee Services (Exhibit B)                   | \$ -              | \$ -              | \$ -              | \$ -              |
| Supplies, Services & Capital Outlay (Exhibit C) | 804,865           | 818,027           | 936,490           | 913,198           |
| Debt Service (Exhibit D)                        | -                 | -                 | -                 | -                 |
| Total Before Transfers                          | 804,865           | 818,027           | 936,490           | 913,198           |
| Transfers Out (Exhibit E)                       | -                 | -                 | -                 | -                 |
| <b>Appropriation Total</b>                      | <b>\$ 804,865</b> | <b>\$ 818,027</b> | <b>\$ 936,490</b> | <b>\$ 913,198</b> |

| FUNDING SOURCE(s)           |                   |                   |                   |                   |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| Program Revenue             | \$ 673,124        | \$ 612,001        | \$ 696,880        | \$ 667,660        |
| Transfers from Other Funds  | -                 | -                 | -                 | -                 |
| Use of Reserves             | -                 | 6,026             | 39,610            | 45,538            |
| Additional Fund Revenue     | 131,741           | 200,000           | 200,000           | 200,000           |
| <b>Funding Source Total</b> | <b>\$ 804,865</b> | <b>\$ 818,027</b> | <b>\$ 936,490</b> | <b>\$ 913,198</b> |

| REVENUE DETAIL                     |              |                   |                   |                   |                   |
|------------------------------------|--------------|-------------------|-------------------|-------------------|-------------------|
| Description                        | Fund / Acct. |                   |                   |                   |                   |
| Theatre Revenue Donations          | 4631         | \$ 1,081          | \$ 3,827          | \$ 3,500          | \$ 2,000          |
| Preservation & Facility Surcharge  | 4632         | 66,121            | 53,071            | -                 | -                 |
| Facility Fee (Operating Revenue)   | 4633         | 11,703            | 14,987            | 17,559            | 16,922            |
| Concession & Merchandise           | 4643         | 3,543             | 2,909             | 3,125             | 3,125             |
| Ticket Sales                       | 4644         | 222,313           | 237,832           | 256,020           | 224,760           |
| Sponsorships                       | 4645         | 34,300            | 40,000            | 45,000            | 40,000            |
| Program Advertising                | 4646         | 4,075             | 6,617             | 7,500             | 6,500             |
| Theatre Rental Income              | 4819         | 375,197           | 305,829           | 364,176           | 374,353           |
| Other Revenue                      | 4965         | 20,912            | -                 | -                 | -                 |
| <b>Program Revenue</b>             |              | <b>\$ 673,124</b> | <b>\$ 612,001</b> | <b>\$ 696,880</b> | <b>\$ 667,660</b> |
| <b>Transfers from Other Funds</b>  |              | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       |
| Theatre Preservation & Enhancement | 3666         | \$ -              | \$ 6,026          | \$ 39,610         | \$ 45,538         |
| <b>Use of Fund Reserves</b>        |              | <b>\$ -</b>       | <b>\$ 6,026</b>   | <b>\$ 39,610</b>  | <b>\$ 45,538</b>  |
| <b>Additional Fund Subsidy</b>     |              | <b>\$ 131,741</b> | <b>\$ 200,000</b> | <b>\$ 200,000</b> | <b>\$ 200,000</b> |
| <b>TOTAL FUNDING SOURCES</b>       |              | <b>\$ 804,865</b> | <b>\$ 818,027</b> | <b>\$ 936,490</b> | <b>\$ 913,198</b> |

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

**EXHIBIT C**  
**101.529**

| Description  | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| <b>7420</b> Utilities - Electricity/Gas/Water        | \$ 38,753         | \$ 31,375         | \$ 34,890          | \$ 34,890          |
| <b>7421</b> Communications - Phones                  | 6,233             | 6,258             | 8,900              | 8,900              |
| <b>7422</b> Advertising                              | 46,865            | 38,608            | 58,700             | 50,700             |
| <b>7423</b> Clothing & Personal Expense              | -                 | -                 | -                  | -                  |
| <b>7424</b> Office Expense                           | 10,289            | 5,130             | 10,000             | 10,000             |
| <b>7425</b> Minor Tools & Equipment                  | 2,222             | -                 | 100                | 100                |
| <b>7427</b> Special Departmental Expense             | 23,564            | 25,080            | 54,320             | 43,320             |
| <b>7428</b> Maint of Buildings, Structures & Grounds | -                 | -                 | 1,300              | 1,300              |
| <b>7429</b> Maintenance & Operation of Equipment     | 8,007             | 12,220            | 6,600              | 6,600              |
| <b>7430</b> Professional & Specialized Services      | 562,313           | 579,211           | 638,432            | 631,272            |
| <b>7431</b> Promotional Expense                      | -                 | -                 | -                  | -                  |
| <b>7432</b> Other Contractual Services               | 21,945            | 23,658            | 30,095             | 31,114             |
| <b>7433</b> Insurance & Surety Bonds                 | 9,696             | 12,104            | 12,500             | 12,500             |
| <b>7434</b> Memberships, Dues, Books                 | -                 | -                 | -                  | -                  |
| <b>7435</b> Professional Development & Meetings      | -                 | -                 | -                  | -                  |
| <b>7437</b> Staff Development                        | -                 | -                 | -                  | -                  |
| <b>7438</b> Other Charges                            | 40,730            | 45,966            | 40,420             | 47,500             |
| <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                   | 34,248            | 38,417            | 40,233             | 35,002             |
| <b>7884</b> Machinery & Equipment                    | -                 | -                 | -                  | -                  |
|  |                   |                   |                    |                    |
|  |                   |                   |                    |                    |
|  |                   |                   |                    |                    |
| <b>Total Supplies, Services &amp; Capital Outlay</b> | <b>\$ 804,865</b> | <b>\$ 818,027</b> | <b>\$ 936,490</b>  | <b>\$ 913,198</b>  |

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

EXHIBIT C-1  
 101.529  
 Page 1

| Description   | FY 2018<br>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              | 49,200             |
| Theatre Marketing & Advertising                       | 1,500              |
|   | <b>50,700</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)                       | 7,500              |
| Performer Lodging                                     | 2,000              |
| Performer Transportation                              | 2,000              |
| Program Printing                                      | 6,000              |
| Special Equipment Rental                              | 22,300             |
|   | <b>43,320</b>      |
| <b>SUBTOTAL page 1</b>                                | <b>\$ 147,910</b>  |

| Description   | FY 2018<br>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                   | 206,982                  |
| Fund Development & Volunteer Expenses                               | 1,000                    |
| In-House Production Talent (Based on One Season)                    | 117,000                  |
| Other Reimbursable Expenses   | 700                      |
| Part-Time Labor (Technicians, Box Office Staff, Production Manager) | 303,390                  |
| On-going Operations:  |                          |
| Box Office & House Manager  | \$ 59,616                |
| Marketing/Media Relations   | 42,525                   |
| Production Manager  | 10,875                   |
| Technical Staff   | 20,444                   |
|   | <u>\$ 133,460</u>        |
| Reimbursable Labor:   |                          |
| Box Office @ Events   | \$ 16,241                |
| House Manager @ Events  | 33,048                   |
| Technical Staff   | 120,641                  |
|   | <u>\$ 169,930</u>        |
|   | <b><u>\$ 303,390</u></b> |
| Annual Research Fee   | 2,200                    |
|   | <b>631,272</b>           |
| <b>SUBTOTAL page 2</b>  | <b><u>\$ 639,172</u></b> |

| Description  | FY 2018<br>Adopted |
|--|--------------------|
| <b><u>7432 Other Contractual Services</u></b>  |                    |
| Box Office Ticketing Software Support  | \$ 4,900           |
| Carpet Cleaning  | 3,600              |
| Custodial Services & Upholstery Cleaning   | 19,314             |
| Security Services for In-House Productions   | 3,300              |
|  | <b>31,114</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.<br>License Fee (Based on 5 Shows & Rentals) | 3,500              |
| Credit Card Transaction & Bank Fees  | 18,000             |
| Internet Ticketing Fees  | 16,000             |
|  | <b>47,500</b>      |
| <b><u>7551 User Charges - IT Pool</u></b>  |                    |
| Use of Computer Hardware/Software; Phones & Photocopier/FAX  | <b>35,002</b>      |
| <b>SUBTOTAL page 3</b>   | <b>126,116</b>     |
| <b>TOTAL Exhibit C-1</b>   | <b>\$ 913,198</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 15</b> | <b>FY 16</b> | <b>FY 17</b> |
|----------|--|--------------|--------------|--------------|
| <b>1</b> | Attain 70% of capacity or better in all programs.                      | 58%          | 57%          | 60%          |
| <b>2</b> | 50% of participants are residents                                      | 50%          | 52%          | 48%          |
| <b>3</b> | 75% of surveyed participants rate activities as satisfactory or better | 90%          | 92%          | 89%          |
| <b>4</b> | Ratio of gross revenues to division expenses is 107% or greater.       | 102%         | 99.6%        | 53%          |
| <b>5</b> | Revenue for Drop-In Programs to exceed direct expenses by 50%.         | 52%          | 64%          | 120%         |

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

**EXHIBIT A**  
**101.531**

| Description                                     | FY 2015<br>Actual | FY 2016<br>Actual   | FY 2017<br>Adopted  | FY 2018<br>Adopted  |
|---|-------------------|---------------------|---------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ 763,296        | \$ 830,504          | \$ 877,058          | \$ 909,781          |
| Supplies, Services & Capital Outlay (Exhibit C) | 204,094           | 222,972             | 258,098             | 330,849             |
| Debt Service (Exhibit D)                        | -                 | -                   | -                   | -                   |
| Total Before Transfers                          | 967,390           | 1,053,476           | 1,135,156           | 1,240,630           |
| Transfers Out (Exhibit E)                       | -                 | -                   | -                   | -                   |
| <b>Appropriation Total</b>                      | <b>\$ 967,390</b> | <b>\$ 1,053,476</b> | <b>\$ 1,135,156</b> | <b>\$ 1,240,630</b> |

| FUNDING SOURCE(s)           |                   |                   |                     |                     |
|-----------------------------|-------------------|-------------------|---------------------|---------------------|
| Program Revenue             | \$ 963,321        | \$ 985,751        | \$ 973,994          | \$ 1,010,264        |
| Transfers from Other Funds  | 7,000             | 7,000             | -                   | -                   |
| Use of Reserves             | -                 | -                 | -                   | -                   |
| Additional Fund Revenue     | (2,931)           | -                 | 161,162             | 230,366             |
| <b>Funding Source Total</b> | <b>\$ 967,390</b> | <b>\$ 992,751</b> | <b>\$ 1,135,156</b> | <b>\$ 1,240,630</b> |

| REVENUE DETAIL                    |              |                   |                     |                     |                     |
|-----------------------------------|--------------|-------------------|---------------------|---------------------|---------------------|
| Description                       | Fund / Acct. |                   |                     |                     |                     |
| Program Fees:                     |              |                   |                     |                     |                     |
| Sports                            | 4613         | \$ 358,044        | \$ 386,541          | \$ 380,241          | \$ 429,287          |
| Aquatics                          | 4614         | 238,626           | 224,507             | 230,500             | 220,936             |
| Fitness                           | 4622         | 204,090           | 199,149             | 186,946             | 171,900             |
| Skate Park                        | 4628         | 26,895            | 27,622              | 26,969              | 28,951              |
| Summer Concerts *                 | 4645         | -                 | 387                 | -                   | -                   |
| Drop In Classes                   | 4629         | 135,666           | 147,545             | 149,338             | 159,190             |
| * Moved to Program 527 in FY 15   |              |                   |                     |                     |                     |
| <b>Program Revenue</b>            |              | <b>\$ 963,321</b> | <b>\$ 985,751</b>   | <b>\$ 973,994</b>   | <b>\$ 1,010,264</b> |
| Recreation Donations (Van Sickle) | 795          | \$ 7,000          | \$ 7,000            | \$ -                | \$ -                |
| <b>Transfers from Other Funds</b> |              | <b>\$ 7,000</b>   | <b>\$ 7,000</b>     | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>Additional Fund Subsidy</b>    |              | <b>\$ (2,931)</b> | <b>\$ 60,725</b>    | <b>\$ 161,162</b>   | <b>\$ 230,366</b>   |
| <b>TOTAL FUNDING SOURCES</b>      |              | <b>\$ 967,390</b> | <b>\$ 1,053,476</b> | <b>\$ 1,135,156</b> | <b>\$ 1,240,630</b> |

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

**EXHIBIT B**  
**101.531**

| Description                                    | FY 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 Adopted   |
|--|-------------------|-------------------|-------------------|-------------------|
| <b>7001</b> Personnel - Regular                | \$ 201,120        | \$ 236,085        | \$ 248,093        | \$ 265,546        |
| <b>7002</b> Personnel - Temporary              | 437,710           | 448,119           | 482,084           | 495,274           |
| <b>7003</b> Personnel - Overtime               | 38                | 558               | 2,000             | 2,000             |
| <b>7005</b> Personnel - POST                   | -                 | -                 | -                 | -                 |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                 | -                 |
| <b>Total Salaries</b>                          | <b>\$ 638,868</b> | <b>\$ 684,762</b> | <b>\$ 732,177</b> | <b>\$ 762,820</b> |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -              | \$ -              |
| <b>7105</b> Uniform Allowance                  | 30                | 30                | 30                | 30                |
| <b>7106</b> Retirement                         | 35,221            | 46,343            | 47,295            | 53,641            |
| <b>7107</b> Dental Insurance                   | 6,475             | 7,005             | 7,256             | 7,196             |
| <b>7108</b> Group Health Insurance             | 44,093            | 49,818            | 49,370            | 49,424            |
| <b>7109</b> Group Life Insurance               | 611               | 642               | 642               | 642               |
| <b>7110</b> Workers' Compensation Insurance    | 14,070            | 17,383            | 15,115            | 10,382            |
| <b>7112</b> Group Disability Insurance         | 1,791             | 2,463             | 2,515             | 2,515             |
| <b>7113</b> Medicare                           | 9,845             | 10,472            | 10,606            | 11,037            |
| <b>7114</b> Auto Allowance                     | -                 | -                 | -                 | -                 |
| <b>7115</b> Cell Phone Allowance               | -                 | -                 | -                 | -                 |
| <b>7118</b> Other Benefits Pay                 | 2,408             | 1,416             | 1,300             | 1,300             |
| <b>7119</b> Social Security                    | 19                | -                 | -                 | -                 |
| <b>7120</b> Sick Leave Payout                  | -                 | -                 | -                 | -                 |
| <b>7121</b> Leave Balance Payout               | -                 | 77                | -                 | -                 |
| <b>7122</b> Deferred Compensation Contribution | 4,254             | 4,403             | 4,485             | 4,355             |
| <b>7126</b> PARS 457 Retirement                | 5,610             | 5,690             | 6,267             | 6,439             |
| <b>Total Benefits</b>                          | <b>\$ 124,428</b> | <b>\$ 145,741</b> | <b>\$ 144,881</b> | <b>\$ 146,961</b> |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 763,296</b> | <b>\$ 830,504</b> | <b>\$ 877,058</b> | <b>\$ 909,781</b> |

## CITY OF CAMPBELL

## OPERATING BUDGET - Personnel Allocation

## PROGRAM : RECREATION &amp; COMMUNITY SERVICES - SPORTS, AQUATICS, FITNESS

EXHIBIT B-1

101.531

| Permanent Personnel                   | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---------------------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                                       | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Recreation Supervisor                 | 1.00                          | 1.00              | 1.00               | 1.00               | \$ 110,344         |
| Executive Assistant *                 | 0.40                          | -                 | -                  | -                  | -                  |
| Office Specialist *                   | 0.40                          | 0.40              | 0.40               | 0.40               | 33,047             |
| Utility Worker **                     | 0.05                          | 0.05              | 0.05               | 0.05               | 3,803              |
| Recreation Specialist (Aquatics)      | 1.00                          | 1.00              | 1.00               | 1.00               | 59,176             |
| Recreation Specialist (Fitness)       | 1.00                          | 1.00              | 1.00               | 1.00               | 59,176             |
| * Balance in Programs 524 & 532       |                               |                   |                    |                    |                    |
| ** Balance in Prog 525, 526, 527, 532 |                               |                   |                    |                    |                    |
| <b>TOTAL</b>                          | <b>3.85</b>                   | <b>3.45</b>       | <b>3.45</b>        | <b>3.45</b>        | <b>\$ 265,546</b>  |

| Temporary Personnel               | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|-----------------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                                   | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| <b>SPORTS:</b>                    |                               |                   |                    |                    |                    |
| Adult Sports League Officials     | 1.10                          | 0.64              | 0.48               | 0.89               | \$ 25,466          |
| Youth League/Camp Leaders         | 1.50                          | 1.37              | 0.41               | 0.39               | 12,324             |
| Sports Class Instructors          | 1.00                          | 0.74              | 0.98               | 0.95               | 61,394             |
| Recreation Specialist             | 0.50                          | 0.50              | 0.69               | 0.69               | 26,400             |
| <b>AQUATICS:</b>                  |                               |                   |                    |                    |                    |
| Swim Team Coaches (5)             | 2.24                          | 2.24              | 2.17               | 1.87               | 70,848             |
| Aquatic Instructor/Lifeguard      | 1.83                          | 1.95              | 2.46               | 2.57               | 66,643             |
| <b>FITNESS:</b>                   |                               |                   |                    |                    |                    |
| Fitness Program Staff (Drop-in)   | 3.05                          | 3.80              | 4.11               | 4.18               | 140,225            |
| Fitness Program Class Instructors | 0.83                          | 0.92              | 0.74               | 0.74               | 55,554             |
| <b>SKATE PARK:</b>                |                               |                   |                    |                    |                    |
| Skate Park Attendant              | 0.76                          | 0.70              | 1.03               | 1.03               | 25,800             |
| Skate Park Instructor             | 0.31                          | 0.31              | 0.31               | 0.34               | 10,620             |
| <b>TOTAL</b>                      | <b>13.12</b>                  | <b>13.17</b>      | <b>13.38</b>       | <b>13.65</b>       | <b>\$ 495,274</b>  |

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

**EXHIBIT C**  
**101.531**

| Description  | FY 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 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             | 10,480            | 19,837            | 19,730            | 22,655            |
| <b>7428</b> Maint of Buildings, Structures & Grounds | -                 | -                 | -                 | -                 |
| <b>7429</b> Maintenance & Operation of Equipment     | 1,635             | 1,144             | 6,500             | 6,500             |
| <b>7430</b> Professional & Specialized Services      | -                 | -                 | -                 | -                 |
| <b>7431</b> Promotional Expense                      | -                 | -                 | -                 | -                 |
| <b>7432</b> Other Contractual Services               | 86,215            | 82,321            | 133,399           | 163,318           |
| <b>7433</b> Insurance & Surety Bonds                 | -                 | -                 | -                 | -                 |
| <b>7434</b> Memberships, Dues, Books                 | 597               | 625               | 400               | 400               |
| <b>7435</b> Professional Development & Meetings      | -                 | -                 | -                 | -                 |
| <b>7437</b> Staff Development                        | 1,126             | 2,469             | -                 | -                 |
| <b>7438</b> Other Charges                            | 36,606            | 40,128            | 39,000            | 40,000            |
| <b>7439</b> Bad Debts                                | -                 | -                 | -                 | -                 |
| <b>7440</b> Fees Paid to State                       | -                 | -                 | -                 | -                 |
| <b>7441</b> Special Community Services               | 50,294            | 57,242            | 38,952            | 55,973            |
| <b>7442</b> Insurance Claims Expense                 | -                 | -                 | -                 | -                 |
| <b>7550</b> User Charges - Motor Pool                | -                 | -                 | -                 | -                 |
| <b>7551</b> User Charges - IT Pool                   | 17                | 19,207            | 20,117            | 42,003            |
| <b>7884</b> Machinery & Equipment                    | 17,123            | -                 | -                 | -                 |
|  |                   |                   |                   |                   |
|  |                   |                   |                   |                   |
|  |                   |                   |                   |                   |
| <b>Total Supplies, Services &amp; Capital Outlay</b> | <b>\$ 204,094</b> | <b>\$ 222,972</b> | <b>\$ 258,098</b> | <b>\$ 330,849</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 2018<br>Adopted |
|---|--------------------|
| <b><u>7427 Special Departmental Expense</u></b>                                       |                    |
| Aquatics & Swim Team Supplies (Lane Line, Kickboards, Lifeguard & First Aid Supplies) | \$ 2,400           |
| Fitness / Lap Swim Supplies / Weight Room Supplies / Tables & Chairs                  | 3,650              |
| Fitness Room Equipment Replacement (3 Spin Bikes)                                     | 4,125              |
| Pool Deck Chairs and Cubbies (one-time purchase)                                      | 6,600              |
| Skate Park Membership   | 100                |
| Sports Program Supplies   | 5,780              |
|   | <b>22,655</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                  | 116,128            |
|   | <b>163,318</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>40,000</b>      |
| <b><u>7441 Special Community Services</u></b>   |                    |
| Aquatics Supplies   | 3,400              |
| Fitness Supplies (Includes Fun Run Supplies)  | 30,520             |
| Skate Camp Shirts   | 1,500              |
| Sports Supplies   | 12,053             |
| Westmont Pool Rental (Swim Team Summer 2012)  | 8,500              |
|   | <b>55,973</b>      |
| <b><u>7551 User Charges - IT Pool</u></b>   |                    |
| Use of Computer Hardware/Software; Phones & Photocopier/Fax                           | <b>42,003</b>      |
| <b>TOTAL</b>  | <b>\$ 330,849</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 15</b> | <b>FY 16</b> | <b>FY 17</b> |
|----------|--|--------------|--------------|--------------|
| <b>1</b> | Attain 75% of capacity in all programs.                                | 80%          | 81%          | 80%          |
| <b>2</b> | 75% of surveyed participants rate activities as satisfactory or better | 93%          | 91%          | 95%          |
| <b>3</b> | 50% of participants are residents.                                     | 51%          | 47%          | 53%          |
| <b>4</b> | Ratio of gross revenues to division expenses is 115% or greater.       | 120%         | 114.6%       | 115%         |

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

**EXHIBIT A  
101.532**

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

| Description                                     | FY 2015<br>Actual | FY 2016<br>Actual   | FY 2017<br>Adopted  | FY 2018<br>Adopted  |
|---|-------------------|---------------------|---------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ 630,326        | \$ 664,926          | \$ 732,430          | \$ 728,347          |
| Supplies, Services & Capital Outlay (Exhibit C) | 330,761           | 342,461             | 373,993             | 399,805             |
| Debt Service (Exhibit D)                        | -                 | -                   | -                   | -                   |
| Total Before Transfers                          | 961,087           | 1,007,387           | 1,106,423           | 1,128,152           |
| Transfers Out (Exhibit E)                       | -                 | -                   | -                   | -                   |
| <b>Appropriation Total</b>                      | <b>\$ 961,087</b> | <b>\$ 1,007,387</b> | <b>\$ 1,106,423</b> | <b>\$ 1,128,152</b> |

| FUNDING SOURCE(s)           |                   |                     |                     |                     |
|-----------------------------|-------------------|---------------------|---------------------|---------------------|
| Program Revenue             | \$ 1,102,524      | \$ 1,093,062        | \$ 1,106,539        | \$ 1,118,645        |
| Transfers from Other Funds  | -                 | -                   | -                   | -                   |
| Use of Reserves             | -                 | -                   | -                   | -                   |
| Additional Fund Revenue     | (141,437)         | (85,675)            | (116)               | 9,507               |
| <b>Funding Source Total</b> | <b>\$ 961,087</b> | <b>\$ 1,007,387</b> | <b>\$ 1,106,423</b> | <b>\$ 1,128,152</b> |

| REVENUE DETAIL                    |              |                     |                     |                     |                     |
|-----------------------------------|--------------|---------------------|---------------------|---------------------|---------------------|
| Description                       | Fund / Acct. |                     |                     |                     |                     |
| Program Fees:                     |              |                     |                     |                     |                     |
| Day Camp                          | 4617         | \$ 385,879          | \$ 385,647          | \$ 396,735          | \$ 376,235          |
| Classes                           | 4619         | 353,632             | 346,588             | 355,869             | 379,945             |
| Pre-School                        | 4620         | 361,963             | 359,752             | 353,935             | 362,465             |
| Special Events                    | 4621         | 1,050               | 1,075               | -                   | -                   |
| <b>Program Revenue</b>            |              | <b>\$ 1,102,524</b> | <b>\$ 1,093,062</b> | <b>\$ 1,106,539</b> | <b>\$ 1,118,645</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>\$ (141,437)</b> | <b>\$ (85,675)</b>  | <b>\$ (116)</b>     | <b>\$ 9,507</b>     |
| <b>TOTAL FUNDING SOURCES</b>      |              | <b>\$ 961,087</b>   | <b>\$ 1,007,387</b> | <b>\$ 1,106,423</b> | <b>\$ 1,128,152</b> |

**CITY OF CAMPBELL  
OPERATING BUDGET - Employee Services**

**EXHIBIT B  
101.532**

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

| Description                                    | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| <b>7001</b> Personnel - Regular                | \$ 164,328        | \$ 189,411        | \$ 201,167         | \$ 210,405         |
| <b>7002</b> Personnel - Temporary              | 371,605           | 371,457           | 418,323            | 406,631            |
| <b>7003</b> Personnel - Overtime               | 1,589             | 2,188             | 2,000              | 2,000              |
| <b>7005</b> Personnel - POST                   | -                 | -                 | -                  | -                  |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                  | -                  |
| <b>Total Salaries</b>                          | <b>\$ 537,523</b> | <b>\$ 563,056</b> | <b>\$ 621,490</b>  | <b>\$ 619,036</b>  |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -               | \$ -               |
| <b>7105</b> Uniform Allowance                  | 30                | 30                | 30                 | 30                 |
| <b>7106</b> Retirement                         | 29,716            | 34,338            | 38,149             | 41,163             |
| <b>7107</b> Dental Insurance                   | 4,663             | 5,254             | 5,231              | 5,110              |
| <b>7108</b> Group Health Insurance             | 30,621            | 34,928            | 35,060             | 35,098             |
| <b>7109</b> Group Life Insurance               | 440               | 466               | 456                | 456                |
| <b>7110</b> Workers' Compensation Insurance    | 6,930             | 8,200             | 12,622             | 8,499              |
| <b>7112</b> Group Disability Insurance         | 1,428             | 1,765             | 1,786              | 1,786              |
| <b>7113</b> Medicare                           | 8,275             | 8,627             | 8,983              | 8,828              |
| <b>7114</b> Auto Allowance                     | -                 | -                 | -                  | -                  |
| <b>7115</b> Cell Phone Allowance               | -                 | -                 | -                  | -                  |
| <b>7118</b> Other Benefits Pay                 | 2,863             | -                 | -                  | -                  |
| <b>7120</b> Sick Leave Payout                  | -                 | -                 | -                  | -                  |
| <b>7121</b> Leave Balance Payout               | -                 | 273               | -                  | -                  |
| <b>7122</b> Deferred Compensation Contribution | 3,072             | 3,122             | 3,185              | 3,055              |
| <b>7126</b> PARS 457 Retirement                | 4,766             | 4,866             | 5,438              | 5,286              |
| <b>Total Benefits</b>                          | <b>\$ 92,804</b>  | <b>\$ 101,869</b> | <b>\$ 110,940</b>  | <b>\$ 109,311</b>  |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 630,326</b> | <b>\$ 664,926</b> | <b>\$ 732,430</b>  | <b>\$ 728,347</b>  |

**CITY OF CAMPBELL  
OPERATING BUDGET - Personnel Allocation**

**EXHIBIT B-1  
101.532**

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

| Permanent Personnel  | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|--|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|  | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Recreation Supervisor  | 1.00                          | 1.00              | 1.00               | 1.00               | \$ 110,344         |
| Executive Assistant *  | 0.40                          | -                 | -                  | -                  | -                  |
| Utility Worker **  | 0.05                          | 0.05              | 0.05               | 0.05               | 3,802              |
| Office Specialist *  | 0.40                          | 0.40              | 0.40               | 0.40               | 33,047             |
| Recreation Specialist (Preschool)                                    | 1.00                          | 1.00              | 1.00               | 1.00               | 63,212             |
| * Balance in Programs 524 & 531<br>** Balance in Prog 525, 526 & 531 |                               |                   |                    |                    |                    |
| <b>TOTAL</b>   | <b>2.85</b>                   | <b>2.45</b>       | <b>2.45</b>        | <b>2.45</b>        | <b>\$ 210,405</b>  |

| Temporary Personnel                   | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---------------------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                                       | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Day Camp Senior Recreation Specialist | 0.25                          | 0.25              | 0.25               | 0.24               | \$ 12,096          |
| Day Camp Recreation Specialist        | 0.17                          | 0.17              | 0.17               | 0.24               | 9,072              |
| Day Camp Recreation Leader I, II, III | 7.29                          | 7.11              | 7.11               | 7.14               | 185,502            |
| Class Instructors                     | 1.68                          | 0.97              | 0.97               | 0.63               | 32,612             |
| Preschool Teacher                     | 1.93                          | 1.99              | 1.99               | 1.99               | 94,653             |
| Preschool Aides                       | 2.00                          | 2.14              | 2.14               | 2.14               | 72,696             |
| Recreation Specialist                 | 0.50                          | 0.50              | 0.50               | -                  | -                  |
| <b>TOTAL</b>                          | <b>13.82</b>                  | <b>13.13</b>      | <b>13.13</b>       | <b>12.38</b>       | <b>\$ 406,631</b>  |

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

**EXHIBIT C  
101.532**

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

| Description  | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>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             | 3,333             | 8,626             | 5,200              | 6,200              |
| <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               | 164,706           | 165,803           | 177,742            | 204,954            |
| <b>7433</b> Insurance & Surety Bonds                 | -                 | -                 | -                  | -                  |
| <b>7434</b> Memberships, Dues, Books                 | 215               | 160               | 530                | 530                |
| <b>7435</b> Professional Development & Meetings      | -                 | -                 | -                  | -                  |
| <b>7437</b> Staff Development                        | 417               | 287               | -                  | -                  |
| <b>7438</b> Other Charges                            | 51,758            | 49,010            | 60,000             | 55,000             |
| <b>7439</b> Bad Debts                                | -                 | -                 | -                  | -                  |
| <b>7440</b> Fees Paid to State                       | -                 | -                 | -                  | -                  |
| <b>7441</b> Special Community Services               | 98,811            | 105,769           | 117,110            | 119,120            |
| <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             | 14,001             |
| <b>7884</b> Machinery & Equipment                    | -                 | -                 | -                  | -                  |
|  |                   |                   |                    |                    |
|  |                   |                   |                    |                    |
| <b>Total Supplies, Services &amp; Capital Outlay</b> | <b>\$ 330,761</b> | <b>\$ 342,461</b> | <b>\$ 373,993</b>  | <b>\$ 399,805</b>  |

| Description   | FY 2018<br>Adopted |
|---|--------------------|
| <b>7427 <u>Special Departmental Expense</u></b>   |                    |
| Expendable Supplies - Classes   | \$ 1,200           |
| Expendable Supplies - Day Camp  | 1,500              |
| Expendable Supplies - Pre-School  | 3,500              |
|   | <b>6,200</b>       |
| <b>7432 <u>Other Contractual Services</u></b>   |                    |
| Payment for Contract Class Instructors (e.g., Art Classes, Gardening,<br>Music Together, Gymnastics, Economic Driving School) | <b>204,954</b>     |
| <b>7434 <u>Memberships, Dues, Books</u></b>   |                    |
| Dues  | 430                |
| Subscriptions   | 100                |
|   | <b>530</b>         |
| <b>7438 <u>Other Charges</u></b>  |                    |
| Active Fees and Charges   | <b>55,000</b>      |
| <b>7441 <u>Special Community Services</u></b>   |                    |
| Classes   | 5,570              |
| Day Camps (Trip Buses; Day camp T-Shirts, Etc.)   | 98,550             |
| Pre-School  | 15,000             |
|   | <b>119,120</b>     |
| <b>7551 <u>User Charges - IT Pool</u></b>   |                    |
| Use of Computer Hardware/Software; Phones & Photocopier/Fax   | <b>14,001</b>      |
| <b>TOTAL</b>  | <b>\$ 399,805</b>  |

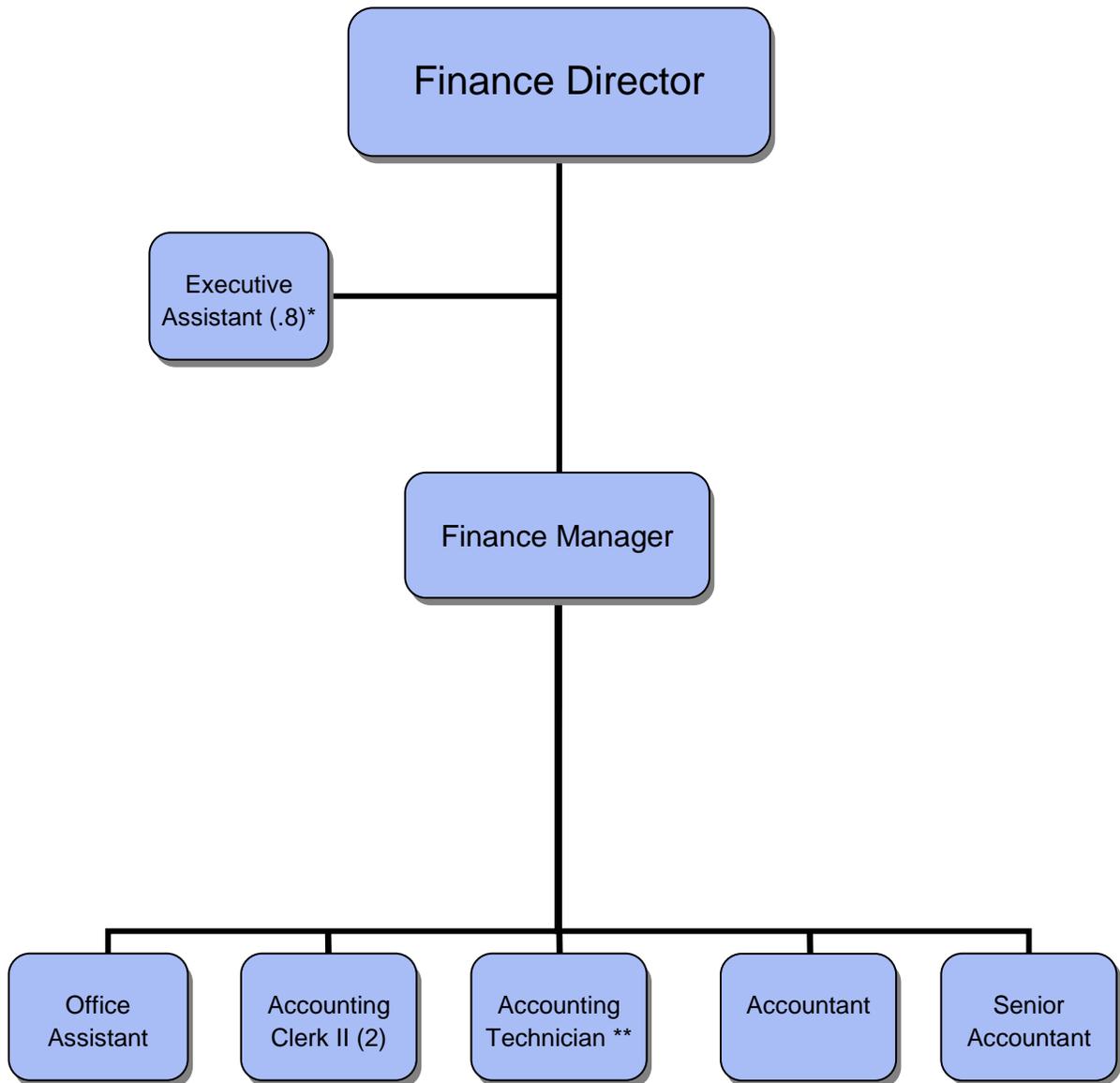




# Finance Department



# Finance Department 2017 - 2018



\* Permanent Part-Time

\*\* Confidential

## FINANCE DEPARTMENT PROGRAM SUMMARY

### Expenditure Summary

| Description                                     | FY 2015<br>Actual   | FY 2016<br>Actual   | FY 2017<br>Adopted  | FY 2018<br>Adopted  |
|---|---------------------|---------------------|---------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ 1,168,498        | \$ 1,275,477        | \$ 1,592,566        | \$ 1,628,268        |
| Supplies, Services & Capital Outlay (Exhibit C) | 1,529,730           | 1,639,337           | 1,667,761           | 1,845,206           |
| Debt Service (Exhibit D)                        | 1,601,944           | 1,603,301           | 1,599,927           | 854,950             |
| <b>Total Before Transfers</b>                   | <b>4,300,172</b>    | <b>4,518,115</b>    | <b>4,860,254</b>    | <b>4,328,424</b>    |
| Transfers Out (Exhibit E)                       | 142,513             | 147,614             | 145,000             | 140,000             |
| <b>Appropriation Total</b>                      | <b>\$ 4,442,685</b> | <b>\$ 4,665,729</b> | <b>\$ 5,005,254</b> | <b>\$ 4,468,424</b> |

### Revenue Summary

|                             |                      |                      |                      |                      |
|-----------------------------|----------------------|----------------------|----------------------|----------------------|
| Program Revenue             | \$ 31,829,462        | \$ 33,881,934        | \$ 34,935,714        | \$ 35,329,000        |
| Transfers from Other Funds  | 1,030,216            | 1,021,833            | 1,019,713            | 935,450              |
| Use of Reserves             | -                    | -                    | 40,000               | -                    |
| Additional Fund Revenue     | 1,691,324            | 1,801,021            | 1,674,600            | 1,870,600            |
| <b>Funding Source Total</b> | <b>\$ 34,551,002</b> | <b>\$ 36,704,788</b> | <b>\$ 37,670,027</b> | <b>\$ 38,135,050</b> |

### Staffing (Full-Time Equivalents)

| Permanent Position                 | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|------------------------------------|-------------------|-------------------|--------------------|--------------------|
| Accountant                         | 2.00              | 1.00              | 1.00               | 1.00               |
| Accounting Clerk II                | 2.00              | 2.00              | 2.00               | 2.00               |
| Accounting Technician              | 1.00              | 1.00              | 1.00               | 1.00               |
| Administrative Analyst I           | -                 | 0.20              | -                  | -                  |
| Executive Assistant                | 0.80              | 0.80              | 0.80               | 0.80               |
| Finance Director                   | 1.00              | 1.00              | 1.00               | 1.00               |
| Finance Manager                    | 1.00              | 1.00              | 1.00               | 1.00               |
| Office Assistant                   | 1.00              | 1.00              | 1.00               | 1.00               |
| Senior Accountant                  | -                 | 1.00              | 1.00               | 1.00               |
| <b>Permanent</b>                   | <b>8.80</b>       | <b>9.00</b>       | <b>8.80</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              | -                  | -                  |
| <b>Temporary</b>                   | <b>0.42</b>       | <b>0.42</b>       | <b>0.30</b>        | <b>0.30</b>        |
| <b>Total Full Time Equivalents</b> | <b>9.22</b>       | <b>9.42</b>       | <b>9.10</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 revenues
- Administer accounts receivable, accounts payable, payroll, fixed assets, business licensing, and general ledger systems
- Prepare the City's Comprehensive Annual Financial Report
- Prepare State compliance reports within required time frames
- Coordinate an annual audit of the City's financial statements
- Prepare annual Proposition 4 (Gann) Spending Limitation calculation and resolution
- Assist departments in the procurement of office supplies
- Conduct an annual analysis of the Motor Pool and Information Technologies (IT) Pool funds to ensure adequate funds are available to replace equipment as needed
- Coordinate periodic updates of the City's User Fee and Cost Allocation Plan
- Coordinate development of the City's annual budget
- Serve as member of Capital Improvement Plan (CIP) Committee and assist with development of the five-year plan
- Maintain a comprehensive revenue monitoring, collection and projection method as a basis for long-range projections and forecasts
- Provide assistance in developing and maintaining alternative General Fund revenue to supplement intergovernmental funding sources
- Monitor service levels and performance reporting standards for this program
- Update and reconcile capital assets
- Provide assistance and training to users of the City's Financial System
- Annually evaluate and update the City's Investment Strategy and Policy
- Prepare a monthly investment report for review by City Council
- Monitor cash flow requirements to ensure sufficient liquidity
- Perform periodic review of petty cash accounts
- Serve on the City's Finance Committee and make recommendations related to banking and investment practices

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

**MAJOR WORK PLAN ITEMS FOR FISCAL YEAR 2017 – 2018**

- Conduct a Request for Proposals for financial audit services and award a contract for services
- Conduct a required biennial actuarial valuation to update the City's OPEB (Other Post-Employment Benefits) obligation
- Assist City Attorney with update of Business License Ordinance
- Working with the Information Technology division, implement Sungard Pentamation Financial System applications for: electronic timesheets, employee action center, workflow and online business license renewals (Carryover from FY 2016-17)

**PERFORMANCE OUTCOMES**

|           | <b>Measure</b>   | <b>FY 15</b> | <b>FY 16</b> | <b>FY 17</b> |
|-----------|--|--------------|--------------|--------------|
| <b>1</b>  | 90% of invoices are processed within 45 days.  | 100%         | 100%         | 100%         |
| <b>2</b>  | Number of A/P checks generated annually.   | 4994         | 5,311        | 5,351        |
| <b>3</b>  | Number of invoices processed annually.   | 10,255       | 10,887       | 8,750        |
| <b>4</b>  | 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%         |
| <b>5</b>  | 100% of the time, file all mandatory State and Federal reports within required timelines.  | 100%         | 100%         | 100%         |
| <b>6</b>  | Percent of time an unqualified audit opinion is received.  | 100%         | 100%         | 100%         |
| <b>7</b>  | 80% of audit management letter comments implemented.   | 100%         | 100%         | 78%          |
| <b>8</b>  | 95% of budget calendar milestones are met.   | 100%         | 100%         | 100%         |
| <b>9</b>  | 90% of time miscellaneous accounts receivable billings are generated within 30 days.   | 100%         | 100%         | 100%         |
| <b>10</b> | 100% of bi-weekly payroll will be processed accurately and on schedule.  | 100%         | 100%         | 100%         |
| <b>11</b> | 100% of the time, all State and Federal required payroll reports will be prepared accurately and timely.                               | 100%         | 100%         | 91%          |
| <b>12</b> | Number of payroll checks generated annually.   | 8,201        | 8,844        | 8,691        |
| <b>13</b> | 90% of business license billings will be generated within 30 days of scheduled expiration date.  | 100%         | 100%         | 100%         |
| <b>14</b> | 99% of idle funds placed in interest bearing investments.  | 94%          | 94%          | 95           |
| <b>15</b> | 80% of time, bank statements will be reconciled to general ledger cash balances within ten working days of month-end close.            | 83%          | 40%          | 75%          |

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

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

| Description                                     | FY 2015 Actual      | FY 2016 Actual      | FY 2017 Adopted     | FY 2018 Adopted     |
|---|---------------------|---------------------|---------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ 1,168,498        | \$ 1,275,477        | \$ 1,292,566        | \$ 1,328,268        |
| Supplies, Services & Capital Outlay (Exhibit C) | 134,935             | 154,197             | 274,161             | 255,606             |
| Debt Service (Exhibit D)                        | -                   | -                   | -                   | -                   |
| Total Before Transfers                          | 1,303,433           | 1,429,674           | 1,566,727           | 1,583,874           |
| Transfers Out (Exhibit E)                       | -                   | -                   | -                   | -                   |
| <b>Appropriation Total</b>                      | <b>\$ 1,303,433</b> | <b>\$ 1,429,674</b> | <b>\$ 1,566,727</b> | <b>\$ 1,583,874</b> |

| FUNDING SOURCE(s)           |                      |                      |                      |                      |
|-----------------------------|----------------------|----------------------|----------------------|----------------------|
| Program Revenue             | \$ 31,336,412        | \$ 33,404,658        | \$ 34,126,000        | \$ 35,180,000        |
| Transfers from Other Funds  | 76,700               | 70,500               | 70,500               | 70,500               |
| Use of Reserves             | -                    | -                    | 40,000               | -                    |
| Additional Fund Revenue     | -                    | -                    | -                    | -                    |
| <b>Funding Source Total</b> | <b>\$ 31,413,112</b> | <b>\$ 33,475,158</b> | <b>\$ 34,236,500</b> | <b>\$ 35,250,500</b> |

| REVENUE DETAIL                    |                 |                      |                      |                      |                      |
|-----------------------------------|-----------------|----------------------|----------------------|----------------------|----------------------|
| Description                       | Fund / Acct.    |                      |                      |                      |                      |
| Property Tax                      | 4001-4006, 4011 | \$ 10,891,277        | \$ 11,669,125        | \$ 11,889,000        | \$ 13,300,000        |
| Property tax Pass-Thru (2%)       | 4007            | 39,620               | 29,039               | 45,000               | 50,000               |
| Redevelopment Prop Tax Trust Fund | 4008            | 309,832              | 376,895              | 386,000              | 435,000              |
| Sales & Use Tax                   | 4110            | 8,658,768            | 9,900,500            | 12,322,000           | 11,673,000           |
| Sales Tax Backfill                | 4115            | 2,651,176            | 2,270,447            | -                    | -                    |
| Transactions & Use Tax            | 4112            | 2,605,347            | 2,647,549            | 2,700,000            | 2,750,000            |
| Franchise Fee - Electric          | 4120            | 400,359              | 429,313              | 400,000              | 430,000              |
| Franchise Fee - Gas               | 4121            | 86,538               | 88,571               | 90,000               | 90,000               |
| Transient Occupancy Tax           | 4150            | 4,091,923            | 4,439,668            | 4,750,000            | 4,700,000            |
| Real Property Transfer Tax        | 4153            | 526,054              | 551,007              | 560,000              | 624,000              |
| Investment Earnings               | 4410            | 148,014              | 147,084              | 170,000              | 300,000              |
| GASB 31 Market Value Adjustment   | 4431            | 36,796               | 14,032               | -                    | -                    |
| Other Interest                    | 4450            | 3,130                | 47                   | 3,000                | 3,000                |
| Other Grants                      | 4523            | 1,000                | 321                  | -                    | -                    |
| State Motor Vehicle in Lieu Tax   | 4580            | 26,321               | 69,109               | 18,000               | 18,000               |
| Homeowners Property Tax Relief    | 4581            | 36,275               | 22,388               | 45,000               | 30,000               |
| Mandated Cost Reimbursement       | 4584            | 101,821              | 30,663               | 30,000               | 30,000               |
| Successor Agency Admin. Reimb.    | 4710/4890       | 14,997               | (21,303)             | 11,000               | 11,000               |
| Donations-Miscellaneous           | 4817            | 3,500                | 1,709                | -                    | 1,000                |
| Sale of Real / Personal Property  | 4960            | 69                   | 45                   | 3,000                | 2,000                |
| Insurance Claims Reimbursement    | 4962            | 4,782                | 850                  | 5,000                | 5,000                |
| Other Revenue                     | 4965            | 36,025               | 54,154               | 25,000               | 30,000               |
| Business License Tax              | 4152            | 662,787              | 683,445              | 674,000              | 698,000              |
| <b>Program Revenue</b>            |                 | <b>\$ 31,336,412</b> | <b>\$ 33,404,658</b> | <b>\$ 34,126,000</b> | <b>\$ 35,180,000</b> |

REVENUE DETAIL CONTINUED

|                                   |              | FY 2015<br>Actual    | FY 2016<br>Actual    | FY 2017<br>Adopted   | FY 2018<br>Adopted   |
|-----------------------------------|--------------|----------------------|----------------------|----------------------|----------------------|
| Description                       | Fund / Acct. |                      |                      |                      |                      |
| Information Technologies Pool     | 647          | \$ 35,700            | \$ 29,500            | \$ 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          | -                    | -                    | -                    | -                    |
| <b>Transfers from Other Funds</b> |              | <b>\$ 76,700</b>     | <b>\$ 70,500</b>     | <b>\$ 70,500</b>     | <b>\$ 70,500</b>     |
| CIPR - Cost Allocation Study      |              | -                    | -                    | 40,000               | -                    |
| <b>Use of Fund Reserves</b>       |              | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ 40,000</b>     | <b>\$ -</b>          |
| <b>Additional Fund Subsidy</b>    |              | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          | <b>\$ -</b>          |
| <b>TOTAL FUNDING SOURCES</b>      |              | <b>\$ 31,413,112</b> | <b>\$ 33,475,158</b> | <b>\$ 34,236,500</b> | <b>\$ 35,250,500</b> |

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

EXHIBIT B  
 101.535

| Description                                    | FY 2015<br>Actual   | FY 2016<br>Actual   | FY 2017<br>Adopted  | FY 2018<br>Adopted  |
|--|---------------------|---------------------|---------------------|---------------------|
| <b>7001</b> Personnel - Regular                | \$ 758,785          | \$ 855,025          | \$ 905,073          | \$ 927,802          |
| <b>7002</b> Personnel - Temporary              | 41,936              | 14,418              | 18,720              | 18,720              |
| <b>7003</b> Personnel - Overtime               | 2,523               | 5,506               | 2,000               | 2,500               |
| <b>7005</b> Personnel - POST                   | -                   | -                   | -                   | -                   |
| <b>7103</b> Personnel - Holiday Pay            | -                   | -                   | -                   | -                   |
| <b>Total Salaries</b>                          | <b>\$ 803,245</b>   | <b>\$ 874,949</b>   | <b>\$ 925,793</b>   | <b>\$ 949,022</b>   |
| <b>7104</b> Meal Allowance                     | \$ -                | \$ -                | \$ -                | \$ -                |
| <b>7105</b> Uniform Allowance                  | -                   | -                   | -                   | -                   |
| <b>7106</b> Retirement                         | 137,934             | 166,321             | 172,131             | 181,961             |
| <b>7107</b> Dental Insurance                   | 16,424              | 18,563              | 18,225              | 18,774              |
| <b>7108</b> Group Health Insurance             | 112,863             | 131,685             | 129,048             | 132,594             |
| <b>7109</b> Group Life Insurance               | 1,519               | 1,685               | 1,637               | 1,674               |
| <b>7110</b> Workers' Compensation Insurance    | 4,242               | 5,192               | 6,587               | 4,464               |
| <b>7112</b> Group Disability Insurance         | 5,367               | 7,091               | 6,901               | 7,047               |
| <b>7113</b> Medicare                           | 13,414              | 14,501              | 13,431              | 13,559              |
| <b>7114</b> Auto Allowance                     | 2,290               | 4,585               | 4,560               | 4,560               |
| <b>7115</b> Cell Phone Allowance               | 360                 | 362                 | 360                 | 720                 |
| <b>7118</b> Other Benefits Pay                 | 8,423               | 16,250              | 2,600               | 2,600               |
| <b>7120</b> Sick Leave Payout                  | 10,462              | 1,489               | -                   | -                   |
| <b>7121</b> Leave Balance Payout               | 41,848              | 21,376              | -                   | -                   |
| <b>7122</b> Deferred Compensation Contribution | 10,047              | 9,186               | 8,970               | 8,970               |
| <b>7124</b> VEBA Health Deferred Compensation  | 51                  | 2,091               | 2,080               | 2,080               |
| <b>7126</b> PARS 457 Retirement                | 8                   | 150                 | 243                 | 243                 |
| <b>Total Benefits</b>                          | <b>\$ 365,253</b>   | <b>\$ 400,529</b>   | <b>\$ 366,773</b>   | <b>\$ 379,246</b>   |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 1,168,498</b> | <b>\$ 1,275,477</b> | <b>\$ 1,292,566</b> | <b>\$ 1,328,268</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 2018<br>Adopted |
|---|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|   | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Finance Director                        | 1.00                          | 1.00              | 1.00               | 1.00               | \$ 192,192         |
| Finance Manager                         | 1.00                          | 1.00              | 1.00               | 1.00               | 130,604            |
| Senior Accountant *                     | -                             | 1.00              | 1.00               | 1.00               | 109,595            |
| Accountant *                            | 2.00                          | 1.00              | 1.00               | 1.00               | 106,892            |
| Accounting Technician                   | 1.00                          | 1.00              | 1.00               | 1.00               | 92,540             |
| Accounting Clerk II                     | 2.00                          | 2.00              | 2.00               | 2.00               | 161,221            |
| Office Assistant                        | 1.00                          | 1.00              | 1.00               | 1.00               | 64,604             |
| Executive Assistant                     | 0.80                          | 0.80              | 0.80               | 0.80               | 70,154             |
| Administrative Analyst I **             | -                             | 0.20              | -                  | -                  | -                  |
| * Reclassify Vacant Accountant Position |                               |                   |                    |                    |                    |
| ** 2 Year Limited Term                  |                               |                   |                    |                    |                    |
| <b>TOTAL</b>                            | <b>8.80</b>                   | <b>9.00</b>       | <b>8.80</b>        | <b>8.80</b>        | <b>\$ 927,802</b>  |

| Temporary Personnel | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                     | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Clerical Relief     | 0.30                          | 0.30              | 0.30               | 0.30               | \$ 18,720          |
| Finance Intern      | 0.12                          | 0.12              | -                  | -                  | -                  |
| <b>TOTAL</b>        | <b>0.42</b>                   | <b>0.42</b>       | <b>0.30</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 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| <b>7420</b> Utilities - Electricity/Gas/Water              | \$ -              | \$ -              | \$ -               | \$ -               |
| <b>7421</b> Communications - Phones                        | -                 | -                 | -                  | -                  |
| <b>7423</b> Clothing & Personal Expense                    | -                 | -                 | -                  | -                  |
| <b>7424</b> Office Expense                                 | 6,656             | 11,013            | 6,300              | 7,000              |
| <b>7425</b> Minor Tools & Equipment                        | -                 | -                 | -                  | -                  |
| <b>7427</b> Special Departmental Expense                   | 296               | 618               | 800                | 800                |
| <b>7428</b> Maintenance of Buildings, Structures & Grounds | -                 | -                 | -                  | -                  |
| <b>7429</b> Maintenance & Operation of Equipment           | -                 | 900               | 1,000              | 1,000              |
| <b>7430</b> Professional & Specialized Services            | 54,349            | 62,816            | 95,750             | 61,250             |
| <b>7431</b> Promotional Expense                            | -                 | -                 | -                  | -                  |
| <b>7432</b> Other Contractual Services                     | 3,500             | 3,500             | 4,000              | 4,000              |
| <b>7433</b> Insurance & Surety Bonds                       | -                 | -                 | -                  | -                  |
| <b>7434</b> Memberships, Dues, Books                       | 907               | 520               | 2,500              | 2,500              |
| <b>7435</b> Professional Development & Meetings            | 6,246             | 3,663             | 8,000              | 8,000              |
| <b>7437</b> Staff Development                              | -                 | 591               | -                  | -                  |
| <b>7438</b> Other Charges                                  | 183               | 40                | 82,000             | 80,000             |
| <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                 | 50                 |
| <b>7551</b> User Charges - IT Pool                         | 62,798            | 70,486            | 73,761             | 91,006             |
| <b>7884</b> Machinery & Equipment                          | -                 | -                 | -                  | -                  |
|  |                   |                   |                    |                    |
|  |                   |                   |                    |                    |
| <b>Total Supplies, Services &amp; Capital Outlay</b>       | <b>\$ 134,935</b> | <b>\$ 154,197</b> | <b>\$ 274,161</b>  | <b>\$ 255,606</b>  |

| Description   | FY 2018<br>Adopted |
|---|--------------------|
| <b>7424 Office Expense</b>  |                    |
| Check and Other Forms Printing  | \$ 3,500           |
| Office Supplies   | 1,300              |
| Specialized Printing of Tabs for Budget, Capital Improvement Plan & Annual Financial Report   | 2,200              |
|   | <b>7,000</b>       |
| <b>7427 Special Departmental Expense</b>  |                    |
| Departmental Employee Recognition   | 300                |
| Meeting Expenses  | 500                |
|   | <b>800</b>         |
| <b>7429 Maintenance &amp; Operation of Equipment</b>  |                    |
| Filing System (Herman) & Folder Sealer  | <b>1,000</b>       |
| <b>7430 Professional &amp; Specialized Services</b>   |                    |
| Annual Audit  | 50,000             |
| Budget and CAFR Review Program  | 850                |
| CalPERS - GASB 68 Reports   | 3,500              |
| Collection Services Fees (AR & DUI)   | 900                |
| Direct & Overlapping Bonded Debt Statement  | 500                |
| Mandated Cost Reimbursement (Per Contract)  | 3,200              |
| Off-Site Storage  | 2,300              |
|   | <b>61,250</b>      |
| <b>7432 Other Contractual Services</b>  |                    |
| Third Party Safekeeping - Bank of New York  | <b>4,000</b>       |
| <b>7434 Memberships, Dues, Books</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 Publications | 900                |
|   | <b>2,500</b>       |
| <b>7435 Professional Development &amp; Meetings</b>   |                    |
| Employee Training   | <b>8,000</b>       |
| <b>7438 Other Charges</b>   |                    |
| Property Tax Administration Fees - County (Includes TCAS Amortization Software)   | <b>80,000</b>      |
| <b>7550 User Charges - Motor Pool</b>   |                    |
| Use of City Hall Pool Cars  | <b>50</b>          |
| <b>7551 User Charges - IT Pool</b>  |                    |
| Use of Computer Hardware/Software; Phones & Photocopier/Fax Equipment   | <b>91,006</b>      |
| <b>TOTAL</b>  | <b>\$ 255,606</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

**PERFORMANCE OUTCOMES**

|          | <b>Measure</b>   | <b>FY 15</b> | <b>FY 16</b> | <b>FY 17</b> |
|----------|--|--------------|--------------|--------------|
| <b>1</b> | Number of liability claims filed.  | 14           | 32           | 25           |
| <b>2</b> | Total annual liability and property claims expense.                            | \$74,759     | \$114,993    | \$129,791    |
| <b>3</b> | Liability and property claims premium no more than 3% of total annual payroll. | 1.78%        | 1.57%        | 1.46%        |

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

**EXHIBIT A**  
**101.540**

| Description                                     | FY 2015 Actual      | FY 2016 Actual      | FY 2017 Adopted     | FY 2018 Adopted     |
|---|---------------------|---------------------|---------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ -                | \$ -                | \$ 300,000          | \$ 300,000          |
| Supplies, Services & Capital Outlay (Exhibit C) | 1,390,258           | 1,480,586           | 1,388,600           | 1,584,600           |
| Debt Service (Exhibit D)                        | -                   | -                   | -                   | -                   |
| Total Before Transfers                          | 1,390,258           | 1,480,586           | 1,688,600           | 1,884,600           |
| Transfers Out (Exhibit E)                       | -                   | -                   | -                   | -                   |
| <b>Appropriation Total</b>                      | <b>\$ 1,390,258</b> | <b>\$ 1,480,586</b> | <b>\$ 1,688,600</b> | <b>\$ 1,884,600</b> |

| FUNDING SOURCE(s)           |                     |                     |                     |                     |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| Program Revenue             | \$ 4,112            | \$ 4,745            | \$ 4,000            | \$ 4,000            |
| Transfers from Other Funds  | 10,000              | 10,000              | 10,000              | 10,000              |
| Use of Reserves             | -                   | -                   | -                   | -                   |
| Additional Fund Revenue     | 1,376,147           | 1,465,841           | 1,674,600           | 1,870,600           |
| <b>Funding Source Total</b> | <b>\$ 1,390,258</b> | <b>\$ 1,480,586</b> | <b>\$ 1,688,600</b> | <b>\$ 1,884,600</b> |

| REVENUE DETAIL                    |              |                     |                     |                     |                     |
|-----------------------------------|--------------|---------------------|---------------------|---------------------|---------------------|
| Description                       | Fund / Acct. |                     |                     |                     |                     |
| Rental / Leases                   | 4810         | \$ 2,100            | \$ -                | \$ 2,000            | \$ 2,000            |
| Other Revenue                     | 4965         | 2,012               | 4,745               | 2,000               | 2,000               |
| <b>Program Revenue</b>            |              | <b>\$ 4,112</b>     | <b>\$ 4,745</b>     | <b>\$ 4,000</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>    |
| <b>Use of Fund Reserves</b>       |              | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>Additional Fund Subsidy</b>    |              | <b>\$ 1,376,147</b> | <b>\$ 1,465,841</b> | <b>\$ 1,674,600</b> | <b>\$ 1,870,600</b> |
| <b>TOTAL FUNDING SOURCES</b>      |              | <b>\$ 1,390,258</b> | <b>\$ 1,480,586</b> | <b>\$ 1,688,600</b> | <b>\$ 1,884,600</b> |

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

**EXHIBIT B**  
**101.540**

| <b>Description</b>                             | <b>FY 2015 Actual</b> | <b>FY 2016 Actual</b> | <b>FY 2017 Adopted</b> | <b>FY 2018 Adopted</b> |
|--|-----------------------|-----------------------|------------------------|------------------------|
| <b>7001</b> Personnel - Regular                | \$ -                  | \$ -                  | \$ -                   | \$ -                   |
| <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>7104</b> Meal Allowance                     | \$ -                  | \$ -                  | \$ -                   | \$ -                   |
| <b>7105</b> Uniform Allowance                  | -                     | -                     | -                      | -                      |
| <b>7106</b> Retirement                         | -                     | -                     | -                      | -                      |
| <b>7107</b> Dental Insurance                   | -                     | -                     | -                      | -                      |
| <b>7108</b> Group Health Insurance             | -                     | -                     | -                      | -                      |
| <b>7109</b> Group Life Insurance               | -                     | -                     | -                      | -                      |
| <b>7110</b> Workers' Compensation Insurance    | -                     | -                     | -                      | -                      |
| <b>7112</b> Group Disability Insurance         | -                     | -                     | -                      | -                      |
| <b>7113</b> Medicare                           | -                     | -                     | -                      | -                      |
| <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               | -                     | -                     | 300,000                | 300,000                |
| <b>7122</b> Deferred Compensation Contribution | -                     | -                     | -                      | -                      |
| <b>7126</b> PARS 457 Retirement                | -                     | -                     | -                      | -                      |
| <b>Total Benefits</b>                          | \$ -                  | \$ -                  | \$ 300,000             | \$ 300,000             |
| <b>Total Salary &amp; Benefits</b>             | \$ -                  | \$ -                  | \$ 300,000             | \$ 300,000             |

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

**EXHIBIT C**  
**101.540**

| <b>Description</b>   | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> |
|--|---------------------------|---------------------------|----------------------------|----------------------------|
| <b>7420</b> Utilities - Electricity/Gas/Water              | \$ 238,778                | \$ 224,661                | \$ 215,000                 | \$ 240,000                 |
| <b>7421</b> Communications - Phones                        | 51,673                    | 50,582                    | 45,000                     | 55,000                     |
| <b>7423</b> Clothing & Personal Expense                    | -                         | -                         | -                          | -                          |
| <b>7424</b> Office Expense                                 | 4,004                     | 2,977                     | 5,200                      | 4,500                      |
| <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            | 52,983                    | 45,150                    | 34,000                     | 50,000                     |
| <b>7431</b> Promotional Expense                            | -                         | -                         | -                          | -                          |
| <b>7432</b> Other Contractual Services                     | -                         | -                         | -                          | -                          |
| <b>7433</b> Insurance & Surety Bonds                       | 350,492                   | 331,945                   | 348,000                    | 346,000                    |
| <b>7434</b> Memberships, Dues, Books                       | -                         | -                         | -                          | -                          |
| <b>7435</b> Professional Development & Meetings            | -                         | -                         | -                          | -                          |
| <b>7437</b> Staff Development                              | -                         | -                         | -                          | -                          |
| <b>7438</b> Other Charges                                  | 42,868                    | 54,459                    | 34,000                     | 37,700                     |
| <b>7439</b> Bad Debts                                      | -                         | 279                       | -                          | -                          |
| <b>7440</b> Fees Paid to State                             | 701                       | 1,041                     | 1,000                      | 1,000                      |
| <b>7442</b> Insurance Claims Expense                       | 74,759                    | 114,993                   | 50,000                     | 50,000                     |
| <b>7448</b> Other Interest Expense                         | -                         | 500                       | 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                      | 375,000                   | 455,000                   | 455,000                    | 599,000                    |
| <b>7661</b> Reserve Set-Aside                              | -                         | -                         | -                          | -                          |
| <b>7884</b> Machinery & Equipment                          | -                         | -                         | -                          | -                          |
| <b>Total Supplies, Services &amp; Capital Outlay</b>       | <b>\$ 1,390,258</b>       | <b>\$ 1,480,586</b>       | <b>\$ 1,388,600</b>        | <b>\$ 1,584,600</b>        |

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

**EXHIBIT C-1**  
**101.540**  
**Page 1**

| Description  | FY 2018<br>Adopted                           |
|--|--|
| <b><u>7420</u> Utilities - Electricity/Gas/Water</b><br>PG&E (City Hall, Service Center)<br>Second Street Parking Garage<br>Water (City Hall, Service Center, Library)<br>West Valley Sanitation (Annual Service Charge for City Hall) | <b>\$ 240,000</b>                            |
| <b><u>7421</u> Communications - Phones</b><br>Telephone - City Hall Local/Long Distance Calls<br>- City Hall Modem Connection for Financial System<br>- Emergency Lines<br>- Fax Lines (City Hall)<br>- Switchboard                    | <b>55,000</b>                                |
| <b><u>7424</u> Office Expense</b><br>Print Shop Office Supplies, City-Wide Envelopes, Miscellaneous Forms, Etc.  | <b>4,500</b>                                 |
| <b><u>7427</u> Special Departmental Expense</b><br>Annual "Clean-Out Your Files" Day Promotional Materials and Refreshments  | <b>400</b>                                   |
| <b><u>7430</u> Professional &amp; Specialized Services</b><br>Sales Tax Audit - MuniServices Revenue Share Estimate (Offset w/ New Revenue)<br>STARS - Quarterly Sales Tax Report  | 44,000<br>6,000<br><b>50,000</b>             |
| <b><u>7433</u> Insurance &amp; Surety Bonds</b><br>Comprehensive Insurance Premiums:<br>Fidelity Bonds<br>Liability Insurance Pool<br>Property   | 1,000<br>312,000<br>33,000<br><b>346,000</b> |
| <b><u>7438</u> Other Charges</b><br>Armored Car Service<br>Credit Card Transaction Fees (City Hall Cashiering)<br>Pay Pal  | 7,400<br>30,000<br>300<br><b>37,700</b>      |
| <b>SUB-TOTAL PAGE 1</b>  | <b>\$ 733,600</b>                            |

| Description   | FY 2018<br>Adopted  |
|---|---------------------|
| <b><u>7440 Fees Paid to State</u></b><br>Fuel Tax, Underground Storage Tank Fees, Annexations, Etc.                                 | <b>\$ 1,000</b>     |
| <b><u>7442 Insurance Claims Expense</u></b><br>General Liability Self-Insured Retention (SIR)                                       | <b>50,000</b>       |
| <b><u>7448 Other Interest Expense</u></b><br>Estimated Interest on Refundable Faithful Performance Deposits                         | <b>2,000</b>        |
| <b><u>7458 Annexation Expense</u></b><br>Annexation Payment to City of San Jose (#5 of 40)  | <b>199,000</b>      |
| <b><u>7626 Retiree Health Prefunding</u></b><br>GASB 45 Phase in Funding of Future Retiree Health Benefits (OPEB 6/30/15 Valuation) | <b>599,000</b>      |
| <b>SUB-TOTAL PAGE 2</b>   | <b>\$ 851,000</b>   |
| <b>TOTAL Exhibit C-1</b>  | <b>\$ 1,584,600</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**

| Description                                     | FY 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 Adopted   |
|---|-------------------|-------------------|-------------------|-------------------|
| Employee Services (Exhibit B)                   | \$ -              | \$ -              | \$ -              | \$ -              |
| Supplies, Services & Capital Outlay (Exhibit C) | 4,537             | 4,554             | 5,000             | 5,000             |
| Debt Service (Exhibit D)                        | -                 | -                 | -                 | -                 |
| Total Before Transfers                          | 4,537             | 4,554             | 5,000             | 5,000             |
| Transfers Out (Exhibit E)                       | 142,513           | 147,614           | 140,000           | 140,000           |
| <b>Appropriation Total</b>                      | <b>\$ 147,050</b> | <b>\$ 152,168</b> | <b>\$ 145,000</b> | <b>\$ 145,000</b> |

| FUNDING SOURCE(S)           |                   |                   |                   |                   |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| Program Revenue             | \$ 147,049        | \$ 145,661        | \$ 145,000        | \$ 145,000        |
| Transfers from Other Funds  | -                 | -                 | -                 | -                 |
| Use of Reserves             | -                 | -                 | -                 | -                 |
| Additional Fund Revenue     | -                 | -                 | -                 | -                 |
| <b>Funding Source Total</b> | <b>\$ 147,049</b> | <b>\$ 145,661</b> | <b>\$ 145,000</b> | <b>\$ 145,000</b> |

| REVENUE DETAIL                    |              |                   |                   |                   |                   |
|-----------------------------------|--------------|-------------------|-------------------|-------------------|-------------------|
| Description                       | Fund / Acct. |                   |                   |                   |                   |
| Special Tax Levy                  | 5004         | \$ 146,971        | \$ 145,661        | \$ 145,000        | \$ 145,000        |
| Interest                          | 4450         | 78                | -                 | -                 | -                 |
| <b>Program Revenue</b>            |              | <b>\$ 147,049</b> | <b>\$ 145,661</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>TOTAL FUNDING SOURCES</b>      |              | <b>\$ 147,050</b> | <b>\$ 152,168</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**

| Description   | FY 2015 Actual  | FY 2016 Actual  | FY 2017 Adopted | FY 2018 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                  | -               | -               | -               | -               |
| <b>7428</b> Maintenance of Buildings, Structures & Ground | -               | -               | -               | -               |
| <b>7429</b> Maintenance & Operation of Equipment          | -               | -               | -               | -               |
| <b>7430</b> Professional & Specialized Services           | 3,080           | 3,097           | 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>\$ 4,537</b> | <b>\$ 4,554</b> | <b>\$ 5,000</b> | <b>\$ 5,000</b> |

| Description  | FY 2018<br>Adopted |
|--|--------------------|
| <b>7430 Professional &amp; Specialized Services</b><br>CFD Administrative Services | \$ 3,500           |
| <b>7438 Other Charges</b><br>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 2017<br>Adopted | FY 2018<br>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 2015 Actual      | FY 2016 Actual      | FY 2017 Adopted     | FY 2018 Adopted     |
|----------------------------|---------------------|---------------------|---------------------|---------------------|
| Employee Services          | \$ 135,000          | \$ 156,000          | \$ 156,000          | \$ -                |
| Supplies & Services        | 1,483,068           | 1,775,610           | 2,273,645           | 1,830,480           |
| Equipment                  | 295,250             | 209,867             | 84,000              | 86,000              |
| Debt Service               | 940,128             | 941,333             | 939,213             | 854,950             |
| <b>Appropriation Total</b> | <b>\$ 2,853,446</b> | <b>\$ 3,082,810</b> | <b>\$ 3,452,858</b> | <b>\$ 2,771,430</b> |

| FUNDING SOURCE(s)                |                     |                     |                     |                     |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|
| General Fund Revenues            | \$ 2,296,351        | \$ 2,716,943        | \$ 3,073,858        | \$ 2,676,430        |
| CIPR                             | 333,300             | 365,867             | 370,000             | 86,000              |
| Construction Tax Reserve         | -                   | -                   | -                   | -                   |
| General Plan Maintenance Reserve | -                   | -                   | 9,000               | 9,000               |
| <b>Funding Source Total</b>      | <b>\$ 2,629,651</b> | <b>\$ 3,082,810</b> | <b>\$ 3,452,858</b> | <b>\$ 2,771,430</b> |

| REVENUE DETAIL                                 |              |                     |                     |                     |                     |
|--|--------------|---------------------|---------------------|---------------------|---------------------|
| Description                                    | Fund / Acct. |                     |                     |                     |                     |
| Environmental Services - Garbage Franchise     |              | \$ 521,500          | \$ 511,500          | \$ 511,500          | \$ 513,693          |
| Debt Service                                   |              | 941,693             | 941,333             | 939,213             | 854,950             |
| CMLD Subsidy                                   |              | 1,056,953           | 1,264,110           | 1,623,145           | 1,307,787           |
| <b>General Fund Revenues</b>                   |              | <b>\$ 2,520,146</b> | <b>\$ 2,716,943</b> | <b>\$ 3,073,858</b> | <b>\$ 2,676,430</b> |
| CIPR - Vehicle & Equipment Pool - Equip        |              | \$ 102,000          | \$ -                | \$ 130,000          | \$ 38,000           |
| CIPR - Information Technology Pool - Equip     |              | 96,300              | 209,867             | 84,000              | 48,000              |
| CIPR - Information Technology Pool - Position  |              | 135,000             | 156,000             | 156,000             | -                   |
| <b>Capital Improvement Reserve</b>             |              | <b>\$ 333,300</b>   | <b>\$ 365,867</b>   | <b>\$ 370,000</b>   | <b>\$ 86,000</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>\$ 2,853,446</b> | <b>\$ 3,082,810</b> | <b>\$ 3,452,858</b> | <b>\$ 2,771,430</b> |

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

EXHIBIT E  
 101.980

| Description   | FY 2017<br>Adopted  | FY 2018<br>Adopted  |
|---|---------------------|---------------------|
| <b>9899 Operating Transfer Out</b>  |                     |                     |
| Lighting & Landscaping District - 207.775 Park Maintenance (Subsidy)              | \$ 1,623,145        | \$ 1,307,787        |
| Debt Service - City 2002 COP - 366.543  | 508,510             | -                   |
| Debt Service - 1997 COP Street Maintenance - 368.544                              | 430,703             | -                   |
| Debt Service - 2016 Lease Revenue Bond - 370.548                                  | -                   | 854,950             |
| Public Works - Environmental Programs - 209.715 (Garbage Franchise)               | 511,500             | 513,693             |
| Public Works - Vehicle & Equipment Maint. - 641.750 (New Equipment) *             | 130,000             | 38,000              |
| Information Technology - 647.547 (New Equipment) *                                | 84,000              | 48,000              |
| Information Technology - 647.547 (IT Administrator - Limited Term Position) *     | 156,000             | -                   |
| Information Technology - 647.547 (System Administrator - Limited Term Position) * | -                   | 159,000             |
| Information Technology - 647.547 (Peak Democracy) **                              | 9,000               | 9,000               |
| * Funded from CIPR  |                     |                     |
| ** Funded from General Plan Maintenance Reserve                                   |                     |                     |
| <b>General Fund Operating Transfers Total</b>                                     | <b>\$ 3,452,858</b> | <b>\$ 2,930,430</b> |

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

**EXHIBIT A  
Misc Funds**

| Description                | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|----------------------------|-------------------|-------------------|--------------------|--------------------|
| Employee Services          | \$ 1,279          | \$ -              | \$ -               | \$ -               |
| Supplies & Services        | 21,840            | 16,882            | 10,000             | 60,800             |
| Equipment                  | -                 | -                 | -                  | -                  |
| <b>Appropriation Total</b> | <b>\$ 23,119</b>  | <b>\$ 16,882</b>  | <b>\$ 10,000</b>   | <b>\$ 60,800</b>   |

| FUNDING SOURCE(s)           |                  |                  |                  |                  |
|-----------------------------|------------------|------------------|------------------|------------------|
| Local Grant Funding         | \$ 23,119        | \$ 16,882        | \$ 10,000        | \$ 60,800        |
| State Grant Funding         | -                | -                | -                | -                |
| Federal Grant Funding       | -                | -                | -                | -                |
| Use of Reserves             | -                | -                | -                | -                |
| <b>Funding Source Total</b> | <b>\$ 23,119</b> | <b>\$ 16,882</b> | <b>\$ 10,000</b> | <b>\$ 60,800</b> |

| REVENUE DETAIL                          |              |                  |                  |                  |                  |
|---|--------------|------------------|------------------|------------------|------------------|
| Description                             | Fund / Acct. |                  |                  |                  |                  |
| ABAG - Predictive Policing Software     | 212.4550     | \$ -             | \$ -             | \$ -             | \$ -             |
| ABAG - Risk Management Training         | 212.4550     | 913              | -                | -                | -                |
| ABAG - Risk Mgt Prog (Park Maint Reimb) | 212.4550     | 20,927           | 16,882           | 10,000           | 10,000           |
| BSCC Homeless Grant                     | 212          | -                | -                | -                | 50,800           |
| County - Hydra Station                  | 212.4523     | -                | -                | -                | -                |
| County - Obesity Prevention             | 212.4523     | -                | -                | -                | -                |
| County - Tobacco Prevention             | 212.4523     | 1,279            | -                | -                | -                |
| VTA - Project Readiness Program         | 212.4523     | -                | -                | -                | -                |
| <b>Local Grant</b>                      |              | <b>\$ 23,119</b> | <b>\$ 16,882</b> | <b>\$ 10,000</b> | <b>\$ 60,800</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>\$ 23,119</b> | <b>\$ 16,882</b> | <b>\$ 10,000</b> | <b>\$ 60,800</b> |

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

EXHIBIT E  
 Misc Funds

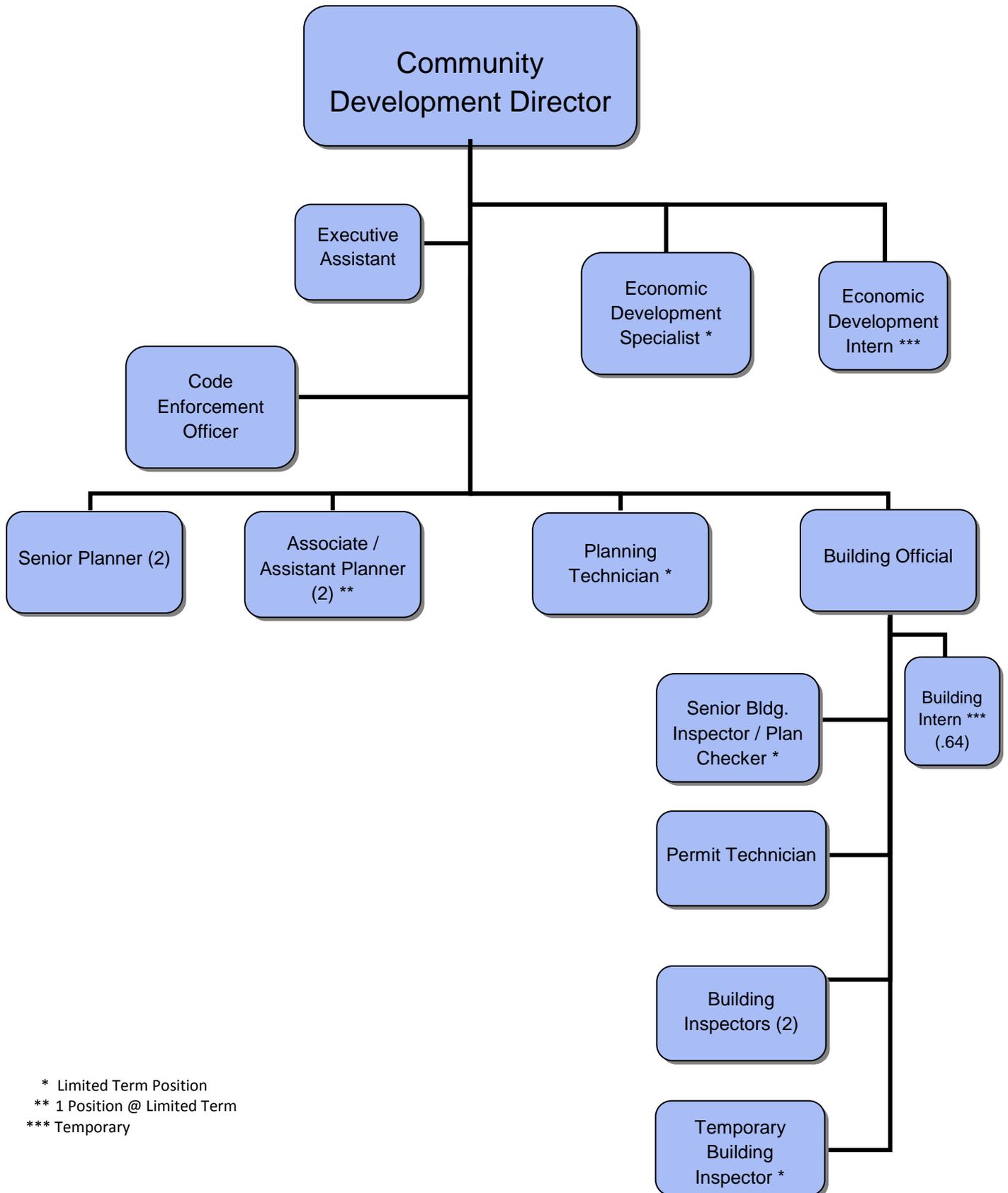
| Description   | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|--------------------|--------------------|
| <b><u>9899 Operating Transfer Out</u></b>                             |                    |                    |
| <b>Association of Bay Area Governments (ABAG Grant):</b>              |                    |                    |
| Park Maintenance 207.775 - Risk Mitigation (Tree Trimming)            | \$ 10,000          | \$ 10,000          |
| <b>Board of State and Community Corrections (BSCC) Homeless Grant</b> | -                  | 50,800             |
|   | <b>\$ 10,000</b>   | <b>\$ 60,800</b>   |



# Community Development



# Community Development Department 2017 -2018



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

**COMMUNITY DEVELOPMENT PROGRAM SUMMARY**

**Expenditure Summary**

| <b>Description</b>                              | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> |
|---|---------------------------|---------------------------|----------------------------|----------------------------|
| Employee Services (Exhibit B)                   | \$ 1,613,354              | \$ 1,963,021              | \$ 2,329,349               | \$ 2,472,649               |
| Supplies, Services & Capital Outlay (Exhibit C) | 484,652                   | 734,772                   | 768,412                    | 878,771                    |
| Debt Service (Exhibit D)                        | -                         | -                         | -                          | -                          |
| <b>Total Before Transfers</b>                   | <b>2,098,006</b>          | <b>2,697,793</b>          | <b>3,097,761</b>           | <b>3,351,420</b>           |
| Transfers Out (Exhibit E)                       | -                         | -                         | -                          | -                          |
| <b>Appropriation Total</b>                      | <b>\$ 2,098,006</b>       | <b>\$ 2,697,793</b>       | <b>\$ 3,097,761</b>        | <b>\$ 3,351,420</b>        |

**Revenue Summary**

|                             |                     |                     |                     |                     |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| Program Revenue             | \$ 2,159,777        | \$ 4,633,124        | \$ 2,705,910        | \$ 2,533,500        |
| Transfers from Other Funds  | -                   | -                   | -                   | -                   |
| Use of Reserves             | 44,115              | 17,775              | 623,562             | 842,195             |
| Additional Fund Revenue     | 502,874             | 451,413             | 676,149             | 632,496             |
| <b>Funding Source Total</b> | <b>\$ 2,706,767</b> | <b>\$ 5,102,312</b> | <b>\$ 4,005,621</b> | <b>\$ 4,008,191</b> |

**Staffing (Full-Time Equivalents)**

| <b>Permanent Position</b>                 | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> |
|---|---------------------------|---------------------------|----------------------------|----------------------------|
| Administrative Analyst I                  | -                         | 0.20                      | -                          | -                          |
| Assistant/Associate Planner               | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Building Division Manager / Bldg Official | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Building Inspector                        | 2.00                      | 2.00                      | 2.00                       | 2.00                       |
| Code Enforcement Officer                  | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Community Development Director            | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Executive Assistant                       | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Permit Technician                         | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Planning Manager                          | 1.00                      | 1.00                      | -                          | -                          |
| Senior Planner                            | 1.00                      | 1.00                      | 2.00                       | 2.00                       |
| <b>Permanent</b>                          | <b>10.00</b>              | <b>10.20</b>              | <b>10.00</b>               | <b>10.00</b>               |

**COMMUNITY DEVELOPMENT PROGRAM SUMMARY**

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

| <b>Limited-Term Position</b>        | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> |
|-------------------------------------|---------------------------|---------------------------|----------------------------|----------------------------|
| Assistant/Associate Planner         | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Building Inspector                  | -                         | -                         | -                          | 1.00                       |
| Economic Development Specialist     | -                         | -                         | -                          | 1.00                       |
| Planning Technician                 | -                         | -                         | 1.00                       | 1.00                       |
| Senior Building Inspector           | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| <b>Limited-Term</b>                 | <b>2.00</b>               | <b>2.00</b>               | <b>3.00</b>                | <b>5.00</b>                |
| <b>Temporary Position</b>           |                           |                           |                            |                            |
| Building Inspector                  | 0.88                      | 0.88                      | 0.88                       | -                          |
| Building Intern (Imaging Assistant) | -                         | 0.64                      | 0.64                       | 0.64                       |
| Economic Development Intern         | -                         | 0.75                      | -                          | 1.00                       |
| Economic Development Specialist     | -                         | -                         | 1.00                       | -                          |
| Planning Intern                     | 0.13                      | 0.13                      | 0.13                       | 0.13                       |
| Project Manager                     | -                         | 0.45                      | 0.45                       | -                          |
| Project Planner                     | 0.50                      | 0.50                      | -                          | -                          |
| <b>Temporary</b>                    | <b>1.51</b>               | <b>3.35</b>               | <b>3.10</b>                | <b>1.77</b>                |
| <b>Total Full Time Equivalents</b>  | <b>13.51</b>              | <b>15.55</b>              | <b>16.10</b>               | <b>16.77</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 2017 – 2018**

- Continue to Provide Training Opportunities to the Planning Commission

**PERFORMANCE OUTCOMES**

|          | <b>Measure</b>                                  | <b>FY 15</b> | <b>FY 16</b> | <b>FY 17</b> |
|----------|---|--------------|--------------|--------------|
| <b>1</b> | 90% of call backs made within one business day. | 96%          | 97%          | 96%          |
| <b>2</b> | 100% of public notices are filed accurately.    | 98%          | 98%          | 99%          |

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

EXHIBIT A  
 101.550

| Description                                     | FY 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 Adopted   |
|---|-------------------|-------------------|-------------------|-------------------|
| Employee Services (Exhibit B)                   | \$ 350,176        | \$ 362,466        | \$ 345,189        | \$ 360,506        |
| Supplies, Services & Capital Outlay (Exhibit C) | 101,115           | 98,656            | 111,022           | 127,203           |
| Debt Service (Exhibit D)                        | -                 | -                 | -                 | -                 |
| Total Before Transfers                          | 451,291           | 461,122           | 456,211           | 487,709           |
| Transfers Out (Exhibit E)                       | -                 | -                 | -                 | -                 |
| <b>Appropriation Total</b>                      | <b>\$ 451,291</b> | <b>\$ 461,122</b> | <b>\$ 456,211</b> | <b>\$ 487,709</b> |

| FUNDING SOURCE(s)           |                   |                   |                   |                   |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| Program Revenue             | \$ 178,698        | \$ 166,224        | \$ 170,000        | \$ 170,000        |
| Transfers from Other Funds  | -                 | -                 | -                 | -                 |
| Use of Reserves             | -                 | -                 | -                 | -                 |
| Additional Fund Revenue     | 272,593           | 294,898           | 286,211           | 317,709           |
| <b>Funding Source Total</b> | <b>\$ 451,291</b> | <b>\$ 461,122</b> | <b>\$ 456,211</b> | <b>\$ 487,709</b> |

| REVENUE DETAIL                           |              |                   |                   |                   |                   |
|--|--------------|-------------------|-------------------|-------------------|-------------------|
| Description                              | Fund / Acct. |                   |                   |                   |                   |
| Telecommunications Facility Rents/Leases | 4810         | \$ 106,328        | \$ 103,762        | \$ 115,000        | \$ 115,000        |
| Farmers Market In-Lieu Fee               | 4155         | 15,000            | -                 | -                 | -                 |
| Rental Dispute Fee                       | 4663         | 57,370            | 62,462            | 55,000            | 55,000            |
| <b>Program Revenue</b>                   |              | <b>\$ 178,698</b> | <b>\$ 166,224</b> | <b>\$ 170,000</b> | <b>\$ 170,000</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>\$ 272,593</b> | <b>\$ 294,898</b> | <b>\$ 286,211</b> | <b>\$ 317,709</b> |
| <b>TOTAL FUNDING SOURCES</b>             |              | <b>\$ 451,291</b> | <b>\$ 461,122</b> | <b>\$ 456,211</b> | <b>\$ 487,709</b> |

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

EXHIBIT B  
 101.550

| Description                                    | FY 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 Adopted   |
|--|-------------------|-------------------|-------------------|-------------------|
| <b>7001</b> Personnel - Regular                | \$ 251,881        | \$ 252,512        | \$ 253,071        | \$ 264,025        |
| <b>7002</b> Personnel - Temporary              | -                 | -                 | -                 | -                 |
| <b>7003</b> Personnel - Overtime               | -                 | 14                | -                 | -                 |
| <b>7005</b> Personnel - POST                   | -                 | -                 | -                 | -                 |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                 | -                 |
| <b>Total Salaries</b>                          | <b>\$ 251,881</b> | <b>\$ 252,526</b> | <b>\$ 253,071</b> | <b>\$ 264,025</b> |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -              | \$ -              |
| <b>7105</b> Uniform Allowance                  | -                 | -                 | -                 | -                 |
| <b>7106</b> Retirement                         | 43,807            | 50,214            | 47,993            | 51,635            |
| <b>7107</b> Dental Insurance                   | 4,138             | 4,229             | 3,848             | 3,963             |
| <b>7108</b> Group Health Insurance             | 29,796            | 30,579            | 27,783            | 28,893            |
| <b>7109</b> Group Life Insurance               | 391               | 386               | 353               | 353               |
| <b>7110</b> Workers' Compensation Insurance    | 1,263             | 1,461             | 1,833             | 1,268             |
| <b>7111</b> Unemployment Insurance             | -                 | -                 | -                 | -                 |
| <b>7112</b> Group Disability Insurance         | 1,492             | 1,733             | 1,702             | 1,604             |
| <b>7113</b> Medicare                           | 3,971             | 4,069             | 3,670             | 3,829             |
| <b>7114</b> Auto Allowance                     | 1,396             | 2,409             | 2,376             | 2,376             |
| <b>7115</b> Cell Phone Allowance               | 347               | 326               | 324               | 324               |
| <b>7118</b> Other Benefits Pay                 | 2,444             | 11,874            | -                 | -                 |
| <b>7120</b> Sick Leave Payout                  | 6,558             | -                 | -                 | -                 |
| <b>7121</b> Leave Balance Payout               | 244               | 197               | -                 | -                 |
| <b>7122</b> Deferred Compensation Contribution | 2,422             | 1,509             | 1,300             | 1,300             |
| <b>7124</b> VEBA Health Deferred Compensation  | 26                | 954               | 936               | 936               |
| <b>7126</b> PARS 457 Retirement                | -                 | -                 | -                 | -                 |
| <b>Total Benefits</b>                          | <b>\$ 98,295</b>  | <b>\$ 109,940</b> | <b>\$ 92,118</b>  | <b>\$ 96,481</b>  |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 350,176</b> | <b>\$ 362,466</b> | <b>\$ 345,189</b> | <b>\$ 360,506</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 2018<br>Adopted |
|---|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|   | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Community Development Director *                          | 1.00                          | 0.90              | 0.90               | 0.90               | \$ 176,333         |
| Planning Manager **                                       | 0.10                          | 0.10              | -                  | -                  | -                  |
| Executive Assistant                                       | 1.00                          | 1.00              | 1.00               | 1.00               | 87,692             |
| Administrative Analyst I ***                              | -                             | 0.20              | -                  | -                  | -                  |
| * 0.10 FTE Allocated to Prog 556                          |                               |                   |                    |                    |                    |
| ** Converted to Senior Planner                            |                               |                   |                    |                    |                    |
| *** Balance in 510, 524, 535 & 701<br>2 Year Limited Term |                               |                   |                    |                    |                    |
| <b>TOTAL</b>  | <b>2.10</b>                   | <b>2.20</b>       | <b>1.90</b>        | <b>1.90</b>        | <b>\$ 264,025</b>  |

| Temporary Personnel | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                     | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>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**

| Description  | FY 2015 Actual    | FY 2016 Actual   | FY 2017 Adopted   | FY 2018 Adopted   |
|--|-------------------|------------------|-------------------|-------------------|
| <b>7420</b> Utilities - Electricity/Gas/Water        | \$ -              | \$ -             | \$ -              | \$ -              |
| <b>7422</b> Advertising                              | 5,885             | 6,135            | 5,000             | 7,000             |
| <b>7423</b> Clothing & Personal Expense              | -                 | -                | -                 | -                 |
| <b>7424</b> Office Expense                           | 4,631             | 3,309            | 4,000             | 4,000             |
| <b>7425</b> Minor Tools & Equipment                  | -                 | -                | -                 | -                 |
| <b>7427</b> Special Departmental Expense             | 106               | 139              | 500               | 500               |
| <b>7428</b> Maint of Buildings, Structures & Grounds | -                 | -                | -                 | -                 |
| <b>7429</b> Maintenance & Operation of Equipment     | -                 | 582              | 700               | 700               |
| <b>7430</b> Professional & Specialized Services      | -                 | 225              | -                 | -                 |
| <b>7431</b> Promotional Expense                      | -                 | -                | -                 | -                 |
| <b>7432</b> Other Contractual Services               | 54,000            | 54,000           | 55,000            | 57,000            |
| <b>7433</b> Insurance & Surety Bonds                 | -                 | -                | -                 | -                 |
| <b>7434</b> Memberships, Dues, Books                 | 2,399             | 2,019            | 4,000             | 4,500             |
| <b>7435</b> Professional Development & Meetings      | 9,372             | 4,665            | 15,000            | 15,000            |
| <b>7437</b> Staff Development                        | -                 | -                | -                 | -                 |
| <b>7438</b> Other Charges                            | -                 | -                | -                 | -                 |
| <b>7439</b> Bad Debts                                | -                 | -                | -                 | -                 |
| <b>7442</b> Insurance Claims Expense                 | -                 | -                | -                 | -                 |
| <b>7550</b> User Charges - Motor Pool                | 134               | -                | -                 | -                 |
| <b>7551</b> User Charges - IT Pool                   | 24,588            | 27,581           | 26,822            | 38,503            |
| <b>7884</b> Machinery & Equipment                    | -                 | -                | -                 | -                 |
|  |                   |                  |                   |                   |
|  |                   |                  |                   |                   |
| <b>Total Supplies, Services &amp; Capital Outlay</b> | <b>\$ 101,115</b> | <b>\$ 98,656</b> | <b>\$ 111,022</b> | <b>\$ 127,203</b> |

| Description  | FY 2018<br>Adopted |
|--|--------------------|
| <b><u>7422 Advertising</u></b><br>Publication of Legal Notices, EIR's, Etc.  | <b>\$ 7,000</b>    |
| <b><u>7424 Office Expense</u></b><br>Miscellaneous Printings, Maps, Publications,<br>Office Supplies, Etc.<br>Reproduction for General Plan & Public Meetings  | <b>4,000</b>       |
| <b><u>7427 Special Departmental Expense</u></b><br>Employee Recognition  | <b>500</b>         |
| <b><u>7429 Maintenance &amp; Operation of Equipment</u></b><br>Microfiche Service Contract   | <b>700</b>         |
| <b><u>7432 Other Contractual Services</u></b><br>Rental Dispute Mediation (Project Sentinel) *   | <b>57,000</b>      |
| <b><u>7434 Memberships, Dues, Books</u></b><br>Books; SCCAPO meals; Director Dues & Subscriptions - APA, AICP & CDBG   | <b>4,500</b>       |
| <b><u>7435 Professional Development &amp; Meetings</u></b><br>All Staff (15 Employees) :<br>APA, League of California Cities, Workshops, Build it Green, Historic Preservation Board,<br>PC Training | <b>15,000</b>      |
| <b><u>7551 User Charges - IT Pool</u></b><br>Use of Computer Hardware/Software; Phones & Photocopier/Fax   | <b>38,503</b>      |
| <b>TOTAL</b>   | <b>\$ 127,203</b>  |

\* Funded with Rental Dispute Fee Revenue

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

**MISSION STATEMENT**

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

**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 2017 – 2018**

- Complete the Campbell Village Area Plan
- Complete the Wireless Telecommunications Ordinance
- Process the draft Historic Preservation Ordinance for City Council Review
- Complete the Historic Preservation Board App

**PERFORMANCE OUTCOMES**

|          | <b>Measure</b>   | <b>FY 15</b> | <b>FY 16</b> | <b>FY 17</b> |
|----------|--|--------------|--------------|--------------|
| <b>1</b> | 80% of inquiry phone calls and emails are returned within one business day.      | 96%          | 97%          | 97%          |
| <b>2</b> | 90% of minor building permits receive a response within five business days.      | 85%          | 85%          | 92%          |
| <b>3</b> | 85% of major building permits receive a response within ten business days.       | 85%          | 85%          | 87%          |
| <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.             | 98%          | 100%         | 100%         |

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

**EXHIBIT A**  
**101.551**

| Description                                     | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|-------------------|-------------------|--------------------|--------------------|
| Employee Services (Exhibit B)                   | \$ 409,589        | \$ 483,833        | \$ 635,491         | \$ 618,912         |
| Supplies, Services & Capital Outlay (Exhibit C) | 18,645            | 20,914            | 51,117             | 41,002             |
| Debt Service (Exhibit D)                        | -                 | -                 | -                  | -                  |
| Total Before Transfers                          | 428,234           | 504,747           | 686,608            | 659,914            |
| Transfers Out (Exhibit E)                       | -                 | -                 | -                  | -                  |
| <b>Appropriation Total</b>                      | <b>\$ 428,234</b> | <b>\$ 504,747</b> | <b>\$ 686,608</b>  | <b>\$ 659,914</b>  |

| FUNDING SOURCE(s)           |                   |                   |                   |                   |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| Program Revenue             | \$ 337,525        | \$ 582,785        | \$ 325,000        | \$ 325,000        |
| Transfers from Other Funds  | -                 | -                 | -                 | -                 |
| Use of Reserves             | -                 | -                 | 262,000           | 240,000           |
| Additional Fund Revenue     | 90,709            | (78,038)          | 99,608            | 94,914            |
| <b>Funding Source Total</b> | <b>\$ 428,234</b> | <b>\$ 504,747</b> | <b>\$ 686,608</b> | <b>\$ 659,914</b> |

| REVENUE DETAIL                    |              |                   |                    |                   |                   |
|-----------------------------------|--------------|-------------------|--------------------|-------------------|-------------------|
| Description                       | Fund / Acct. |                   |                    |                   |                   |
| Zoning Fees                       | 4660         | \$ 337,525        | \$ 582,785         | \$ 325,000        | \$ 325,000        |
|                                   |              |                   |                    |                   |                   |
| <b>Program Revenue</b>            |              | <b>\$ 337,525</b> | <b>\$ 582,785</b>  | <b>\$ 325,000</b> | <b>\$ 325,000</b> |
|                                   |              |                   |                    |                   |                   |
| <b>Transfers from Other Funds</b> |              | <b>\$ -</b>       | <b>\$ -</b>        | <b>\$ -</b>       | <b>\$ -</b>       |
|                                   |              |                   |                    |                   |                   |
| CIPR - Limited-Term Position      |              | -                 | -                  | \$ 262,000        | \$ 240,000        |
| <b>Use of Fund Reserves</b>       |              | <b>\$ -</b>       | <b>\$ -</b>        | <b>\$ 262,000</b> | <b>\$ 240,000</b> |
|                                   |              |                   |                    |                   |                   |
| <b>Additional Fund Subsidy</b>    |              | <b>\$ 90,709</b>  | <b>\$ (78,038)</b> | <b>\$ 99,608</b>  | <b>\$ 94,914</b>  |
|                                   |              |                   |                    |                   |                   |
| <b>TOTAL FUNDING SOURCES</b>      |              | <b>\$ 428,234</b> | <b>\$ 504,747</b>  | <b>\$ 686,608</b> | <b>\$ 659,914</b> |

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

**EXHIBIT B**  
**101.551**

| Description                                    | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| <b>7001</b> Personnel - Regular                | \$ 262,976        | \$ 277,207        | \$ 442,974         | \$ 427,419         |
| <b>7002</b> Personnel - Temporary              | 25,958            | 49,109            | 5,000              | 5,000              |
| <b>7003</b> Personnel - Overtime               | 13,834            | 33,500            | 20,000             | 20,000             |
| <b>7005</b> Personnel - POST                   | -                 | -                 | -                  | -                  |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                  | -                  |
| <b>Total Salaries</b>                          | <b>\$ 302,768</b> | <b>\$ 359,816</b> | <b>\$ 467,974</b>  | <b>\$ 452,419</b>  |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -               | \$ -               |
| <b>7105</b> Uniform Allowance                  | -                 | -                 | -                  | -                  |
| <b>7106</b> Retirement                         | 50,148            | 62,561            | 84,005             | 83,591             |
| <b>7107</b> Dental Insurance                   | 4,886             | 5,041             | 8,100              | 8,344              |
| <b>7108</b> Group Health Insurance             | 33,538            | 35,157            | 57,240             | 57,304             |
| <b>7109</b> Group Life Insurance               | 460               | 439               | 744                | 744                |
| <b>7110</b> Workers' Compensation Insurance    | 4,009             | 6,104             | 2,823              | 2,059              |
| <b>7111</b> Unemployment Insurance             | -                 | -                 | -                  | -                  |
| <b>7112</b> Group Disability Insurance         | 1,618             | 1,709             | 2,916              | 2,916              |
| <b>7113</b> Medicare                           | 4,690             | 5,645             | 6,424              | 6,270              |
| <b>7114</b> Auto Allowance                     | 451               | 80                | -                  | -                  |
| <b>7115</b> Cell Phone Allowance               | -                 | -                 | -                  | -                  |
| <b>7118</b> Other Benefits Pay                 | 2,721             | 3,081             | -                  | -                  |
| <b>7120</b> Sick Leave Payout                  | -                 | -                 | -                  | -                  |
| <b>7121</b> Leave Balance Payout               | 1,219             | 983               | -                  | -                  |
| <b>7122</b> Deferred Compensation Contribution | 3,066             | 3,157             | 5,200              | 5,200              |
| <b>7124</b> VEBA Health Deferred Compensation  | -                 | 60                | -                  | -                  |
| <b>7126</b> PARS 457 Retirement                | 14                | -                 | 65                 | 65                 |
| <b>Total Benefits</b>                          | <b>\$ 106,821</b> | <b>\$ 124,017</b> | <b>\$ 167,517</b>  | <b>\$ 166,493</b>  |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 409,589</b> | <b>\$ 483,833</b> | <b>\$ 635,491</b>  | <b>\$ 618,912</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 2018<br>Adopted |
|---|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|   | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Planning Manager *                        | 0.50                          | 0.50              | -                  | -                  | \$ -               |
| Assistant/Associate Planner **            | 0.70                          | 0.70              | 0.70               | 0.70               | 82,519             |
| Assistant/Associate Planner ***           | 1.00                          | 1.00              | 1.00               | 1.00               | 93,746             |
| Senior Planner ****                       | 0.70                          | 0.70              | 1.30               | 1.30               | 178,084            |
| Planning Technician *****                 | -                             | -                 | 1.00               | 1.00               | 73,070             |
| * Convert to Senior Planner               |                               |                   |                    |                    |                    |
| ** Balance Funded in Program 552          |                               |                   |                    |                    |                    |
| *** 2-Year Limited Term - Extend          |                               |                   |                    |                    |                    |
| **** Balance Funded in Programs 552 & 557 |                               |                   |                    |                    |                    |
| ***** 2-Year Limited Term                 |                               |                   |                    |                    |                    |
|   | <b>2.90</b>                   | <b>2.90</b>       | <b>4.00</b>        | <b>4.00</b>        | <b>\$ 427,419</b>  |

| Temporary Personnel              | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|----------------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                                  | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Planning Intern                  | 0.13                          | 0.13              | 0.13               | 0.13               | \$ 5,000           |
| Project Planner *                | 0.50                          | 0.50              | -                  | -                  | -                  |
| * Convert to Planning Technician |                               |                   |                    |                    |                    |
|                                  | <b>0.63</b>                   | <b>0.63</b>       | <b>0.13</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 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>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             | -                 | -                 | 16,000             | 13,000             |
| <b>7429</b> Maint. & Operation of Equipment          | -                 | -                 | -                  | -                  |
| <b>7430</b> Professional & Specialized Services      | -                 | -                 | 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                 | -                 | -                 | -                  | -                  |
| <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                   | 18,645            | 20,914            | 20,117             | 28,002             |
| <b>7884</b> Machinery & Equipment                    | -                 | -                 | -                  | -                  |
|  |                   |                   |                    |                    |
|  |                   |                   |                    |                    |
| <b>Total Supplies, Services &amp; Capital Outlay</b> | <b>\$ 18,645</b>  | <b>\$ 20,914</b>  | <b>\$ 51,117</b>   | <b>\$ 41,002</b>   |

| Description   | FY 2018<br>Adopted |
|---|--------------------|
| <b>7427</b> <u>Special Departmental Expense</u>             |                    |
| Historic Preservation Board Projects                        | 1,000              |
| Historic Preservation Board Application                     | 12,000             |
|   | <b>\$ 13,000</b>   |
| <b>7551</b> <u>User Charges - IT Pool</u>                   |                    |
| Use of Computer Hardware/Software; Phones & Photocopier/Fax | <b>28,002</b>      |
|   |                    |
| <b>TOTAL</b>  | <b>\$ 41,002</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 2017 – 2018**

- Continue processing the General Plan Update - Envision Campbell
- Hold monthly GPAC meetings and coordinate with the General Plan consultant
- Consider areas which may require specific plans

**PERFORMANCE OUTCOMES**

|          | <b>Measure</b>   | <b>FY 15</b> | <b>FY 16</b> | <b>FY 17</b> |
|----------|--|--------------|--------------|--------------|
| <b>1</b> | 85% of policy development milestones and projects are completed according to the approved Work Plan. | 65%          | 65%          | 95%          |

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

EXHIBIT A  
 101.552

| Description                                     | FY 2015 Actual      | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 Adopted   |
|---|---------------------|-------------------|-------------------|-------------------|
| Employee Services (Exhibit B)                   | \$ 119,803          | \$ 54,465         | \$ 132,577        | \$ 141,073        |
| Supplies, Services & Capital Outlay (Exhibit C) | 19,770              | 89,466            | 10,206            | 10,000            |
| Debt Service (Exhibit D)                        | -                   | -                 | -                 | -                 |
| Total Before Transfers                          | 139,572             | 143,931           | 142,783           | 151,073           |
| Transfers Out (Exhibit E)                       | -                   | -                 | -                 | -                 |
| <b>Appropriation Total</b>                      | <b>\$ 139,572</b>   | <b>\$ 143,931</b> | <b>\$ 142,783</b> | <b>\$ 151,073</b> |
| <b>FUNDING SOURCE(s)</b>                        |                     |                   |                   |                   |
| Program Revenue                                 | \$ -                | \$ -              | \$ -              | \$ -              |
| Transfers from Other Funds                      | -                   | -                 | -                 | -                 |
| Use of Reserves                                 | -                   | -                 | -                 | -                 |
| Additional Fund Revenue                         | 139,572             | 143,931           | 142,783           | 151,073           |
| <b>Funding Source Total</b>                     | <b>\$ 139,572</b>   | <b>\$ 143,931</b> | <b>\$ 142,783</b> | <b>\$ 151,073</b> |
| <b>REVENUE DETAIL</b>                           |                     |                   |                   |                   |
| <b>Description</b>                              | <b>Fund / Acct.</b> |                   |                   |                   |
| General Plan Maintenance Fee *                  | 4670                | \$ 64,305         | \$ 157,262        | \$ -              |
|   |                     |                   |                   |                   |
| * Non-Operating Revenue                         |                     |                   |                   |                   |
| <b>Program Revenue</b>                          |                     | <b>\$ 64,305</b>  | <b>\$ 157,262</b> | <b>\$ -</b>       |
|   |                     |                   |                   |                   |
| <b>Transfers from Other Funds</b>               |                     | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       |
|   |                     |                   |                   |                   |
|   |                     |                   |                   |                   |
| <b>Use of Fund Reserves</b>                     |                     | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       |
|   |                     |                   |                   |                   |
| <b>Additional Fund Subsidy</b>                  |                     | <b>\$ 139,572</b> | <b>\$ 143,931</b> | <b>\$ 142,783</b> |
|   |                     |                   |                   |                   |
| <b>TOTAL FUNDING SOURCES</b>                    |                     | <b>\$ 203,878</b> | <b>\$ 301,193</b> | <b>\$ 142,783</b> |

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

**EXHIBIT B**  
**101.552**

| Description                                    | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| <b>7001</b> Personnel - Regular                | \$ 84,057         | \$ 36,935         | \$ 97,311          | \$ 103,859         |
| <b>7002</b> Personnel - Temporary              | -                 | -                 | -                  | -                  |
| <b>7003</b> Personnel - Overtime               | 1,531             | 2,123             | -                  | -                  |
| <b>7005</b> Personnel - POST                   | -                 | -                 | -                  | -                  |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                  | -                  |
| <b>Total Salaries</b>                          | <b>\$ 85,588</b>  | <b>\$ 39,058</b>  | <b>\$ 97,311</b>   | <b>\$ 103,859</b>  |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -               | \$ -               |
| <b>7105</b> Uniform Allowance                  | -                 | -                 | -                  | -                  |
| <b>7106</b> Retirement                         | 14,909            | 7,019             | 18,454             | 20,312             |
| <b>7107</b> Dental Insurance                   | 1,524             | 744               | 1,620              | 1,669              |
| <b>7108</b> Group Health Insurance             | 10,570            | 4,804             | 11,448             | 11,461             |
| <b>7109</b> Group Life Insurance               | 144               | 62                | 149                | 149                |
| <b>7110</b> Workers' Compensation Insurance    | 823               | 620               | 561                | 494                |
| <b>7111</b> Unemployment Insurance             | -                 | -                 | -                  | -                  |
| <b>7112</b> Group Disability Insurance         | 539               | 251               | 583                | 583                |
| <b>7113</b> Medicare                           | 1,294             | 640               | 1,411              | 1,506              |
| <b>7114</b> Auto Allowance                     | 361               | 64                | -                  | -                  |
| <b>7115</b> Cell Phone Allowance               | -                 | -                 | -                  | -                  |
| <b>7118</b> Other Benefits Pay                 | 2,177             | (39)              | -                  | -                  |
| <b>7120</b> Sick Leave Payout                  | -                 | -                 | -                  | -                  |
| <b>7121</b> Leave Balance Payout               | 976               | 786               | -                  | -                  |
| <b>7122</b> Deferred Compensation Contribution | 899               | 408               | 1,040              | 1,040              |
| <b>7124</b> VEBA Health Deferred Compensation  | -                 | 48                | -                  | -                  |
| <b>7126</b> PARS 457 Retirement                | -                 | -                 | -                  | -                  |
| <b>Total Benefits</b>                          | <b>\$ 34,215</b>  | <b>\$ 15,408</b>  | <b>\$ 35,266</b>   | <b>\$ 37,214</b>   |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 119,803</b> | <b>\$ 54,465</b>  | <b>\$ 132,577</b>  | <b>\$ 141,073</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 2018<br>Adopted |
|---|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|   | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Planning Manager *                      | 0.40                          | 0.40              | -                  | -                  | \$ -               |
| Senior Planner **                       | -                             | -                 | 0.50               | 0.50               | 68,494             |
| Assistant/Associate Planner ***         | 0.30                          | 0.30              | 0.30               | 0.30               | 35,365             |
| * 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>0.80</b>        | <b>0.80</b>        | <b>\$ 103,859</b>  |

| Temporary Personnel | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                     | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>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 2015 Actual   | FY 2016 Actual   | FY 2017 Adopted  | FY 2018 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>7427</b> Special Departmental Expense             | 1,949            | 2,474            | 3,500            | 3,000            |
| <b>7428</b> Maint of Buildings, Structures & Grounds | -                | -                | -                | -                |
| <b>7429</b> Maintenance & Operation of Equipment     | -                | -                | -                | -                |
| <b>7430</b> Professional & Specialized Services      | 11,472           | 79,933           | -                | -                |
| <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                                | -                | -                | -                | -                |
| <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                   | 6,293            | 7,059            | 6,706            | 7,000            |
|  |                  |                  |                  |                  |
|  |                  |                  |                  |                  |
| <b>Total Supplies, Services &amp; Capital Outlay</b> | <b>\$ 19,770</b> | <b>\$ 89,466</b> | <b>\$ 10,206</b> | <b>\$ 10,000</b> |

| Description  | FY 2018<br>Adopted |
|--|--------------------|
| <b>7427 <u>Special Departmental Expense</u></b><br>Local Area Formation Commission (LAFCO) Fee - Mandate | <b>\$ 3,000</b>    |
| <b>7551 <u>User Charges - IT Pool</u></b><br>Use of Computer Hardware/Software; Phones & Photocopier/Fax | <b>7,000</b>       |
| <b>TOTAL</b>   | <b>\$ 10,000</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 2017 - 2018**

- Continue to implement process to close-out unresolved code cases
- Complete the City's street naming program revisions
- Acquire a new Permit Tracking System to replace Tidemark

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

**PERFORMANCE OUTCOMES**

|          | <b>Measure</b>  | <b>FY 15</b> | <b>FY 16</b> | <b>FY 17</b> |
|----------|---|--------------|--------------|--------------|
| <b>1</b> | 85% of all plan check submittals are given first review for compliance with codes within ten days of submittal.                           | 100%         | 90%          | 95%          |
| <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%          | 88%          | 89%          |
| <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%          | 80%          | 80%          |
| <b>7</b> | 90% of all minor nuisance complaints resolved within 30 days.   | 85%          | 90%          | 80%          |
| <b>8</b> | 90% of code enforcement inquiries are responded to within three business days.  | 85%          | 90%          | 80%          |

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

**EXHIBIT A**  
**101.554**

| Description                                     | FY 2015<br>Actual | FY 2016<br>Actual   | FY 2017<br>Adopted  | FY 2018<br>Adopted  |
|---|-------------------|---------------------|---------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ 686,945        | \$ 893,418          | \$ 1,026,741        | \$ 1,153,964        |
| Supplies, Services & Capital Outlay (Exhibit C) | 302,645           | 376,318             | 363,309             | 473,265             |
| Debt Service (Exhibit D)                        | -                 | -                   | -                   | -                   |
| Total Before Transfers                          | 989,590           | 1,269,736           | 1,390,050           | 1,627,229           |
| Transfers Out (Exhibit E)                       | -                 | -                   | -                   | -                   |
| <b>Appropriation Total</b>                      | <b>\$ 989,590</b> | <b>\$ 1,269,736</b> | <b>\$ 1,390,050</b> | <b>\$ 1,627,229</b> |

| FUNDING SOURCE(s)           |                     |                     |                     |                     |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| Program Revenue             | \$ 1,598,351        | \$ 3,851,131        | \$ 2,127,910        | \$ 1,958,000        |
| Transfers from Other Funds  | -                   | -                   | -                   | -                   |
| Use of Reserves             | -                   | -                   | 170,000             | 326,000             |
| Additional Fund Revenue     | -                   | -                   | -                   | -                   |
| <b>Funding Source Total</b> | <b>\$ 1,598,351</b> | <b>\$ 3,851,131</b> | <b>\$ 2,297,910</b> | <b>\$ 2,284,000</b> |

| REVENUE DETAIL                    |              |                     |                     |                     |                     |
|-----------------------------------|--------------|---------------------|---------------------|---------------------|---------------------|
| Description                       | Fund / Acct. |                     |                     |                     |                     |
| Construction Tax *                | 4151         | \$ 50,710           | \$ 338,718          | \$ -                | \$ -                |
| Construction Permits              | 4210         | 1,180,622           | 2,488,271           | 1,614,000           | 1,512,000           |
| Advance Plan Check Fees           | 4211         | 274,086             | 838,954             | 400,000             | 350,000             |
| Building Division General Revenue | 4212         | 11,167              | 18,738              | 20,000              | 18,000              |
| Plan Check Fee - Title 24 Energy  | 4213         | 39,150              | 117,143             | 73,910              | 60,000              |
| Document Imaging Fees             | 4661         | 22,494              | 35,681              | 20,000              | 18,000              |
| Code Enforcement Fines            | 4371         | 19,482              | 11,990              | -                   | -                   |
| Other Revenue                     | 4965         | 641                 | 1,636               | -                   | -                   |
| * Non-Operating Revenue           |              |                     |                     |                     |                     |
| <b>Program Revenue</b>            |              | <b>\$ 1,598,351</b> | <b>\$ 3,851,131</b> | <b>\$ 2,127,910</b> | <b>\$ 1,958,000</b> |
| <b>Transfers from Other Funds</b> |              | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| CIPR - Limited Term Position      |              | \$ -                | \$ -                | \$ 170,000          | \$ 326,000          |
| <b>Use of Fund Reserves</b>       |              | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ 170,000</b>   | <b>\$ 326,000</b>   |
| <b>Additional Fund Subsidy</b>    |              | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>TOTAL FUNDING SOURCES</b>      |              | <b>\$ 1,598,351</b> | <b>\$ 3,851,131</b> | <b>\$ 2,297,910</b> | <b>\$ 2,284,000</b> |

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

EXHIBIT B  
 101.554

| Description                                    | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted  | FY 2018<br>Adopted  |
|--|-------------------|-------------------|---------------------|---------------------|
| <b>7001</b> Personnel - Regular                | \$ 434,547        | \$ 568,559        | \$ 665,767          | \$ 805,956          |
| <b>7002</b> Personnel - Temporary              | 61,555            | 80,833            | 94,656              | 20,400              |
| <b>7003</b> Personnel - Overtime               | -                 | 501               | -                   | -                   |
| <b>7005</b> Personnel - POST                   | -                 | -                 | -                   | -                   |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                   | -                   |
| <b>Total Salaries</b>                          | <b>\$ 496,102</b> | <b>\$ 649,893</b> | <b>\$ 760,423</b>   | <b>\$ 826,356</b>   |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -                | \$ -                |
| <b>7105</b> Uniform Allowance                  | 435               | 512               | 590                 | 750                 |
| <b>7106</b> Retirement                         | 75,550            | 109,028           | 126,257             | 158,786             |
| <b>7107</b> Dental Insurance                   | 9,002             | 11,079            | 12,008              | 14,602              |
| <b>7108</b> Group Health Insurance             | 63,409            | 77,326            | 85,518              | 102,082             |
| <b>7109</b> Group Life Insurance               | 834               | 999               | 1,103               | 1,767               |
| <b>7110</b> Workers' Compensation Insurance    | 6,740             | 9,889             | 13,488              | 16,421              |
| <b>7111</b> Unemployment Insurance             | -                 | -                 | -                   | -                   |
| <b>7112</b> Group Disability Insurance         | 2,793             | 4,160             | 4,617               | 5,346               |
| <b>7113</b> Medicare                           | 7,687             | 9,876             | 10,676              | 12,069              |
| <b>7114</b> Auto Allowance                     | 949               | 1,931             | 1,920               | 1,920               |
| <b>7115</b> Cell Phone Allowance               | 1,116             | 1,723             | 1,775               | 2,160               |
| <b>7118</b> Other Benefits Pay                 | 3,980             | 5,769             | -                   | 2,600               |
| <b>7120</b> Sick Leave Payout                  | 232               | -                 | -                   | -                   |
| <b>7121</b> Leave Balance Payout               | 11,777            | 3,469             | -                   | -                   |
| <b>7122</b> Deferred Compensation Contribution | 5,513             | 5,661             | 6,409               | 7,800               |
| <b>7124</b> VEBA Health Deferred Compensation  | 26                | 1,046             | 1,040               | 1,040               |
| <b>7126</b> PARS 457 Retirement                | 800               | 1,058             | 917                 | 265                 |
| <b>Total Benefits</b>                          | <b>\$ 190,843</b> | <b>\$ 243,525</b> | <b>\$ 266,318</b>   | <b>\$ 327,608</b>   |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 686,945</b> | <b>\$ 893,418</b> | <b>\$ 1,026,741</b> | <b>\$ 1,153,964</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 2018<br>Adopted |
|---|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|   | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Building Division Manager / Bldg Official | 1.00                          | 1.00              | 1.00               | 1.00               | \$ 152,236         |
| Building Inspector                        | 2.00                          | 2.00              | 2.00               | 2.00               | 226,428            |
| Building Inspector *                      | -                             | -                 | -                  | 1.00               | 102,544            |
| Code Enforcement Officer                  | 0.93                          | 0.93              | 0.93               | 1.00               | 111,092            |
| Permit Technician                         | 1.00                          | 1.00              | 1.00               | 1.00               | 84,572             |
| Senior Building Inspector **              | 1.00                          | 1.00              | 1.00               | 1.00               | 129,084            |
| * 2-Year Limited Term                     |                               |                   |                    |                    |                    |
| ** 2-Year Limited Term - Extended         |                               |                   |                    |                    |                    |
| <b>TOTAL</b>                              | <b>5.93</b>                   | <b>5.93</b>       | <b>5.93</b>        | <b>7.00</b>        | <b>\$ 805,956</b>  |

| Temporary Personnel                 | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|-------------------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                                     | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Temporary Building Inspector        | 0.88                          | 0.88              | 0.88               | -                  | \$ -               |
| 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>0.64</b>        | <b>\$ 20,400</b>   |

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

**EXHIBIT C**  
**101.554**

| Description   | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|-------------------|-------------------|--------------------|--------------------|
| <b>7421</b> Communications - Phones                   | -                 | -                 | 500                | -                  |
| <b>7423</b> Clothing & Personal Expense               | -                 | -                 | 200                | -                  |
| <b>7424</b> Office Expense                            | 6,057             | 9,811             | 7,500              | 7,500              |
| <b>7425</b> Minor Tools & Equipment                   | 17                | -                 | 200                | 200                |
| <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       | 225,020           | 289,180           | 265,000            | 345,000            |
| <b>7431</b> Promotional Expense                       | -                 | -                 | -                  | -                  |
| <b>7432</b> Other Contractual Services                | -                 | -                 | -                  | -                  |
| <b>7433</b> Insurance & Surety Bonds                  | -                 | -                 | -                  | -                  |
| <b>7434</b> Memberships, Dues, Books                  | 1,682             | 465               | 7,700              | 7,700              |
| <b>7435</b> Professional Development & Meetings       | 11                | 64                | -                  | -                  |
| <b>7437</b> Staff Development                         | 42                | 153               | -                  | -                  |
| <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                 | 22,747            | 23,848            | 21,859             | 21,859             |
| <b>7551</b> User Charges - IT Pool                    | 47,069            | 52,797            | 60,350             | 91,006             |
| <b>7884</b> Machinery & Equipment                     | -                 | -                 | -                  | -                  |
|   |                   |                   |                    |                    |
|   |                   |                   |                    |                    |
|   |                   |                   |                    |                    |
|   |                   |                   |                    |                    |
| <b>Total Supplies, Services &amp; Capital Outlay</b>  | <b>\$ 302,645</b> | <b>\$ 376,318</b> | <b>\$ 363,309</b>  | <b>\$ 473,265</b>  |

| Description  | FY 2018<br>Adopted  |
|--|---|
| <b>7424 Office Expense</b><br>Printing, Maps, Etc.   | <b>7,500</b>  |
| <b>7425 Minor Tools &amp; Equipment</b><br>Miscellaneous Equipment & Supplies  | <b>200</b>  |
| <b>7430 Professional &amp; Specialized Services</b><br>Contract Code Enforcement Officer<br>Contract Permit Technician<br>Contract plan Checking - Structural Engineer Fees<br>Graffiti Abatement<br>Hearing Officer | 60,000<br>100,000<br>160,000<br>20,000<br>5,000<br><b>345,000</b> |
| <b>7434 Memberships, Dues, Books</b><br>Books<br>California Association of Building Officials (CABO) Dues<br>International Code Council (ICC) Dues   | 6,000<br>600<br>1,100<br><b>7,700</b>                             |
| <b>7550 User Charges - Motor Pool</b><br>Use of City Vehicles  | <b>21,859</b>   |
| <b>7551 User Charges - IT Pool</b><br>Use of Computer Hardware/Software; Phones & Photocopier/Fax  | <b>91,006</b>   |
| <b>TOTAL</b>   | <b>\$ 473,265</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 2017-2018**

- Complete the preparation of the Economic Development Plan

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

**EXHIBIT A**  
**101.556**

| Description                                     | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|-------------------|-------------------|--------------------|--------------------|
| Employee Services (Exhibit B)                   | \$ -              | \$ 96,516         | \$ 144,789         | \$ 160,799         |
| Supplies, Services & Capital Outlay (Exhibit C) | -                 | 6,107             | 14,758             | 24,501             |
| Debt Service (Exhibit D)                        | -                 | -                 | -                  | -                  |
| Total Before Transfers                          | -                 | 102,623           | 159,547            | 185,300            |
| Transfers Out (Exhibit E)                       | -                 | -                 | -                  | -                  |
| <b>Appropriation Total</b>                      | <b>\$ -</b>       | <b>\$ 102,623</b> | <b>\$ 159,547</b>  | <b>\$ 185,300</b>  |

| FUNDING SOURCE(s)           |             |                   |                   |                   |
|-----------------------------|-------------|-------------------|-------------------|-------------------|
| Program Revenue             | \$ -        | \$ 12,000         | \$ 12,000         | \$ 12,500         |
| Transfers from Other Funds  | -           | -                 | -                 | -                 |
| Use of Reserves             | -           | -                 | -                 | 104,000           |
| Additional Fund Revenue     | -           | 90,623            | 147,547           | \$ 68,800         |
| <b>Funding Source Total</b> | <b>\$ -</b> | <b>\$ 102,623</b> | <b>\$ 159,547</b> | <b>\$ 185,300</b> |

| REVENUE DETAIL                    |              |             |                   |                   |                   |
|-----------------------------------|--------------|-------------|-------------------|-------------------|-------------------|
| Description                       | Fund / Acct. |             |                   |                   |                   |
| Farmers Market In-Lieu Fee        | 4155         | \$ -        | \$ 12,000         | \$ 12,000         | \$ 12,500         |
| <b>Program Revenue</b>            |              | <b>\$ -</b> | <b>\$ 12,000</b>  | <b>\$ 12,000</b>  | <b>\$ 12,500</b>  |
| <b>Transfers from Other Funds</b> |              | <b>\$ -</b> | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       |
| CIPR - Limited Term Positions     |              | -           | -                 | -                 | \$ 104,000        |
| <b>Use of Fund Reserves</b>       |              | <b>\$ -</b> | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ 104,000</b> |
| <b>Additional Fund Subsidy</b>    |              | <b>\$ -</b> | <b>\$ 90,623</b>  | <b>\$ 147,547</b> | <b>\$ 68,800</b>  |
| <b>TOTAL FUNDING SOURCES</b>      |              | <b>\$ -</b> | <b>\$ 102,623</b> | <b>\$ 159,547</b> | <b>\$ 185,300</b> |

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

EXHIBIT B  
 101.556

| Description                             | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|-------------------|-------------------|--------------------|--------------------|
| 7001 Personnel - Regular                | \$ -              | \$ 17,069         | 18,611             | \$ 89,605          |
| 7002 Personnel - Temporary              | -                 | 70,324            | 116,000            | 30,000             |
| 7003 Personnel - Overtime               | -                 | 68                | -                  | -                  |
| 7005 Personnel - POST                   | -                 | -                 | -                  | -                  |
| 7103 Personnel - Holiday Pay            | -                 | -                 | -                  | -                  |
| <b>Total Salaries</b>                   | -                 | <b>87,460</b>     | <b>134,611</b>     | <b>\$ 119,605</b>  |
| 7104 Meal Allowance                     | \$ -              | \$ -              | \$ -               | \$ -               |
| 7105 Uniform Allowance                  | -                 | -                 | -                  | -                  |
| 7106 Retirement                         | -                 | 3,419             | 3,529              | 17,524             |
| 7107 Dental Insurance                   | -                 | 203               | 203                | 2,295              |
| 7108 Group Health Insurance             | -                 | 1,532             | 1,497              | 15,945             |
| 7109 Group Life Insurance               | -                 | 19                | 19                 | 205                |
| 7110 Workers' Compensation Insurance    | -                 | 473               | 968                | 571                |
| 7112 Group Disability Insurance         | -                 | 97                | 97                 | 826                |
| 7113 Medicare                           | -                 | 1,304             | 1,953              | 1,734              |
| 7114 Auto Allowance                     | -                 | 262               | 264                | 264                |
| 7115 Cell Phone Allowance               | -                 | 36                | 36                 | 36                 |
| 7118 Other Benefits Pay                 | -                 | 1,320             | -                  | -                  |
| 7120 Sick Leave Payout                  | -                 | -                 | -                  | -                  |
| 7121 Leave Balance Payout               | -                 | -                 | -                  | -                  |
| 7122 Deferred Compensation Contribution | -                 | -                 | -                  | 1,300              |
| 7124 VEBA Health Deferred Compensation  | -                 | 103               | 104                | 104                |
| 7126 PARS 457 Retirement                | -                 | 287               | 1,508              | 390                |
| <b>Total Benefits</b>                   | -                 | <b>9,056</b>      | <b>10,178</b>      | <b>\$ 41,194</b>   |
| <b>Total Salary &amp; Benefits</b>      | -                 | <b>96,516</b>     | <b>144,789</b>     | <b>\$ 160,799</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 2018<br>Adopted |
|------------------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                                    | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Community Development Director *   | -                             | -                 | 0.10               | 0.10               | \$ 19,593          |
| Economic Development Specialist ** | -                             | -                 | -                  | 1.00               | 70,012             |
| * Balance in Program 550           |                               |                   |                    |                    |                    |
| ** 2-Year Limited Term             |                               |                   |                    |                    |                    |
| <b>TOTAL</b>                       | -                             | -                 | <b>0.10</b>        | <b>1.10</b>        | <b>\$ 89,605</b>   |

| Temporary Personnel             | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---------------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                                 | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Project Manager *               | -                             | -                 | 0.45               | -                  | \$ -               |
| Economic Development Specialist | -                             | -                 | 1.00               | -                  | -                  |
| Economic Development Intern     | -                             | -                 | -                  | 1.00               | 30,000             |
| * Moved from Prog 510 in FY 16  |                               |                   |                    |                    |                    |
| <b>TOTAL</b>                    | -                             | -                 | <b>1.45</b>        | <b>1.00</b>        | <b>\$ 30,000</b>   |

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

**EXHIBIT C**  
**101.556**

| Description   | FY 2015 Actual | FY 2016 Actual  | FY 2017 Adopted  | FY 2018 Adopted  |
|---|----------------|-----------------|------------------|------------------|
| <b>7420</b> Utilities - Electricity/Gas/Water         | \$ -           | \$ -            | \$ -             | \$ -             |
| <b>7421</b> Communications - Phones                   | -              | -               | -                | -                |
| <b>7422</b> Advertising                               | -              | 2,158           | 4,000            | 2,000            |
| <b>7423</b> Clothing & Personal Expense               | -              | -               | -                | -                |
| <b>7424</b> Office Expense                            | -              | -               | 4,000            | 2,000            |
| <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                  | -              | 125             | 1,000            | 4,500            |
| <b>7435</b> Professional Development & Meetings       | -              | 3,723           | 3,000            | 2,000            |
| <b>7437</b> Staff Development                         | -              | 101             | -                | -                |
| <b>7438</b> Other Charges                             | -              | -               | -                | -                |
| <b>7439</b> Bad Debts                                 | -              | -               | -                | -                |
| <b>7440</b> Fees Paid to State                        | -              | -               | -                | -                |
| <b>7550</b> User Charges - Motor Pool                 | -              | -               | -                | -                |
| <b>7551</b> User Charges - IT Pool                    | -              | -               | 2,758            | 14,001           |
| <b>7884</b> Machinery & Equipment                     | -              | -               | -                | -                |
|   |                |                 |                  |                  |
|   |                |                 |                  |                  |
| <b>Total Supplies, Services &amp; Capital Outlay</b>  | <b>\$ -</b>    | <b>\$ 6,107</b> | <b>\$ 14,758</b> | <b>\$ 24,501</b> |

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

EXHIBIT C-1  
 101.556  
 Page 1

| Description  | FY 2018<br>Adopted |
|--|--------------------|
| <b>7422 Advertising</b><br>Promote Campbell  | \$ 2,000           |
| <b>7424 Office Expense</b><br>Office Supplies, Etc.  | 2,000              |
| <b>7434 Memberships, Dues, Books</b><br>ICSC & DCBA Membership, Publication Subscriptions, SVEDA Annual Dues | 4,500              |
| <b>7435 Professional Development &amp; Meetings</b><br>ICSC Conferences, CalEd Conference, Workshops         | 2,000              |
| <b>7551 User Charges - IT Pool</b><br>Use of Computer Hardware/Software; Phones & Photocopier/Fax            | 14,001             |
| <b>TOTAL</b>   | <b>\$ 24,501</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 2017-2018**

- Complete the Residential and Commercial Impact Fee Nexus Study

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

**EXHIBIT A**  
**233.557**

| Description                                     | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|-------------------|-------------------|--------------------|--------------------|
| Employee Services (Exhibit B)                   | \$ 23,338         | \$ 55,136         | \$ 34,474          | \$ 37,395          |
| Supplies, Services & Capital Outlay (Exhibit C) | 31,612            | 142,724           | 218,000            | 202,800            |
| Debt Service (Exhibit D)                        | -                 | -                 | -                  | -                  |
| Total Before Transfers                          | 54,950            | 197,860           | 252,474            | 240,195            |
| Transfers Out (Exhibit E)                       | -                 | -                 | -                  | -                  |
| <b>Appropriation Total</b>                      | <b>\$ 54,950</b>  | <b>\$ 197,860</b> | <b>\$ 252,474</b>  | <b>\$ 240,195</b>  |

| FUNDING SOURCE(s)           |                  |                  |                   |                   |
|-----------------------------|------------------|------------------|-------------------|-------------------|
| Program Revenue             | \$ 35,203        | \$ 20,984        | \$ 61,000         | \$ 68,000         |
| Transfers from Other Funds  | -                | -                | -                 | -                 |
| Use of Reserves             | 19,747           | -                | 191,474           | 172,195           |
| Additional Fund Revenue     | -                | -                | -                 | -                 |
| <b>Funding Source Total</b> | <b>\$ 54,950</b> | <b>\$ 20,984</b> | <b>\$ 252,474</b> | <b>\$ 240,195</b> |

| REVENUE DETAIL                    |              |                  |                   |                   |                   |
|-----------------------------------|--------------|------------------|-------------------|-------------------|-------------------|
| Description                       | Fund / Acct. |                  |                   |                   |                   |
| Investment Interest               | 4410         | \$ 6,815         | \$ 5,284          | \$ 1,000          | \$ 8,000          |
| Loan Interest Revenue             | 4450         | 28,388           | 15,700            | 10,000            | 10,000            |
| Loan Principal Repayment          | 4966         | -                | -                 | 50,000            | 50,000            |
| <b>Program Revenue</b>            |              | <b>\$ 35,203</b> | <b>\$ 20,984</b>  | <b>\$ 61,000</b>  | <b>\$ 68,000</b>  |
| <b>Transfers from Other Funds</b> |              | <b>\$ -</b>      | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       |
| Beginning Fund Balance            |              | \$ 19,747        | \$ -              | \$ 191,474        | \$ 172,195        |
| <b>Use of Fund Reserves</b>       |              | <b>\$ 19,747</b> | <b>\$ -</b>       | <b>\$ 191,474</b> | <b>\$ 172,195</b> |
| <b>Additional Fund Subsidy</b>    |              | <b>\$ -</b>      | <b>\$ 176,876</b> | <b>\$ -</b>       | <b>\$ -</b>       |
| <b>TOTAL FUNDING SOURCES</b>      |              | <b>\$ 54,950</b> | <b>\$ 197,860</b> | <b>\$ 252,474</b> | <b>\$ 240,195</b> |

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

EXHIBIT B  
 233.557

| Description                                    | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| <b>7001</b> Personnel - Regular                | \$ 16,292         | \$ 36,253         | \$ 25,442          | \$ 27,398          |
| <b>7002</b> Personnel - Temporary              | 200               | 100               | -                  | -                  |
| <b>7003</b> Personnel - Overtime               | 871               | 4,737             | -                  | -                  |
| <b>7005</b> Personnel - POST                   | -                 | -                 | -                  | -                  |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                  | -                  |
| <b>Total Salaries</b>                          | <b>\$ 17,363</b>  | <b>\$ 41,090</b>  | <b>\$ 25,442</b>   | <b>\$ 27,398</b>   |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -               | \$ -               |
| <b>7105</b> Uniform Allowance                  | -                 | -                 | -                  | -                  |
| <b>7106</b> Retirement                         | 2,814             | 6,924             | 4,825              | 5,358              |
| <b>7107</b> Dental Insurance                   | 295               | 609               | 405                | 417                |
| <b>7108</b> Group Health Insurance             | 2,034             | 4,336             | 2,862              | 2,865              |
| <b>7109</b> Group Life Insurance               | 28                | 56                | 37                 | 37                 |
| <b>7110</b> Workers' Compensation Insurance    | 258               | 682               | 128                | 130                |
| <b>7112</b> Group Disability Insurance         | 89                | 219               | 146                | 146                |
| <b>7113</b> Medicare                           | 267               | 624               | 369                | 784                |
| <b>7114</b> Auto Allowance                     | -                 | -                 | -                  | -                  |
| <b>7115</b> Cell Phone Allowance               | -                 | -                 | -                  | -                  |
| <b>7118</b> Other Benefits Pay                 | -                 | 205               | -                  | -                  |
| <b>7120</b> Sick Leave Payout                  | -                 | -                 | -                  | -                  |
| <b>7121</b> Leave Balance Payout               | -                 | -                 | -                  | -                  |
| <b>7122</b> Deferred Compensation Contribution | 190               | 392               | 260                | 260                |
| <b>7126</b> PARS 457 Retirement                | -                 | -                 | -                  | -                  |
| <b>Total Benefits</b>                          | <b>\$ 5,975</b>   | <b>\$ 14,046</b>  | <b>\$ 9,032</b>    | <b>\$ 9,997</b>    |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 23,338</b>  | <b>\$ 55,136</b>  | <b>\$ 34,474</b>   | <b>\$ 37,395</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 2018<br>Adopted |
|---------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                     | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Senior Planner      | 0.30                          | 0.30              | 0.20               | 0.20               | 27,398             |
| <b>TOTAL</b>        | <b>0.30</b>                   | <b>0.30</b>       | <b>0.20</b>        | <b>0.20</b>        | <b>\$ 27,398</b>   |

| Temporary Personnel | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                     | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>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 2015 Actual   | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 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                                 | -                | -                 | 300               | 100               |
| <b>7425</b> Minor Tools & Equipment                        | -                | -                 | -                 | -                 |
| <b>7427</b> Special Departmental Expense                   | -                | -                 | -                 | -                 |
| <b>7428</b> Maintenance of Buildings, Structures & Grounds | -                | -                 | -                 | -                 |
| <b>7430</b> Professional & Specialized Services            | 6,612            | 58,147            | 167,500           | 152,500           |
| <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                                      | 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                       | -                | -                 | -                 | -                 |
| <b>7457</b> Housing Grants                                 | -                | 84,577            | -                 | -                 |
| <b>7550</b> User Charges - Motor Pool                      | -                | -                 | -                 | -                 |
| <b>7551</b> User Charges - IT Pool                         | -                | -                 | -                 | -                 |
| <b>7880</b> Property Acquisition                           | -                | -                 | -                 | -                 |
|  |                  |                   |                   |                   |
|  |                  |                   |                   |                   |
| <b>Supplies, Services &amp; Capital Outlay</b>             | <b>\$ 31,612</b> | <b>\$ 142,724</b> | <b>\$ 218,000</b> | <b>\$ 202,800</b> |

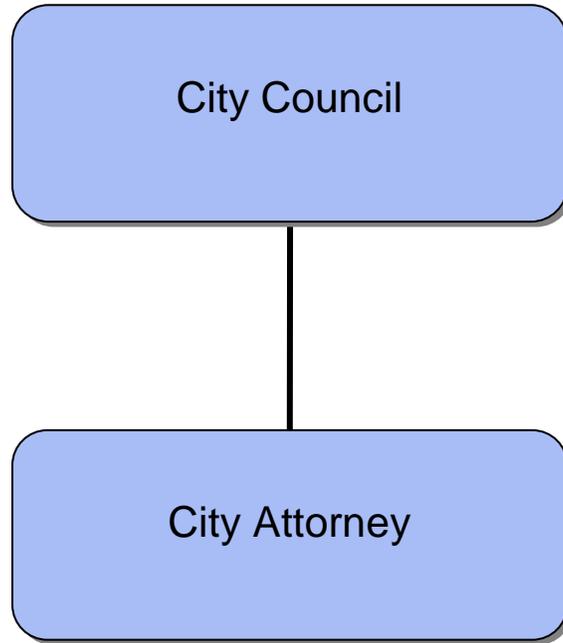
| Description   | FY 2018 Adopted                              |
|---|--|
| <b>7422 Advertising</b><br>Promote Housing Assistance Availability  | \$ 200                                       |
| <b>7424 Office Expense</b><br>Office Supplies   | 100  |
| <b>7430 Professional &amp; Specialized Services</b><br>General Consulting & Legal Services<br>Santa Clara County Homeless Study<br>Housing Consultant | 10,000<br>2,500<br>140,000<br><b>152,500</b> |
| <b>7439 Bad Debts</b><br>Loan Forgiveness (Bankruptcy, Foreclosures, Short Sales)   | <b>50,000</b>                                |
| <b>TOTAL</b>  | <b>\$ 202,800</b>                            |





# Legal Services

# Legal Services 2017 - 2018



## LEGAL SERVICES PROGRAM SUMMARY

### Expenditure Summary

| Description                                     | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|-------------------|-------------------|--------------------|--------------------|
| Employee Services (Exhibit B)                   | \$ 335,364        | \$ 390,833        | \$ 375,563         | \$ 430,395         |
| Supplies, Services & Capital Outlay (Exhibit C) | 6,988             | 6,895             | 8,817              | 8,876              |
| Debt Service (Exhibit D)                        | -                 | -                 | -                  | -                  |
| <b>Total Before Transfers</b>                   | <b>342,351</b>    | <b>397,727</b>    | <b>384,380</b>     | <b>439,271</b>     |
| Transfers Out (Exhibit E)                       | -                 | -                 | -                  | -                  |
| <b>Appropriation Total</b>                      | <b>\$ 342,351</b> | <b>\$ 397,727</b> | <b>\$ 384,380</b>  | <b>\$ 439,271</b>  |

### Revenue Summary

|                             |                   |                   |                   |                   |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| Program Revenue             | \$ -              | \$ -              | \$ -              | \$ -              |
| Transfers from Other Funds  | -                 | -                 | -                 | -                 |
| Use of Reserves             | -                 | -                 | -                 | -                 |
| Additional Fund Revenue     | 342,351           | 397,727           | 384,380           | 439,271           |
| <b>Funding Source Total</b> | <b>\$ 342,351</b> | <b>\$ 397,727</b> | <b>\$ 384,380</b> | <b>\$ 439,271</b> |

### Staffing (Full-Time Equivalents)

| Permanent Position                 | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>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 2017 - 2018**

- Prepare or assist with revisions to at least four Chapters of the Campbell Municipal Code, including revisions related to the Campbell Village Area Plan
- Preparation of new provisions addressing Camping regulations and the addition of an Anti-Graffiti Ordinance
- Revise the Historic Preservation Ordinance, and complete ordinances addressing Wireless Telecommunications
- Complete comprehensive Memorandum on Public Records Act
- Assist Community Development with General Plan update
- Assist Community Development with Campbell Village Area Plan and any Specific Plans
- Complete procedures for Public Works bidding protests and responsibility hearings
- Assist City Clerk to review and revise Record Retention Schedule

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

**PERFORMANCE OUTCOMES**

|          | <b>Measure</b>  | <b>FY 15</b> | <b>FY 16</b> | <b>FY 17</b> |
|----------|---|--------------|--------------|--------------|
| <b>1</b> | Complete review of 85% of all contract and other documents submitted for review within two (2) weeks of submission. | 80%          | 87%          | 98%          |
| <b>2</b> | Provide a response to 70% of all requests for a written opinion within four (4) weeks of submission.                | 94%          | 98%          | 99%          |
| <b>3</b> | Provide a response to 85% of all requests for oral advice within two (2) working days of submission.                | 100%         | 100%         | 98%          |
| <b>4</b> | Obtain a favorable outcome in at least 60% of all cases adjudicated to a final conclusion.                          | 100%         | 75%          | 67%          |
| <b>5</b> | Personally attend at least 85% of all regular City Council Meetings.  | 100%         | 100%         | 100%         |
| <b>6</b> | Personally attend at least 85% of all regular Planning Commission Meetings.   | 90%          | 91%          | 91%          |
| <b>7</b> | Provide approximately 1,200 hours of legal assistance annually.   | 1,392 hrs    | 1,425 hrs    | 1720 hrs     |
| <b>8</b> | Complete major workplan items within one (1) fiscal year.   | 4            | 2            | 3            |
| <b>9</b> | Provide at least 250 office hours at City Hall each year.   | 396 hrs      | 338 hrs      | 370 hrs      |

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

**EXHIBIT A  
101.560**

| Description                                     | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|-------------------|-------------------|--------------------|--------------------|
| Employee Services (Exhibit B)                   | \$ 335,364        | \$ 390,833        | \$ 375,563         | \$ 430,395         |
| Supplies, Services & Capital Outlay (Exhibit C) | 6,988             | 6,895             | 8,817              | 8,876              |
| Debt Service (Exhibit D)                        | -                 | -                 | -                  | -                  |
| Total Before Transfers                          | 342,351           | 397,727           | 384,380            | 439,271            |
| Transfers Out (Exhibit E)                       | -                 | -                 | -                  | -                  |
| <b>Appropriation Total</b>                      | <b>\$ 342,351</b> | <b>\$ 397,727</b> | <b>\$ 384,380</b>  | <b>\$ 439,271</b>  |

| FUNDING SOURCE(s)           |                   |                   |                   |                   |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| Program Revenue             | \$ -              | \$ -              | \$ -              | \$ -              |
| Transfers from Other Funds  | -                 | -                 | -                 | -                 |
| Use of Reserves             | -                 | -                 | -                 | -                 |
| Additional Fund Revenue     | 342,351           | 397,727           | 384,380           | 439,271           |
| <b>Funding Source Total</b> | <b>\$ 342,351</b> | <b>\$ 397,727</b> | <b>\$ 384,380</b> | <b>\$ 439,271</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>\$ 342,351</b> | <b>\$ 397,727</b> | <b>\$ 384,380</b> | <b>\$ 439,271</b> |
| <b>TOTAL FUNDING SOURCES</b>      |              | <b>\$ 342,351</b> | <b>\$ 397,727</b> | <b>\$ 384,380</b> | <b>\$ 439,271</b> |

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

**EXHIBIT B  
101.560**

| <b>Description</b>                             | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> |
|--|---------------------------|---------------------------|----------------------------|----------------------------|
| <b>7001</b> Personnel - Regular                | \$ 263,955                | \$ 306,377                | \$ 287,860                 | \$ 340,400                 |
| <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>\$ 263,955</b>         | <b>\$ 306,377</b>         | <b>\$ 287,860</b>          | <b>\$ 340,400</b>          |
| <b>7104</b> Meal Allowance                     | \$ -                      | \$ -                      | \$ -                       | \$ -                       |
| <b>7105</b> Uniform Allowance                  | -                         | -                         | -                          | -                          |
| <b>7106</b> Retirement                         | 35,982                    | 44,835                    | 46,434                     | 46,491                     |
| <b>7107</b> Dental Insurance                   | 1,971                     | 2,030                     | 2,025                      | 2,086                      |
| <b>7108</b> Group Health Insurance             | 28,231                    | 31,020                    | 32,155                     | 32,441                     |
| <b>7109</b> Group Life Insurance               | 186                       | 186                       | 186                        | 186                        |
| <b>7110</b> Workers' Compensation Insurance    | 1,210                     | 1,618                     | 1,757                      | 1,620                      |
| <b>7112</b> Group Disability Insurance         | -                         | 324                       | 972                        | 972                        |
| <b>7113</b> Medicare                           | 3,827                     | 4,442                     | 4,174                      | 6,199                      |
| <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>\$ 71,408</b>          | <b>\$ 84,455</b>          | <b>\$ 87,703</b>           | <b>\$ 89,995</b>           |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 335,364</b>         | <b>\$ 390,833</b>         | <b>\$ 375,563</b>          | <b>\$ 430,395</b>          |

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

**EXHIBIT B-1  
 101.560**

| Permanent Personnel                                       | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|   | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| City Attorney *   | 1.00                          | 1.00              | 1.00               | 1.00               | \$ 340,400         |
| * Retainer and additional hourly charges<br>per contract. |                               |                   |                    |                    |                    |
| <b>TOTAL</b>  | <b>1.00</b>                   | <b>1.00</b>       | <b>1.00</b>        | <b>1.00</b>        | <b>\$ 340,400</b>  |

| Temporary Personnel | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                     | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>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 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>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                   | 27                | 26                | 500                | 500                |
| <b>7428</b> Maintenance 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                     | -                 | -                 | -                  | -                  |
| <b>7433</b> Insurance & Surety Bonds                       | -                 | -                 | -                  | -                  |
| <b>7434</b> Memberships, Dues, Books                       | 3,639             | 3,963             | 3,976              | 3,976              |
| <b>7435</b> Professional Development & Meetings            | 2,180             | 1,625             | 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                         | 1,142             | 1,281             | 1,341              | 1,400              |
| <b>7884</b> Machinery & Equipment                          | -                 | -                 | -                  | -                  |
|  |                   |                   |                    |                    |
|  |                   |                   |                    |                    |
| <b>Total Supplies, Services &amp; Capital Outlay</b>       | <b>\$ 6,988</b>   | <b>\$ 6,895</b>   | <b>\$ 8,817</b>    | <b>\$ 8,876</b>    |

| Description   | FY 2018<br>Adopted |
|---|--------------------|
| <b><u>7427 Special Departmental Expense</u></b>             |                    |
| Federal Express / Printing / Photocopying                   | \$ 500             |
| <b><u>7434 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><u>7435 Professional Development &amp; Meetings</u></b>  |                    |
| League of California Cities Conference & Webinar            | <b>3,000</b>       |
| <b><u>7551 User Charges - IT Pool</u></b>                   |                    |
| Use of Computer Hardware/Software; Phones & Photocopier/Fax | <b>1,400</b>       |
| <b>TOTAL</b>  | <b>\$ 8,876</b>    |



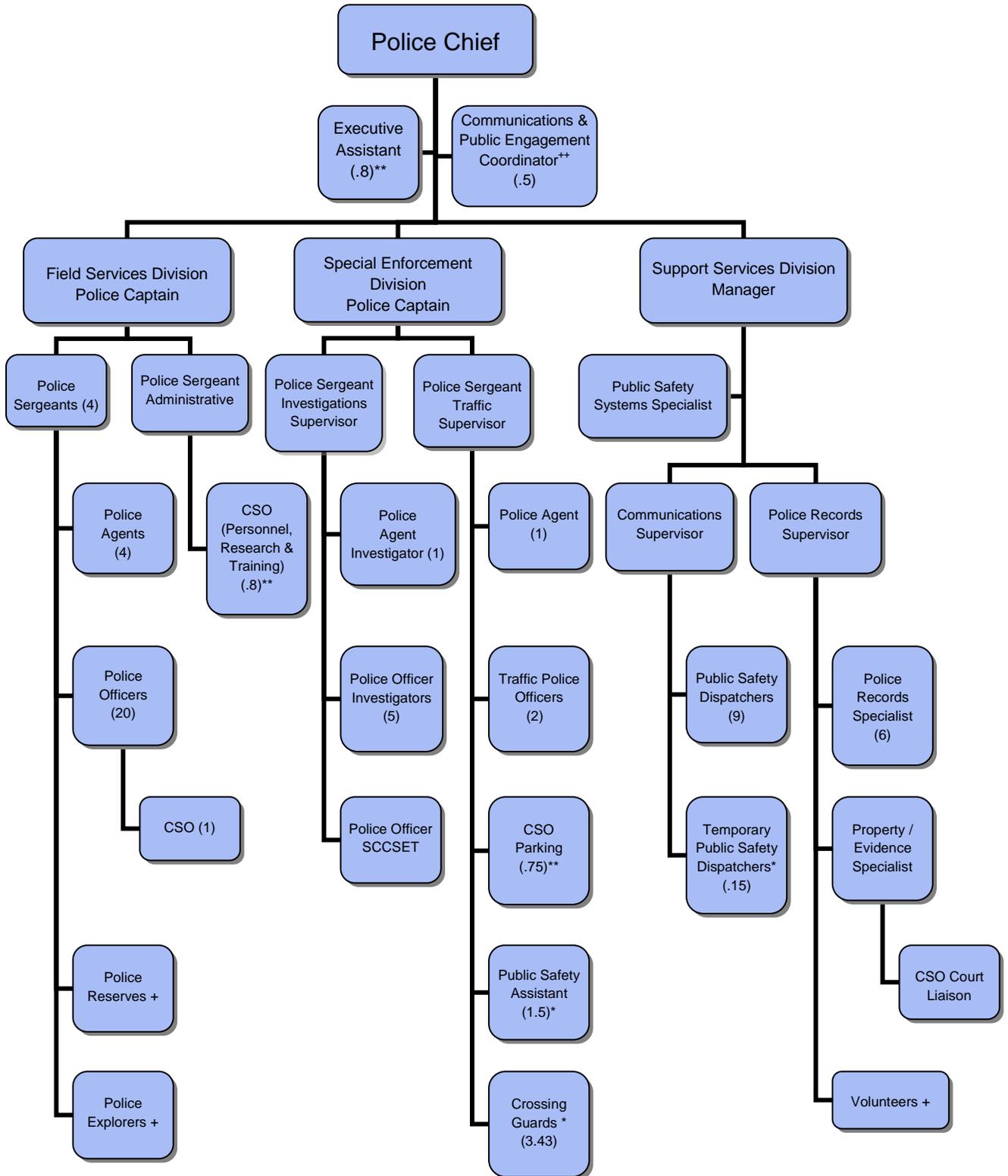
CAMPBELL POLICE DEPARTMENT  
2017



# Public Safety

# Police Department

## 2017 - 2018



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

**PUBLIC SAFETY PROGRAM SUMMARY**

**Expenditure Summary**

| Description                                     | FY 2015<br>Actual    | FY 2016<br>Actual    | FY 2017<br>Adopted   | FY 2018<br>Adopted   |
|---|----------------------|----------------------|----------------------|----------------------|
| Employee Services (Exhibit B)                   | \$ 12,211,325        | \$ 13,463,110        | \$ 14,686,993        | \$ 15,247,646        |
| Supplies, Services & Capital Outlay (Exhibit C) | 8,838,527            | 9,544,525            | 9,924,806            | 10,403,563           |
| Debt Service (Exhibit D)                        | -                    | -                    | -                    | -                    |
| <b>Total Before Transfers</b>                   | <b>21,049,852</b>    | <b>23,007,634</b>    | <b>24,611,799</b>    | <b>25,651,209</b>    |
| Transfers Out (Exhibit E)                       | 26,267               | 26,267               | 63,500               | 65,800               |
| <b>Appropriation Total</b>                      | <b>\$ 21,076,119</b> | <b>\$ 23,033,901</b> | <b>\$ 24,675,299</b> | <b>\$ 25,717,009</b> |

**Revenue Summary**

|                             |                      |                      |                      |                      |
|-----------------------------|----------------------|----------------------|----------------------|----------------------|
| Program Revenue             | \$ 912,752           | \$ 1,003,695         | \$ 925,500           | \$ 912,300           |
| Transfers from Other Funds  | 236,266              | 270,782              | 203,500              | 204,300              |
| Use of Reserves             | -                    | -                    | -                    | 55,544               |
| Additional Fund Revenue     | 20,014,177           | 21,885,972           | 23,546,299           | 24,543,365           |
| <b>Funding Source Total</b> | <b>\$ 21,163,194</b> | <b>\$ 23,160,450</b> | <b>\$ 24,675,299</b> | <b>\$ 25,715,509</b> |

**Staffing (Full-Time Equivalents)**

| Permanent Positions                              | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| Communications Supervisor                        | 1.00              | 1.00              | 1.00               | 1.00               |
| Community Services Officer                       | 4.55              | 4.55              | 3.55               | 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             | 28.00              | 28.00              |
| Police Records Specialist                        | 5.00              | 5.00              | 6.00               | 6.00               |
| Police Records Supervisor                        | 1.00              | 1.00              | 1.00               | 1.00               |
| Police Sergeant                                  | 7.00              | 7.00              | 7.00               | 7.00               |
| Property/Evidence Specialist                     | 1.00              | 1.00              | 1.00               | 1.00               |
| Public Safety Dispatcher                         | 9.00              | 9.00              | 9.00               | 9.00               |
| Public Safety Systems Specialist                 | 1.00              | 1.00              | 1.00               | 1.00               |
| Support Services Manager                         | 1.00              | 1.00              | 1.00               | 1.00               |
| <b>Permanent</b>                                 | <b>66.35</b>      | <b>66.35</b>      | <b>68.35</b>       | <b>68.35</b>       |
| <b>Limited-Term Positions</b>                    |                   |                   |                    |                    |
| Communications and Public Engagement Coordinator | -                 | -                 | -                  | 0.50               |
| <b>Limited-Term</b>                              | <b>-</b>          | <b>-</b>          | <b>-</b>           | <b>0.50</b>        |
| <b>Temporary Positions</b>                       |                   |                   |                    |                    |
| Crossing Guards                                  | 2.81              | 2.81              | 2.81               | 3.43               |
| Part-Time Dispatcher (Per Diem Basis)            | 0.15              | 0.15              | 0.15               | 0.15               |
| Part-Time Police Clerk                           | 0.20              | 0.20              | 0.20               | 0.20               |
| Public Safety Assistant                          | 0.50              | 0.50              | 1.50               | 1.50               |
| <b>Temporary</b>                                 | <b>3.66</b>       | <b>3.66</b>       | <b>4.66</b>        | <b>5.28</b>        |
| <b>Total Full Time Equivalents</b>               | <b>70.01</b>      | <b>70.01</b>      | <b>73.01</b>       | <b>74.13</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 15</b> | <b>FY 16</b> | <b>FY 17</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 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted  |
|---|-------------------|-------------------|--------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ 663,430        | \$ 580,734        | \$ 554,559         | \$ 674,816          |
| Supplies, Services & Capital Outlay (Exhibit C) | 325,562           | 334,185           | 357,544            | 408,725             |
| Debt Service (Exhibit D)                        | -                 | -                 | -                  | -                   |
| Total Before Transfers                          | 988,992           | 914,918           | 912,103            | 1,083,541           |
| Transfers Out (Exhibit E)                       | -                 | -                 | -                  | -                   |
| <b>Appropriation Total</b>                      | <b>\$ 988,992</b> | <b>\$ 914,918</b> | <b>\$ 912,103</b>  | <b>\$ 1,083,541</b> |

| FUNDING SOURCE(s)           |                   |                   |                   |                     |
|-----------------------------|-------------------|-------------------|-------------------|---------------------|
| Program Revenue             | 19,094            | 12,944            | 20,000            | \$ 20,000           |
| Transfers from Other Funds  | -                 | -                 | -                 | -                   |
| Use of Reserves             | -                 | -                 | -                 | 55,544              |
| Additional Fund Revenue     | 969,897           | 901,974           | 892,103           | 1,007,997           |
| <b>Funding Source Total</b> | <b>\$ 988,992</b> | <b>\$ 914,918</b> | <b>\$ 912,103</b> | <b>\$ 1,083,541</b> |

| REVENUE DETAIL                    |              |                   |                   |                   |                     |
|-----------------------------------|--------------|-------------------|-------------------|-------------------|---------------------|
| Description                       | Fund / Acct. |                   |                   |                   |                     |
| POST Reimbursement                | 4588         | \$ 18,629         | \$ 12,939         | \$ 20,000         | \$ 20,000           |
| DUI Cost Recovery *               | 4698         | 465               | 5                 | -                 | -                   |
|                                   |              |                   |                   |                   |                     |
|                                   |              |                   |                   |                   |                     |
| * Moved to Program 604 in FY 14.  |              |                   |                   |                   |                     |
| <b>Program Revenue</b>            |              | <b>\$ 19,094</b>  | <b>\$ 12,944</b>  | <b>\$ 20,000</b>  | <b>\$ 20,000</b>    |
|                                   |              |                   |                   |                   |                     |
|                                   |              |                   |                   |                   |                     |
| <b>Transfers from Other Funds</b> |              | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>         |
|                                   |              |                   |                   |                   |                     |
| CIPR - Limited Term Positions     |              | \$ -              | \$ -              | \$ -              | \$ 55,544           |
|                                   |              |                   |                   |                   |                     |
| <b>Use of Fund Reserves</b>       |              | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ 55,544</b>    |
|                                   |              |                   |                   |                   |                     |
| <b>Additional Fund Subsidy</b>    |              | <b>\$ 969,897</b> | <b>\$ 901,974</b> | <b>\$ 892,103</b> | <b>\$ 1,007,997</b> |
|                                   |              |                   |                   |                   |                     |
| <b>TOTAL FUNDING SOURCES</b>      |              | <b>\$ 988,992</b> | <b>\$ 914,918</b> | <b>\$ 912,103</b> | <b>\$ 1,083,541</b> |

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

**EXHIBIT B**  
**101.601**

| Description                                    | FY 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 Adopted   |
|--|-------------------|-------------------|-------------------|-------------------|
| <b>7001</b> Personnel - Regular                | \$ 295,377        | \$ 263,531        | \$ 281,089        | \$ 330,481        |
| <b>7002</b> Personnel - Temporary              | -                 | -                 | -                 | -                 |
| <b>7003</b> Personnel - Overtime               | 117,541           | 96,268            | 100,000           | 100,000           |
| <b>7005</b> Personnel - POST                   | -                 | -                 | -                 | -                 |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                 | -                 |
| <b>Total Salaries</b>                          | <b>\$ 412,918</b> | <b>\$ 359,799</b> | <b>\$ 381,089</b> | <b>\$ 430,481</b> |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -              | \$ -              |
| <b>7105</b> Uniform Allowance                  | 360               | 1,100             | 1,100             | 1,100             |
| <b>7106</b> Retirement                         | 121,822           | 115,198           | 129,989           | 180,155           |
| <b>7107</b> Dental Insurance                   | 5,937             | 5,588             | 4,050             | 5,215             |
| <b>7108</b> Group Health Insurance             | 36,963            | 36,027            | 26,418            | 37,675            |
| <b>7109</b> Group Life Insurance               | 555               | 522               | 335               | 465               |
| <b>7110</b> Workers' Compensation Insurance    | 25,315            | 23,248            | 1,927             | 10,667            |
| <b>7112</b> Group Disability Insurance         | 1,565             | 1,700             | 1,555             | 2,065             |
| <b>7113</b> Medicare                           | 7,033             | 5,971             | 6,016             | 4,263             |
| <b>7114</b> Auto Allowance                     | -                 | -                 | -                 | -                 |
| <b>7115</b> Cell Phone Allowance               | -                 | -                 | -                 | -                 |
| <b>7118</b> Other Benefits Pay                 | 4,663             | 13,498            | -                 | -                 |
| <b>7120</b> Sick Leave Payout                  | 25,209            | -                 | -                 | -                 |
| <b>7121</b> Leave Balance Payout               | 18,045            | 15,082            | -                 | -                 |
| <b>7122</b> Deferred Compensation Contribution | 2,779             | 1,051             | 1,040             | 1,690             |
| <b>7124</b> VEBA Health Deferred Compensation  | 266               | 1,951             | 1,040             | 1,040             |
| <b>7126</b> PARS 457 Retirement                | -                 | -                 | -                 | -                 |
| <b>Total Benefits</b>                          | <b>\$ 250,512</b> | <b>\$ 220,935</b> | <b>\$ 173,470</b> | <b>\$ 244,335</b> |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 663,430</b> | <b>\$ 580,734</b> | <b>\$ 554,559</b> | <b>\$ 674,816</b> |

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

**EXHIBIT B-1  
101.601**

| Permanent Personnel  | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|--|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|  | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Police Chief   | 1.00                          | 1.00              | 1.00               | 1.00               | \$ 222,268         |
| Executive Assistant  | 0.80                          | 0.80              | 0.80               | 0.80               | 70,138             |
| Communications and Public Engagement<br>Coordinator *        | -                             | -                 | -                  | 0.50               | 38,075             |
| * 2-year Limited Term. Balance of<br>position in Program 510 |                               |                   |                    |                    |                    |
| <b>TOTAL</b>   | <b>1.80</b>                   | <b>1.80</b>       | <b>1.80</b>        | <b>2.30</b>        | <b>\$ 330,481</b>  |

| Temporary Personnel | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                     | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>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 2015<br/>Actual</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>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                                 | 1,027                     | 1,364                     | 2,000                      | 2,000                      |
| <b>7425</b> Minor Tools & Equipment                        | -                         | -                         | -                          | -                          |
| <b>7427</b> Special Departmental Expense                   | 4,296                     | 4,196                     | 4,200                      | 5,500                      |
| <b>7428</b> Maintenance of Buildings, Structures & Grounds | -                         | -                         | -                          | -                          |
| <b>7429</b> Maintenance & Operation of Equipment           | 235                       | -                         | -                          | -                          |
| <b>7430</b> Professional & Specialized Services            | 171,054                   | 171,126                   | 181,568                    | 189,018                    |
| <b>7431</b> Promotional Expense                            | -                         | -                         | -                          | -                          |
| <b>7432</b> Other Contractual Services                     | -                         | -                         | -                          | -                          |
| <b>7433</b> Insurance & Surety Bonds                       | -                         | -                         | -                          | -                          |
| <b>7434</b> Memberships, Dues, Books                       | 6,706                     | 6,660                     | 7,500                      | 3,800                      |
| <b>7435</b> Professional Development & Meetings            | 11,872                    | 13,934                    | 15,000                     | 15,000                     |
| <b>7437</b> Staff Development                              | 69,741                    | 71,546                    | 75,000                     | 70,000                     |
| <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                      | 37,799                    | 39,747                    | 45,454                     | 88,405                     |
| <b>7551</b> User Charges - IT Pool                         | 22,832                    | 25,611                    | 26,822                     | 35,002                     |
| <b>7884</b> Machinery & Equipment                          | -                         | -                         | -                          | -                          |
| <b>7450</b> Booking Fees                                   | -                         | -                         | -                          | -                          |
|  |                           |                           |                            |                            |
| <b>Total Supplies, Services &amp; Capital Outlay</b>       | <b>\$ 325,562</b>         | <b>\$ 334,185</b>         | <b>\$ 357,544</b>          | <b>\$ 408,725</b>          |

| Description  | FY 2018<br>Adopted |
|--|--------------------|
| <b><u>7424 Office Expense</u></b>  |                    |
| Office Supplies  | \$ 1,000           |
| Year-in-Review   | 1,250              |
|  | <b>2,250</b>       |
| <b><u>7427 Special Departmental Expense</u></b>  |                    |
| Department Employee Recognition  | 1,300              |
| Department Meeting   | 2,000              |
| Miscellaneous Equipment/Training   | 700                |
| Other Department-Wide Supplies   | 1,500              |
|  | <b>5,500</b>       |
| <b><u>7430 Professional &amp; Specialized Services</u></b>   |                    |
| Annual Update & Reprint of General Order Manual - Lexipol,<br>365 Scenario Daily Training Bulletins & Testing Database | 7,500              |
| Cal-ID Santa Clara Automated Fingerprint System (Fee Calculated by Usage)  | 16,436             |
| Contracted Background Checks   | 12,000             |
| Contracted Legal Service   | 3,000              |
| Crime Lab Fees   | 140,582            |
| Mobile PD - Smart Phone Application  | 8,500              |
| Social Media Software / Apps / Supplies  | 1,000              |
|  | <b>189,018</b>     |
| <b><u>7434 Memberships, Dues, Books</u></b>  |                    |
| Books & Subscriptions  | 800                |
| Dues   | 3,000              |
|  | <b>3,800</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)  | <b>70,000</b>      |
| <b><u>7550 User Charges - Motor Pool</u></b>   |                    |
| Use of City Vehicles   | <b>88,405</b>      |
| <b><u>7551 User Charges - IT Pool</u></b>  |                    |
| Use of Computer Hardware/Software; Phones & Photocopier/Fax  | <b>35,002</b>      |
| <b>TOTAL</b>   | <b>\$ 408,975</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 2017 - 2018**

- 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 15</b> | <b>FY 16</b> | <b>FY 17</b> |
|----------|---|--------------|--------------|--------------|
| <b>1</b> | 90% of incoming 9-1-1 calls are answered within ten seconds.                | 96%          | 95%          | 96%          |
| <b>2</b> | 90% of emergency calls for service are dispatched in less than two minutes. | 97%          | 98%          | 96%          |

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

**EXHIBIT A**  
**101.602**

| Description                                     | FY 2015<br>Actual   | FY 2016<br>Actual   | FY 2017<br>Adopted  | FY 2018<br>Adopted  |
|---|---------------------|---------------------|---------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ 1,478,853        | \$ 1,766,386        | \$ 1,752,200        | \$ 1,895,413        |
| Supplies, Services & Capital Outlay (Exhibit C) | 227,387             | 451,112             | 429,255             | 472,743             |
| Debt Service (Exhibit D)                        | -                   | -                   | -                   | -                   |
| Total Before Transfers                          | 1,706,240           | 2,217,498           | 2,181,455           | 2,368,156           |
| Transfers Out (Exhibit E)                       | -                   | -                   | -                   | -                   |
| <b>Appropriation Total</b>                      | <b>\$ 1,706,240</b> | <b>\$ 2,217,498</b> | <b>\$ 2,181,455</b> | <b>\$ 2,368,156</b> |

| FUNDING SOURCE(s)           |                     |                     |                     |                     |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| Program Revenue             | \$ 53,287           | \$ 34,812           | \$ 33,000           | \$ 33,000           |
| Transfers from Other Funds  | -                   | 36,547              | -                   | -                   |
| Use of Reserves             | -                   | -                   | -                   | -                   |
| Additional Fund Revenue     | 1,652,953           | 2,146,139           | 2,148,455           | 2,335,156           |
| <b>Funding Source Total</b> | <b>\$ 1,706,240</b> | <b>\$ 2,217,498</b> | <b>\$ 2,181,455</b> | <b>\$ 2,368,156</b> |

| REVENUE DETAIL                    |              |                     |                     |                     |                     |
|-----------------------------------|--------------|---------------------|---------------------|---------------------|---------------------|
| Description                       | Fund / Acct. |                     |                     |                     |                     |
| CAL NENA/APCO Reimbursement       | 4707         | \$ 4,622            | \$ 5,642            | \$ 3,000            | \$ 3,000            |
| 9-1-1 Phone Maintenance Reimb.    | 4708         | 3,467               | -                   | -                   | -                   |
| False Alarm Fees                  | 4693         | 45,198              | 29,170              | 30,000              | 30,000              |
| <b>Program Revenue</b>            |              | <b>\$ 53,287</b>    | <b>\$ 34,812</b>    | <b>\$ 33,000</b>    | <b>\$ 33,000</b>    |
| Other Grants                      | 212          | -                   | 36,547              | -                   | -                   |
| <b>Transfers from Other Funds</b> |              | <b>\$ -</b>         | <b>\$ 36,547</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>\$ 1,652,953</b> | <b>\$ 2,146,139</b> | <b>\$ 2,148,455</b> | <b>\$ 2,335,156</b> |
| <b>TOTAL FUNDING SOURCES</b>      |              | <b>\$ 1,706,240</b> | <b>\$ 2,217,498</b> | <b>\$ 2,181,455</b> | <b>\$ 2,368,156</b> |

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

**EXHIBIT B  
101.602**

| Description                                    | FY 2015<br>Actual   | FY 2016<br>Actual   | FY 2017<br>Adopted  | FY 2018<br>Adopted  |
|--|---------------------|---------------------|---------------------|---------------------|
| <b>7001</b> Personnel - Regular                | \$ 932,195          | \$ 1,081,273        | \$ 1,128,579        | \$ 1,228,608        |
| <b>7002</b> Personnel - Temporary              | 11,454              | 11,478              | 10,000              | 10,000              |
| <b>7003</b> Personnel - Overtime               | 79,110              | 87,129              | 70,000              | 70,000              |
| <b>7005</b> Personnel - POST                   | -                   | -                   | -                   | -                   |
| <b>7103</b> Personnel - Holiday Pay            | 38,879              | 43,465              | 45,745              | 50,104              |
| <b>Total Salaries</b>                          | <b>\$ 1,061,639</b> | <b>\$ 1,223,345</b> | <b>\$ 1,254,324</b> | <b>\$ 1,358,712</b> |
| <b>7104</b> Meal Allowance                     | \$ 1,744            | \$ 1,614            | \$ 1,500            | \$ 1,500            |
| <b>7105</b> Uniform Allowance                  | -                   | -                   | -                   | -                   |
| <b>7106</b> Retirement                         | 168,954             | 215,033             | 222,946             | 250,599             |
| <b>7107</b> Dental Insurance                   | 19,545              | 23,434              | 23,288              | 23,989              |
| <b>7108</b> Group Health Insurance             | 157,148             | 186,184             | 190,775             | 194,509             |
| <b>7109</b> Group Life Insurance               | 2,665               | 3,044               | 3,069               | 3,069               |
| <b>7110</b> Workers' Compensation Insurance    | 5,614               | 8,128               | 10,629              | 7,741               |
| <b>7112</b> Group Disability Insurance         | 6,099               | 8,459               | 8,505               | 8,505               |
| <b>7113</b> Medicare                           | 15,396              | 19,331              | 17,194              | 18,759              |
| <b>7114</b> Auto Allowance                     | 475                 | 1,027               | 960                 | 960                 |
| <b>7115</b> Cell Phone Allowance               | 703                 | 807                 | 540                 | 900                 |
| <b>7118</b> Other Benefits Pay                 | 5,459               | 5,760               | 1,300               | 6,000               |
| <b>7119</b> Social Security                    | 50                  | -                   | -                   | -                   |
| <b>7120</b> Sick Leave Payout                  | 254                 | 13,240              | -                   | -                   |
| <b>7121</b> Leave Balance Payout               | 20,989              | 41,359              | -                   | -                   |
| <b>7122</b> Deferred Compensation Contribution | 11,854              | 6,934               | 7,020               | 7,020               |
| <b>7124</b> VEBA Health Deferred Compensation  | 174                 | 8,562               | 10,020              | 13,020              |
| <b>7126</b> PARS 457 Retirement                | 92                  | 125                 | 130                 | 130                 |
| <b>Total Benefits</b>                          | <b>\$ 417,214</b>   | <b>\$ 543,042</b>   | <b>\$ 497,876</b>   | <b>\$ 536,701</b>   |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 1,478,853</b> | <b>\$ 1,766,386</b> | <b>\$ 1,752,200</b> | <b>\$ 1,895,413</b> |

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

**EXHIBIT B-1  
101.602**

| Permanent Personnel              | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted  |
|----------------------------------|-------------------------------|-------------------|--------------------|--------------------|---------------------|
|                                  | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                     |
| Support Services Manager *       | 0.50                          | 0.50              | 0.50               | 0.50               | \$ 70,054           |
| Communications Supervisor        | 1.00                          | 1.00              | 1.00               | 1.00               | 120,536             |
| Public Safety Dispatcher         | 9.00                          | 9.00              | 9.00               | 9.00               | 925,386             |
| Public Safety Systems Specialist | 1.00                          | 1.00              | 1.00               | 1.00               | 112,632             |
| * Balance in Program 603         |                               |                   |                    |                    |                     |
| <b>TOTAL</b>                     | <b>11.50</b>                  | <b>11.50</b>      | <b>11.50</b>       | <b>11.50</b>       | <b>\$ 1,228,608</b> |

| Temporary Personnel                   | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---------------------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                                       | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>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 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 Adopted   |
|--|-------------------|-------------------|-------------------|-------------------|
| <b>7420</b> Utilities - Electricity/Gas/Water        | \$ -              | \$ -              | \$ -              | \$ -              |
| <b>7421</b> Communications - Phones                  | 55,809            | 99,723            | 45,500            | 55,500            |
| <b>7423</b> Clothing & Personal Expense              | -                 | -                 | -                 | -                 |
| <b>7424</b> Office Expense                           | 462               | 1,323             | 900               | 900               |
| <b>7425</b> Minor Tools & Equipment                  | -                 | -                 | -                 | -                 |
| <b>7427</b> Special Departmental Expense             | 7,456             | 4,961             | 3,300             | 3,300             |
| <b>7428</b> Maint of Buildings, Structures & Grounds | -                 | -                 | -                 | -                 |
| <b>7429</b> Maintenance & Operation of Equipment     | 14,898            | 12,952            | 28,500            | 28,500            |
| <b>7430</b> Professional & Specialized Services      | 70,725            | 247,394           | 259,283           | 271,435           |
| <b>7431</b> Promotional Expense                      | -                 | -                 | -                 | -                 |
| <b>7432</b> Other Contractual Services               | -                 | -                 | -                 | -                 |
| <b>7433</b> Insurance & Surety Bonds                 | -                 | -                 | -                 | -                 |
| <b>7434</b> Memberships, Dues, Books                 | 1,382             | 1,344             | 1,600             | 1,600             |
| <b>7435</b> Professional Development & Meetings      | 2,452             | 179               | 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                   | 74,203            | 83,235            | 87,172            | 108,508           |
| <b>7884</b> Machinery & Equipment                    | -                 | -                 | -                 | -                 |
|  |                   |                   |                   |                   |
|  |                   |                   |                   |                   |
| <b>Total Supplies, Services &amp; Capital Outlay</b> | <b>\$ 227,387</b> | <b>\$ 451,112</b> | <b>\$ 429,255</b> | <b>\$ 472,743</b> |

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

**EXHIBIT C-1**  
**101.602**  
**Page 1**

| Description   | FY 2018<br>Adopted |
|---|--------------------|
| <b><u>7421</u> Communications - Phones</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, and Fiber Optic Connection to Milpitas) | 40,000             |
|   | <b>55,500</b>      |
| <b><u>7424</u> Office Expense</b>   |                    |
| Dispatch Office Supplies  | <b>900</b>         |
| <b><u>7427</u> Special Departmental Expense</b>   |                    |
| Cell Phones (Replacement)   | 1,500              |
| Communications Supplies   | 750                |
| Headsets  | 1,050              |
|   | <b>3,300</b>       |
| <b><u>7429</u> Maintenance &amp; Operation of Equipment</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</u> Professional &amp; Specialized Services</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              |
| High Speed Cell Service for New MDC's   | 7,500              |
| Pruneyard Tower Repeater Lease  | 3,000              |
| Sheriff's Law Enforcement Telecommunication System (includes CJIC Not Direct)   | 17,500             |
| SVRIA Assessment & E-Comm Maintenance   | 39,200             |
| Verizon GPS for Patrol Cars   | 3,000              |
| Wireless Data for Patrol Vehicles (\$40 Per Month x 18 Vehicles)  | 8,640              |
| Silicon Valley Regional Comm. System (SVRCS) Assessment (Year 3 of 3)   | 176,095            |
|   | <b>271,435</b>     |
| <b><u>7434</u> Memberships, Dues, Books</b>   |                    |
| Books & Subscriptions   | 900                |
| Dues  | 700                |
|   | <b>1,600</b>       |
| <b>SUBTOTAL page 1</b>  | <b>\$ 361,235</b>  |

| Description   | FY 2018<br>Adopted |
|---|--------------------|
| <b>7435 Professional Development &amp; Meetings</b><br>CAL NENA or APCO Conference & Quarterly Meetings * | <b>\$ 3,000</b>    |
| <b>7551 User Charges - IT Pool</b><br>Use of Computer Hardware/Software; Phones & Photocopier/Fax         | <b>108,508</b>     |
| * Funded by State 9-1-1 Program   |                    |
| <b>SUBTOTAL page 2</b>  | <b>111,508</b>     |
| <b>TOTAL EXHIBIT C-1</b>  | <b>\$ 472,743</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 2017 - 2018**

- 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 15</b> | <b>FY 16</b> | <b>FY 17</b> |
|----------|--|--------------|--------------|--------------|
| <b>1</b> | 85% of report requests submitted to the Records Division will be processed within 7 business days of receipt | 95%          | 99%          | 98%          |

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

**EXHIBIT A  
101.603**

| Description                                     | FY 2015<br>Actual   | FY 2016<br>Actual   | FY 2017<br>Adopted  | FY 2018<br>Adopted  |
|---|---------------------|---------------------|---------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ 970,374          | \$ 1,058,617        | \$ 1,171,923        | \$ 1,242,440        |
| Supplies, Services & Capital Outlay (Exhibit C) | 152,081             | 159,570             | 165,694             | 146,707             |
| Debt Service (Exhibit D)                        | -                   | -                   | -                   | -                   |
| Total Before Transfers                          | 1,122,456           | 1,218,186           | 1,337,617           | 1,389,147           |
| Transfers Out (Exhibit E)                       | -                   | -                   | -                   | -                   |
| <b>Appropriation Total</b>                      | <b>\$ 1,122,456</b> | <b>\$ 1,218,186</b> | <b>\$ 1,337,617</b> | <b>\$ 1,389,147</b> |

| FUNDING SOURCE(s)           |                     |                     |                     |                     |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| Program Revenue             | \$ 43,009           | \$ 47,689           | \$ 40,000           | \$ 46,000           |
| Transfers from Other Funds  | -                   | -                   | -                   | -                   |
| Use of Reserves             | -                   | -                   | -                   | -                   |
| Additional Fund Revenue     | 1,079,446           | 1,170,497           | 1,297,617           | 1,343,147           |
| <b>Funding Source Total</b> | <b>\$ 1,122,456</b> | <b>\$ 1,218,186</b> | <b>\$ 1,337,617</b> | <b>\$ 1,389,147</b> |

| REVENUE DETAIL  |              |                     |                     |                     |                     |
|---|--------------|---------------------|---------------------|---------------------|---------------------|
| Description   | Fund / Acct. |                     |                     |                     |                     |
| Other Filing Fees   | 4690         | 5,508               | 5,857               | 5,000               | 6,000               |
| Special Police Services:<br>Reports, Fingerprints, Impounds, Etc. | 4691         | 37,501              | 41,832              | 35,000              | 40,000              |
|   |              |                     |                     |                     |                     |
| <b>Program Revenue</b>  |              | <b>\$ 43,009</b>    | <b>\$ 47,689</b>    | <b>\$ 40,000</b>    | <b>\$ 46,000</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>\$ 1,079,446</b> | <b>\$ 1,170,497</b> | <b>\$ 1,297,617</b> | <b>\$ 1,343,147</b> |
|   |              |                     |                     |                     |                     |
| <b>TOTAL FUNDING SOURCES</b>                                      |              | <b>\$ 1,122,456</b> | <b>\$ 1,218,186</b> | <b>\$ 1,337,617</b> | <b>\$ 1,389,147</b> |

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

**EXHIBIT B  
101.603**

| <b>Description</b>                             | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> |
|--|---------------------------|---------------------------|----------------------------|----------------------------|
| <b>7001</b> Personnel - Regular                | \$ 605,456                | \$ 656,104                | \$ 736,113                 | \$ 788,081                 |
| <b>7002</b> Personnel - Temporary              | 16,471                    | 16,911                    | 11,648                     | 11,648                     |
| <b>7003</b> Personnel - Overtime               | 4,336                     | 2,708                     | 4,000                      | 4,000                      |
| <b>7005</b> Personnel - POST                   | -                         | -                         | -                          | -                          |
| <b>7103</b> Personnel - Holiday Pay            | 25,682                    | 27,932                    | 32,054                     | 32,054                     |
| <b>Total Salaries</b>                          | <b>\$ 651,945</b>         | <b>\$ 703,656</b>         | <b>\$ 783,815</b>          | <b>\$ 835,783</b>          |
| <b>7104</b> Meal Allowance                     | \$ -                      | \$ -                      | \$ -                       | \$ -                       |
| <b>7105</b> Uniform Allowance                  | 5,521                     | 5,325                     | 5,980                      | 5,980                      |
| <b>7106</b> Retirement                         | 109,789                   | 131,012                   | 146,928                    | 162,360                    |
| <b>7107</b> Dental Insurance                   | 16,532                    | 17,415                    | 19,238                     | 19,817                     |
| <b>7108</b> Group Health Insurance             | 132,259                   | 142,638                   | 159,567                    | 162,971                    |
| <b>7109</b> Group Life Insurance               | 2,263                     | 2,331                     | 2,604                      | 2,604                      |
| <b>7110</b> Workers' Compensation Insurance    | 6,964                     | 8,309                     | 15,211                     | 10,818                     |
| <b>7112</b> Group Disability Insurance         | 5,155                     | 6,354                     | 7,047                      | 7,047                      |
| <b>7113</b> Medicare                           | 9,474                     | 10,902                    | 11,404                     | 12,231                     |
| <b>7114</b> Auto Allowance                     | 475                       | 1,027                     | 960                        | 960                        |
| <b>7115</b> Cell Phone Allowance               | 868                       | 800                       | 900                        | 900                        |
| <b>7118</b> Other Benefits Pay                 | 3,343                     | 3,178                     | 3,900                      | 3,900                      |
| <b>7120</b> Sick Leave Payout                  | 10,821                    | 5,562                     | -                          | -                          |
| <b>7121</b> Leave Balance Payout               | 4,786                     | 8,207                     | -                          | -                          |
| <b>7122</b> Deferred Compensation Contribution | 9,824                     | 4,600                     | 5,148                      | 5,148                      |
| <b>7124</b> VEBA Health Deferred Compensation  | 141                       | 7,083                     | 9,070                      | 11,770                     |
| <b>7126</b> PARS 457 Retirement                | 214                       | 220                       | 151                        | 151                        |
| <b>Total Benefits</b>                          | <b>\$ 318,429</b>         | <b>\$ 354,961</b>         | <b>\$ 388,108</b>          | <b>\$ 406,657</b>          |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 970,374</b>         | <b>\$ 1,058,617</b>       | <b>\$ 1,171,923</b>        | <b>\$ 1,242,440</b>        |

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

**EXHIBIT B-1  
101.603**

| Permanent Personnel                  | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|--------------------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                                      | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Support Services Manager *           | 0.50                          | 0.50              | 0.50               | 0.50               | \$ 70,054          |
| Police Records Supervisor            | 1.00                          | 1.00              | 1.00               | 1.00               | 99,196             |
| Police Records Specialist            | 5.00                          | 5.00              | 6.00               | 6.00               | 453,201            |
| Property/Evidence Specialist         | 1.00                          | 1.00              | 1.00               | 1.00               | 82,264             |
| Community Services Officer           | 1.00                          | 1.00              | 1.00               | 1.00               | 83,366             |
| * Balance of Position in Program 602 |                               |                   |                    |                    |                    |
| <b>TOTAL</b>                         | <b>8.50</b>                   | <b>8.50</b>       | <b>9.50</b>        | <b>9.50</b>        | <b>\$ 788,081</b>  |

| Temporary Personnel    | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                        | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Part-Time Police Clerk | 0.20                          | 0.20              | 0.20               | 0.20               | \$ 11,648          |
| <b>TOTAL</b>           | <b>0.20</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**

| <b>Description</b>                                   | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>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                           | 15,472                    | 11,113                    | 16,000                     | 16,000                     |
| <b>7425</b> Minor Tools & Equipment                  | -                         | -                         | -                          | -                          |
| <b>7427</b> Special Departmental Expense             | 15,926                    | 19,360                    | 19,000                     | 19,500                     |
| <b>7428</b> Maint of Buildings, Structures & Grounds | -                         | -                         | -                          | -                          |
| <b>7429</b> Maintenance & Operation of Equipment     | 3,132                     | 160                       | -                          | -                          |
| <b>7430</b> Professional & Specialized Services      | 9,122                     | 7,930                     | 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                 | 170                       | 89                        | 300                        | 300                        |
| <b>7435</b> Professional Development & Meetings      | -                         | -                         | -                          | -                          |
| <b>7437</b> Staff Development                        | -                         | 214                       | -                          | -                          |
| <b>7438</b> Other Charges                            | 11,024                    | 11,856                    | 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                | 199                       | -                         | -                          | -                          |
| <b>7551</b> User Charges - IT Pool                   | 97,036                    | 108,847                   | 113,994                    | 94,507                     |
| <b>7884</b> Machinery & Equipment                    | -                         | -                         | -                          | -                          |
|  |                           |                           |                            |                            |
|  |                           |                           |                            |                            |
| <b>Total Supplies, Services &amp; Capital Outlay</b> | <b>\$ 152,081</b>         | <b>\$ 159,570</b>         | <b>\$ 165,694</b>          | <b>\$ 146,707</b>          |

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

**EXHIBIT C-1**  
**101.603**

| Description  | FY 2018<br>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  | 1,000              |
| Miscellaneous Equipment/Supplies (Film, Forms, Etc. Re: Informal Bookings) | 2,000              |
| Moving / Warning Citations   | 3,500              |
| Mug Shot Supplies (Ink & Paper)  | 1,000              |
| Parking Enforcement Citations  | 1,100              |
| Postage, Post Office Box Rental, Notices & Miscellaneous Supplies          | 800                |
| Special Forms/Materials  | 3,000              |
| Parking Citation Hand Held Ticketing Device                                | 3,000              |
|  | <b>19,500</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>94,507</b>      |
| <b>TOTAL</b>   | <b>\$ 146,707</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 15</b> | <b>FY 16</b> | <b>FY 17</b> |
|----------|--|--------------|--------------|--------------|
| <b>1</b> | Traffic enforcement index of at least 21 *                                   | 37.08        | 45.73        | 40.67        |
| <b>2</b> | 80% of abandoned vehicle complaints responded to within 48 hours of receipt. | N/A**        | 100%         | 100%         |
| <b>3</b> | 100% of traffic concerns are assigned resources.                             | N/A**        | 100%         | 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 2015<br>Actual   | FY 2016<br>Actual   | FY 2017<br>Adopted  | FY 2018<br>Adopted  |
|---|---------------------|---------------------|---------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ 2,841,031        | \$ 3,086,963        | \$ 3,716,009        | \$ 3,982,721        |
| Supplies, Services & Capital Outlay (Exhibit C) | 217,803             | 210,734             | 216,354             | 227,933             |
| Debt Service (Exhibit D)                        | -                   | -                   | -                   | -                   |
| Total Before Transfers                          | 3,058,834           | 3,297,697           | 3,932,363           | 4,210,654           |
| Transfers Out (Exhibit E)                       | -                   | -                   | -                   | -                   |
| <b>Appropriation Total</b>                      | <b>\$ 3,058,834</b> | <b>\$ 3,297,697</b> | <b>\$ 3,932,363</b> | <b>\$ 4,210,654</b> |

| FUNDING SOURCE(s)           |                     |                     |                     |                     |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| Program Revenue             | \$ 462,356          | \$ 402,420          | \$ 464,000          | \$ 444,000          |
| Transfers from Other Funds  | 78,506              | 78,967              | 54,500              | 4,500               |
| Use of Reserves             | -                   | -                   | -                   | -                   |
| Additional Fund Revenue     | 2,517,972           | 2,816,310           | 3,413,863           | 3,762,154           |
| <b>Funding Source Total</b> | <b>\$ 3,058,834</b> | <b>\$ 3,297,697</b> | <b>\$ 3,932,363</b> | <b>\$ 4,210,654</b> |

| REVENUE DETAIL                       |                |                     |                     |                     |                     |
|--------------------------------------|----------------|---------------------|---------------------|---------------------|---------------------|
| Description                          | Fund / Acct.   |                     |                     |                     |                     |
| Traffic Fines                        | 4310/4320/4330 | \$ 273,667          | \$ 282,258          | \$ 300,000          | \$ 300,000          |
| SCCSET Data Queries                  | 4706           | 2,000               | 2,000               | 2,000               | -                   |
| Special Events-Comm Group Sponsor    | 4630           | 46,151              | 47,367              | 50,000              | 50,000              |
| Cost Recovery - Special Details      | 4704           | 15,406              | 16,627              | 14,000              | 14,000              |
| Abandoned Vehicle Abatement          | 4582           | 102,942             | 52,414              | 80,000              | 75,000              |
| Other Revenue                        | 4965           | 6,698               | 1,039               | -                   | -                   |
| DUI Cost Recovery                    | 4698           | 15,491              | 715                 | 18,000              | 5,000               |
|                                      |                |                     |                     |                     |                     |
|                                      |                |                     |                     |                     |                     |
| <b>Program Revenue</b>               |                | <b>\$ 462,356</b>   | <b>\$ 402,420</b>   | <b>\$ 464,000</b>   | <b>\$ 444,000</b>   |
| Asset Forfeiture Funds               | 205            | \$ -                | \$ 7,663            | \$ 4,500            | \$ 4,500            |
| HIDTA Grant (SCCSET)                 | 218            | 8,506               | 1,304               | -                   | -                   |
| AB 109 Public Safety Realignment Law | 212            | 70,000              | 70,000              | 50,000              | -                   |
| * SCCSET Overtime Reimbursement      |                |                     |                     |                     |                     |
|                                      |                |                     |                     |                     |                     |
|                                      |                |                     |                     |                     |                     |
| <b>Transfers from Other Funds</b>    |                | <b>\$ 78,506</b>    | <b>\$ 78,967</b>    | <b>\$ 54,500</b>    | <b>\$ 4,500</b>     |
|                                      |                |                     |                     |                     |                     |
| <b>Use of Fund Reserves</b>          |                | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
|                                      |                |                     |                     |                     |                     |
| <b>Additional Fund Subsidy</b>       |                | <b>\$ 2,517,972</b> | <b>\$ 2,816,310</b> | <b>\$ 3,413,863</b> | <b>\$ 3,762,154</b> |
|                                      |                |                     |                     |                     |                     |
| <b>TOTAL FUNDING SOURCES</b>         |                | <b>\$ 3,058,834</b> | <b>\$ 3,297,697</b> | <b>\$ 3,932,363</b> | <b>\$ 4,210,654</b> |

CITY OF CAMPBELL  
 OPERATING BUDGET - Employee Services  
 PROGRAM : POLICE - SPECIAL ENFORCEMENT DIVISION

EXHIBIT B  
 101.604

| Description                                    | FY 2015<br>Actual   | FY 2016<br>Actual   | FY 2017<br>Adopted  | FY 2018<br>Adopted  |
|--|---------------------|---------------------|---------------------|---------------------|
| <b>7001</b> Personnel - Regular                | \$ 1,311,808        | \$ 1,458,032        | \$ 1,719,626        | \$ 1,779,436        |
| <b>7002</b> Personnel - Temporary              | 118,880             | 147,293             | 168,795             | 188,120             |
| <b>7003</b> Personnel - Overtime               | 122,617             | 113,490             | 120,000             | 120,000             |
| <b>7005</b> Personnel - POST                   | 77,463              | 82,106              | 101,701             | 101,701             |
| <b>7103</b> Personnel - Holiday Pay            | 66,304              | 67,029              | 82,375              | 82,375              |
| <b>Total Salaries</b>                          | <b>\$ 1,697,072</b> | <b>\$ 1,867,950</b> | <b>\$ 2,192,497</b> | <b>\$ 2,271,632</b> |
| <b>7104</b> Meal Allowance                     | -                   | -                   | -                   | -                   |
| <b>7105</b> Uniform Allowance                  | \$ 11,889           | \$ 12,655           | \$ 14,855           | \$ 13,755           |
| <b>7106</b> Retirement                         | 635,286             | 775,542             | 1,028,137           | 1,262,535           |
| <b>7107</b> Dental Insurance                   | 22,942              | 23,256              | 28,350              | 27,704              |
| <b>7108</b> Group Health Insurance             | 174,217             | 174,786             | 205,220             | 211,082             |
| <b>7109</b> Group Life Insurance               | 2,376               | 2,337               | 2,627               | 2,697               |
| <b>7110</b> Workers' Compensation Insurance    | 104,605             | 126,169             | 147,543             | 103,560             |
| <b>7112</b> Group Disability Insurance         | 2,353               | 1,708               | 1,519               | 1,701               |
| <b>7113</b> Medicare                           | 25,856              | 28,649              | 39,872              | 32,189              |
| <b>7114</b> Auto Allowance                     | -                   | -                   | -                   | -                   |
| <b>7115</b> Cell Phone Allowance               | -                   | -                   | -                   | -                   |
| <b>7118</b> Other Benefits Pay                 | 48,766              | 10,346              | 29,173              | 29,173              |
| <b>7120</b> Sick Leave Payout                  | 13,426              | -                   | -                   | -                   |
| <b>7121</b> Leave Balance Payout               | 90,257              | 44,577              | -                   | -                   |
| <b>7122</b> Deferred Compensation Contribution | 8,173               | 266                 | 429                 | 429                 |
| <b>7124</b> VEBA Health Deferred Compensation  | 2,610               | 17,147              | 23,593              | 23,818              |
| <b>7126</b> PARS 457 Retirement                | 1,203               | 1,574               | 2,194               | 2,446               |
| <b>Total Benefits</b>                          | <b>\$ 1,143,960</b> | <b>\$ 1,219,013</b> | <b>\$ 1,523,512</b> | <b>\$ 1,711,089</b> |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 2,841,031</b> | <b>\$ 3,086,963</b> | <b>\$ 3,716,009</b> | <b>\$ 3,982,721</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 2018<br>Adopted  |
|---|-------------------------------|-------------------|--------------------|--------------------|---------------------|
|   | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                     |
| Police Captain  | 1.00                          | 1.00              | 1.00               | 1.00               | \$ 192,358          |
| Police Sergeant   | 2.00                          | 2.00              | 2.00               | 2.00               | 290,492             |
| Police Agent  | 2.00                          | 2.00              | 2.00               | 2.00               | 261,206             |
| Police Officer  | 6.00                          | 6.00              | 8.00               | 8.00               | 972,856             |
| Community Services Officer *  | 1.75                          | 1.75              | 0.75               | 0.75               | 62,524              |
| * 1 FTE eliminated in FY17 - Added 1 FTE<br>Temporary Public Safety Assistant |                               |                   |                    |                    |                     |
| <b>TOTAL</b>  | <b>12.75</b>                  | <b>12.75</b>      | <b>13.75</b>       | <b>13.75</b>       | <b>\$ 1,779,436</b> |

| Temporary Personnel                             | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|   | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Public Safety Assistant                         | 0.50                          | 0.50              | 1.50               | 1.50               | \$ 81,120          |
| Crossing Guards*                                | 2.81                          | 2.81              | 2.81               | 3.43               | 107,000            |
| * 2 Temporary Part-Time added Mid-Year FY<br>17 |                               |                   |                    |                    |                    |
| <b>TOTAL</b>                                    | <b>3.31</b>                   | <b>3.31</b>       | <b>4.31</b>        | <b>4.93</b>        | <b>\$ 188,120</b>  |

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

**EXHIBIT C**  
**101.604**

| Description   | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|-------------------|-------------------|--------------------|--------------------|
| <b>7420</b> Utilities - Electricity/Gas/Water         | \$ -              | \$ -              | \$ -               | \$ -               |
| <b>7421</b> Communications - Phones                   | -                 | -                 | -                  | -                  |
| <b>7423</b> Clothing & Personal Expense               | 7,238             | 4,273             | 5,500              | 5,500              |
| <b>7424</b> Office Expense                            | 1,606             | 1,479             | 1,500              | 1,500              |
| <b>7425</b> Minor Tools & Equipment                   | -                 | -                 | -                  | -                  |
| <b>7427</b> Special Departmental Expense              | 24,310            | 30,069            | 27,800             | 24,200             |
| <b>7428</b> Maint. of Buildings, Structures & Grounds | -                 | -                 | -                  | -                  |
| <b>7429</b> Maintenance & Operation of Equipment      | 3,569             | 2,381             | 4,050              | 4,050              |
| <b>7430</b> Professional & Specialized Services       | 61,477            | 43,000            | 50,000             | 52,500             |
| <b>7431</b> Promotional Expense                       | 2,726             | 3,452             | -                  | -                  |
| <b>7432</b> Other Contractual Services                | -                 | -                 | -                  | -                  |
| <b>7433</b> Insurance & Surety Bonds                  | -                 | -                 | -                  | -                  |
| <b>7434</b> Memberships, Dues, Books                  | 1,869             | 1,893             | 1,750              | 1,750              |
| <b>7435</b> Professional Development & Meetings       | -                 | -                 | -                  | -                  |
| <b>7437</b> Staff Development                         | -                 | (747)             | -                  | -                  |
| <b>7438</b> Other Charges                             | 4,180             | 3,160             | 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                 | 36,624            | 38,539            | 34,582             | 36,426             |
| <b>7551</b> User Charges - IT Pool                    | 74,203            | 83,235            | 87,172             | 98,007             |
| <b>7884</b> Machinery & Equipment                     | -                 | -                 | -                  | -                  |
|   |                   |                   |                    |                    |
|   |                   |                   |                    |                    |
| <b>Total Supplies, Services &amp; Capital Outlay</b>  | <b>\$ 217,803</b> | <b>\$ 210,734</b> | <b>\$ 216,354</b>  | <b>\$ 227,933</b>  |

| Description  | FY 2018<br>Adopted |
|--|--------------------|
| <b>7423 Clothing &amp; Personal Expense</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>7424 Office Expense</b>   |                    |
| Office & Desk Supplies   | <b>1,500</b>       |
| <b>7427 Special Departmental Expense</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   | 3,500              |
|  | <b>24,200</b>      |
| <b>7429 Maintenance &amp; Operation of Equipment</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>\$ 35,250</b>   |

| Description   | FY 2018<br>Adopted |
|---|--------------------|
| <b>7430 Professional &amp; Specialized Services</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              |
| CrashZone Software Fees (3D Scanner)/FARO                   | 1,500              |
| Private Database Searches (CLEAR / TLO)                     | 17,500             |
| 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>52,500</b>      |
| <b>7434 Memberships, Dues, Books</b>                        |                    |
| Books   | 250                |
| Dues  | 1,500              |
|   | <b>1,750</b>       |
| <b>7438 Other Charges</b>                                   |                    |
| Transportation (Prisoner Transport Fees)                    | 2,500              |
| Tow Fees (Evidence / Investigation)                         | 1,500              |
|   | <b>4,000</b>       |
| <b>7550 User Charges - Motor Pool</b>                       |                    |
| Use of City Vehicles  | <b>36,426</b>      |
| <b>7551 User Charges - IT Pool</b>                          |                    |
| Use of Computer Hardware/Software; Phones & Photocopier/Fax | <b>98,007</b>      |
|   |                    |
| <b>SUBTOTAL page 2</b>                                      | <b>192,683</b>     |
|   |                    |
| <b>TOTAL Exhibit C-1</b>                                    | <b>\$ 227,933</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 15</b> | <b>FY 16</b> | <b>FY 17</b> |
|----------|---|--------------|--------------|--------------|
| <b>1</b> | Respond to 90% of emergency calls for service within five minutes       | 91%          | 86%          | 92%          |
| <b>2</b> | Respond to 90% of non-emergency calls for service within twenty minutes | 95%          | 96%          | 95%          |

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

**EXHIBIT A  
101.605**

| Description                                     | FY 2015<br>Actual   | FY 2016<br>Actual   | FY 2017<br>Adopted  | FY 2018<br>Adopted  |
|---|---------------------|---------------------|---------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ 6,150,575        | \$ 6,860,280        | \$ 7,492,302        | \$ 7,452,256        |
| Supplies, Services & Capital Outlay (Exhibit C) | 818,832             | 944,910             | 940,172             | 1,019,037           |
| Debt Service (Exhibit D)                        | -                   | -                   | -                   | -                   |
| Total Before Transfers                          | 6,969,407           | 7,805,190           | 8,432,474           | 8,471,293           |
| Transfers Out (Exhibit E)                       | -                   | -                   | -                   | -                   |
| <b>Appropriation Total</b>                      | <b>\$ 6,969,407</b> | <b>\$ 7,805,190</b> | <b>\$ 8,432,474</b> | <b>\$ 8,471,293</b> |

| FUNDING SOURCE(s)           |                     |                     |                     |                     |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| Program Revenue             | \$ -                | \$ 1,592            | \$ 100,000          | \$ 100,000          |
| Transfers from Other Funds  | 87,760              | 85,268              | 79,000              | 129,800             |
| Use of Reserves             | -                   | -                   | -                   | -                   |
| Additional Fund Revenue     | 6,881,648           | 7,718,330           | 8,253,474           | 8,241,493           |
| <b>Funding Source Total</b> | <b>\$ 6,969,407</b> | <b>\$ 7,805,190</b> | <b>\$ 8,432,474</b> | <b>\$ 8,471,293</b> |

| REVENUE DETAIL                         |              |                     |                     |                     |                     |
|--|--------------|---------------------|---------------------|---------------------|---------------------|
| Description                            | Fund / Acct. |                     |                     |                     |                     |
| Supplemental Law Enforcement Grant     | 4526         | \$ -                | \$ -                | \$ 100,000          | \$ 100,000          |
| Other Revenue                          | 4965         | -                   | 1,592               | -                   | -                   |
| <b>Program Revenue</b>                 |              | <b>\$ -</b>         | <b>\$ 1,592</b>     | <b>\$ 100,000</b>   | <b>\$ 100,000</b>   |
| Asset Forfeiture Fund                  | 205          | \$ 13,600           | \$ 4,545            | \$ 4,000            | \$ 4,000            |
| Federal Grant (Bulletproof Vest Reimb) | 218          | 4,040               | 7,663               | 5,000               | 5,000               |
| Association of Bay Area Governments    | 212          | 120                 | -                   | -                   | -                   |
| BSCC Homeless Grant                    | 212          | -                   | -                   | -                   | 50,800              |
| Community Facilities District #1       | 236          | 70,000              | 73,060              | 70,000              | 70,000              |
| <b>Transfers from Other Funds</b>      |              | <b>\$ 87,760</b>    | <b>\$ 85,268</b>    | <b>\$ 79,000</b>    | <b>\$ 129,800</b>   |
|  |              | -                   | -                   | -                   | -                   |
| <b>Use of Fund Reserves</b>            |              | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>Additional Fund Subsidy</b>         |              | <b>\$ 6,881,648</b> | <b>\$ 7,718,330</b> | <b>\$ 8,253,474</b> | <b>\$ 8,241,493</b> |
| <b>TOTAL FUNDING SOURCES</b>           |              | <b>\$ 6,969,407</b> | <b>\$ 7,805,190</b> | <b>\$ 8,432,474</b> | <b>\$ 8,471,293</b> |

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

**EXHIBIT B  
101.605**

| Description                                    | FY 2015<br>Actual   | FY 2016<br>Actual   | FY 2017<br>Adopted  | FY 2018<br>Adopted  |
|--|---------------------|---------------------|---------------------|---------------------|
| <b>7001</b> Personnel - Regular                | \$ 3,213,896        | \$ 3,394,913        | \$ 3,853,318        | \$ 3,960,696        |
| <b>7002</b> Personnel - Temporary              | -                   | 22,177              | -                   | -                   |
| <b>7003</b> Personnel - Overtime               | 268,325             | 196,236             | 240,000             | 240,000             |
| <b>7005</b> Personnel - POST                   | 172,577             | 178,924             | 181,598             | 181,598             |
| <b>7103</b> Personnel - Holiday Pay            | 168,012             | 174,841             | 197,103             | 197,103             |
| <b>Total Salaries</b>                          | <b>\$ 3,822,809</b> | <b>\$ 3,967,092</b> | <b>\$ 4,472,019</b> | <b>\$ 4,579,397</b> |
| <b>7104</b> Meal Allowance                     | \$ -                | \$ -                | \$ -                | \$ -                |
| <b>7105</b> Uniform Allowance                  | 34,472              | 32,342              | 34,332              | 34,332              |
| <b>7106</b> Retirement                         | 1,349,277           | 1,806,315           | 1,994,396           | 1,935,681           |
| <b>7107</b> Dental Insurance                   | 54,240              | 56,098              | 64,800              | 63,127              |
| <b>7108</b> Group Health Insurance             | 421,526             | 434,633             | 474,528             | 480,098             |
| <b>7109</b> Group Life Insurance               | 5,480               | 5,505               | 6,082               | 6,138               |
| <b>7110</b> Workers' Compensation Insurance    | 237,361             | 281,529             | 301,994             | 207,466             |
| <b>7111</b> Unemployment Insurance             | -                   | -                   | -                   | -                   |
| <b>7112</b> Group Disability Insurance         | 4,250               | 1,764               | 2,284               | 2,430               |
| <b>7113</b> Medicare                           | 58,271              | 61,450              | 62,113              | 63,293              |
| <b>7114</b> Auto Allowance                     | -                   | -                   | -                   | -                   |
| <b>7115</b> Cell Phone Allowance               | 311                 | -                   | 360                 | 360                 |
| <b>7118</b> Other Benefits Pay                 | 44,485              | 49,084              | 22,834              | 22,834              |
| <b>7120</b> Sick Leave Payout                  | (99)                | 10,975              | -                   | -                   |
| <b>7121</b> Leave Balance Payout               | 92,788              | 109,398             | -                   | -                   |
| <b>7122</b> Deferred Compensation Contribution | 18,336              | (201)               | 1,030               | 1,030               |
| <b>7124</b> VEBA Health Deferred Compensation  | 7,068               | 44,296              | 55,530              | 56,070              |
| <b>7126</b> PARS 457 Retirement                | -                   | -                   | -                   | -                   |
| <b>Total Benefits</b>                          | <b>\$ 2,327,766</b> | <b>\$ 2,893,188</b> | <b>\$ 3,020,283</b> | <b>\$ 2,872,859</b> |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 6,150,575</b> | <b>\$ 6,860,280</b> | <b>\$ 7,492,302</b> | <b>\$ 7,452,256</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 2018<br>Adopted  |
|----------------------------|-------------------------------|-------------------|--------------------|--------------------|---------------------|
|                            | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                     |
| Police Captain             | 1.00                          | 1.00              | 1.00               | 1.00               | \$ 192,358          |
| Police Sergeant            | 5.00                          | 5.00              | 5.00               | 5.00               | 726,230             |
| Police Agent               | 4.00                          | 4.00              | 4.00               | 4.00               | 522,412             |
| Police Officer             | 20.00                         | 20.00             | 20.00              | 20.00              | 2,307,706           |
| Community Services Officer | 1.80                          | 1.80              | 1.80               | 1.80               | 211,990             |
| <b>TOTAL</b>               | <b>31.80</b>                  | <b>31.80</b>      | <b>31.80</b>       | <b>31.80</b>       | <b>\$ 3,960,696</b> |

| Temporary Personnel | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                     | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>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 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted  |
|---|-------------------|-------------------|--------------------|---------------------|
| <b>7420</b> Utilities - Electricity/Gas/Water         | \$ -              | \$ -              | \$ -               | \$ -                |
| <b>7421</b> Communications - Phones                   | -                 | -                 | -                  | -                   |
| <b>7423</b> Clothing & Personal Expense               | 9,824             | 16,168            | 9,600              | 10,300              |
| <b>7424</b> Office Expense                            | 1,179             | 1,282             | 1,200              | 1,200               |
| <b>7425</b> Minor Tools & Equipment                   | -                 | -                 | -                  | -                   |
| <b>7427</b> Special Departmental Expense              | 95,299            | 188,453           | 99,150             | 132,150             |
| <b>7428</b> Maint. of Buildings, Structures & Grounds | -                 | -                 | -                  | -                   |
| <b>7429</b> Maintenance & Operation of Equipment      | 3,754             | 4,509             | 5,000              | 5,000               |
| <b>7430</b> Professional & Specialized Services       | 31,518            | 33,818            | 30,000             | 32,500              |
| <b>7431</b> Promotional Expense                       | -                 | -                 | -                  | -                   |
| <b>7432</b> Other Contractual Services                | 284,535           | 279,052           | 279,052            | 308,795             |
| <b>7433</b> Insurance & Surety Bonds                  | -                 | -                 | -                  | -                   |
| <b>7434</b> Memberships, Dues, Books                  | 973               | 2,393             | 1,000              | 1,000               |
| <b>7435</b> Professional Development & Meetings       | -                 | -                 | -                  | -                   |
| <b>7437</b> Staff Development                         | -                 | -                 | -                  | -                   |
| <b>7438</b> Other Charges                             | 459               | 868               | 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                 | 294,254           | 309,520           | 400,176            | 422,085             |
| <b>7551</b> User Charges - IT Pool                    | 97,036            | 108,847           | 113,994            | 105,007             |
| <b>7884</b> Machinery & Equipment                     | -                 | -                 | -                  | -                   |
|   |                   |                   |                    |                     |
|   |                   |                   |                    |                     |
| <b>Total Supplies, Services &amp; Capital Outlay</b>  | <b>\$ 818,832</b> | <b>\$ 944,910</b> | <b>\$ 940,172</b>  | <b>\$ 1,019,037</b> |





| Description  | FY 2018<br>Adopted  |
|--|---------------------|
| <b>7434</b> <u>Memberships, Dues, Books</u><br>Books, Dues & Subscriptions   | \$ 1,000            |
| <b>7438</b> <u>Other Charges</u><br>Towing, PD Vehicle Malfunctions / Mobile Emergency Response Group &<br>Equipment (MERGE) Course Rental | 1,000               |
| <b>7550</b> <u>User Charges - Motor Pool</u><br>Use of Vehicles  | 422,085             |
| <b>7551</b> <u>User Charges - IT Pool</u><br>Use of Computer Hardware/Software; Phones & Photocopier/Fax                                   | 105,007             |
| <b>SUBTOTAL page 3</b>   | <b>529,092</b>      |
| <b>TOTAL Exhibit C-1</b>   | <b>\$ 1,019,037</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 15</b> | <b>FY 16</b> | <b>FY 17</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 2015<br>Actual   | FY 2016<br>Actual   | FY 2017<br>Adopted  | FY 2018<br>Adopted  |
|---|---------------------|---------------------|---------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ -                | \$ -                | \$ -                | \$ -                |
| Supplies, Services & Capital Outlay (Exhibit C) | 7,096,862           | 7,444,015           | 7,815,787           | 8,128,418           |
| Debt Service (Exhibit D)                        | -                   | -                   | -                   | -                   |
| Total Before Transfers                          | 7,096,862           | 7,444,015           | 7,815,787           | 8,128,418           |
| Transfers Out (Exhibit E)                       | -                   | -                   | -                   | -                   |
| <b>Appropriation Total</b>                      | <b>\$ 7,096,862</b> | <b>\$ 7,444,015</b> | <b>\$ 7,815,787</b> | <b>\$ 8,128,418</b> |

| FUNDING SOURCE(s)           |                     |                     |                     |                     |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| Program Revenue             | \$ 114,601          | \$ 241,294          | \$ 205,000          | \$ 205,000          |
| Transfers from Other Funds  | 70,000              | 70,000              | 70,000              | 70,000              |
| Use of Reserves             | -                   | -                   | -                   | -                   |
| Additional Fund Revenue     | 6,912,261           | 7,132,721           | 7,540,787           | 7,853,418           |
| <b>Funding Source Total</b> | <b>\$ 7,096,862</b> | <b>\$ 7,444,015</b> | <b>\$ 7,815,787</b> | <b>\$ 8,128,418</b> |

| REVENUE DETAIL                    |              |                     |                     |                     |                     |
|-----------------------------------|--------------|---------------------|---------------------|---------------------|---------------------|
| Description                       | Fund / Acct. |                     |                     |                     |                     |
| Fire Permits                      | 4241         | \$ 114,601          | \$ 155,912          | \$ 75,000           | \$ 75,000           |
| Hazardous Waste Cleanup           | 4692         | -                   | 85,382              | 130,000             | 130,000             |
| <b>Program Revenue</b>            |              | <b>\$ 114,601</b>   | <b>\$ 241,294</b>   | <b>\$ 205,000</b>   | <b>\$ 205,000</b>   |
| Community Facilities District #1  | 236          | \$ 70,000           | \$ 70,000           | \$ 70,000           | \$ 70,000           |
| <b>Transfers from Other Funds</b> |              | <b>\$ 70,000</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>\$ 6,912,261</b> | <b>\$ 7,132,721</b> | <b>\$ 7,540,787</b> | <b>\$ 7,853,418</b> |
| <b>TOTAL FUNDING SOURCES</b>      |              | <b>\$ 7,096,862</b> | <b>\$ 7,444,015</b> | <b>\$ 7,815,787</b> | <b>\$ 8,128,418</b> |

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

**EXHIBIT C  
 101.610**

| Description  | FY 2015 Actual      | FY 2016 Actual      | FY 2017 Adopted     | FY 2018 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             | -                   | -                   | -                   | -                   |
| <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               | 7,096,862           | 7,444,015           | 7,815,787           | 8,128,418           |
| <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>\$ 7,096,862</b> | <b>\$ 7,444,015</b> | <b>\$ 7,815,787</b> | <b>\$ 8,128,418</b> |

| Description   | FY 2018<br>Adopted  |
|---|---------------------|
| <b>7432 Other Contractual Services</b><br>Santa Clara County Fire Department (SCCFD) Service Contract * | <b>8,128,418</b>    |
| * Includes Paramedic Services   |                     |
| <b>TOTAL</b>  | <b>\$ 8,128,418</b> |

**CITY OF CAMPBELL  
OPERATING BUDGET - Summary of Exhibits  
PROGRAM : Police Department Grants**

**EXHIBIT A  
Misc PD Grants**

| Description                                     | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|-------------------|-------------------|--------------------|--------------------|
| Employee Services (Exhibit B)                   | \$ 107,062        | \$ 110,129        | \$ -               | \$ -               |
| Supplies, Services & Capital Outlay (Exhibit C) | -                 | -                 | -                  | -                  |
| Debt Service (Exhibit D)                        | -                 | -                 | -                  | -                  |
| Total Before Transfers                          | 107,062           | 110,129           | -                  | -                  |
| Transfers Out (Exhibit E)                       | 26,267            | 26,267            | 63,500             | 65,800             |
| <b>Appropriation Total</b>                      | <b>\$ 133,329</b> | <b>\$ 136,396</b> | <b>\$ 63,500</b>   | <b>\$ 65,800</b>   |

| FUNDING SOURCE(s)           |     |                   |                   |                  |                  |
|-----------------------------|-----|-------------------|-------------------|------------------|------------------|
| Asset Forfeiture Funds      | 205 | \$ 19,351         | \$ 12,250         | \$ 8,500         | \$ 8,500         |
| Local Grant                 | 212 | 90,120            | 53,429            | -                | -                |
| State Grant                 | 212 | 107,484           | 189,602           | 50,000           | 50,800           |
| Federal Grant               | 218 | 3,449             | 7,663             | 5,000            | 5,000            |
| <b>Funding Source Total</b> |     | <b>\$ 220,404</b> | <b>\$ 262,944</b> | <b>\$ 63,500</b> | <b>\$ 64,300</b> |

| REVENUE DETAIL                          |              |                   |                   |                  |                  |
|---|--------------|-------------------|-------------------|------------------|------------------|
| Description                             | Fund / Acct. |                   |                   |                  |                  |
| Asset Seizure                           | 205.4892     | \$ 19,351         | \$ 12,250         | \$ 8,500         | \$ 8,500         |
| <b>Asset Forfeiture</b>                 |              | <b>\$ 19,351</b>  | <b>\$ 12,250</b>  | <b>\$ 8,500</b>  | <b>\$ 8,500</b>  |
| Association of Bay Area Governments     | 212.4550     | \$ 120            | \$ 16,882         | \$ -             | \$ -             |
| County - Alcohol Beverage Control       | 212.4523     | 90,000            | 36,547            | -                | -                |
| <b>Local Grant</b>                      |              | <b>\$ 90,120</b>  | <b>\$ 53,429</b>  | <b>\$ -</b>      | <b>\$ -</b>      |
| Supplemental Law Enforcement Grant      | 210.4526     | \$ 107,062        | \$ 119,251        | \$ -             | \$ -             |
| Supplemental Law Enforce Grant Interest | 210.4410     | 422               | 351               | -                | -                |
| AB 109 Public Safety Realignment Law    | 212.4556     | -                 | 70,000            | 50,000           | -                |
| BSCC Homeless Grant                     | 212.4543     | -                 | -                 | -                | 50,800           |
| <b>State Grant</b>                      |              | <b>\$ 107,484</b> | <b>\$ 189,602</b> | <b>\$ 50,000</b> | <b>\$ 50,800</b> |
| Bulletproof Vest Reimbursement Grant    | 218.4531     | 3,449             | 7,663             | 5,000            | 5,000            |
| <b>Federal Grant</b>                    |              | <b>\$ 3,449</b>   | <b>\$ 7,663</b>   | <b>\$ 5,000</b>  | <b>\$ 5,000</b>  |
| <b>TOTAL FUNDING SOURCES</b>            |              | <b>\$ 220,404</b> | <b>\$ 262,944</b> | <b>\$ 63,500</b> | <b>\$ 64,300</b> |

**CITY OF CAMPBELL**  
**OPERATING BUDGET - Transfers Out**  
**PROGRAM : Police Department Grants**

**EXHIBIT E**  
**Misc PD Grants**

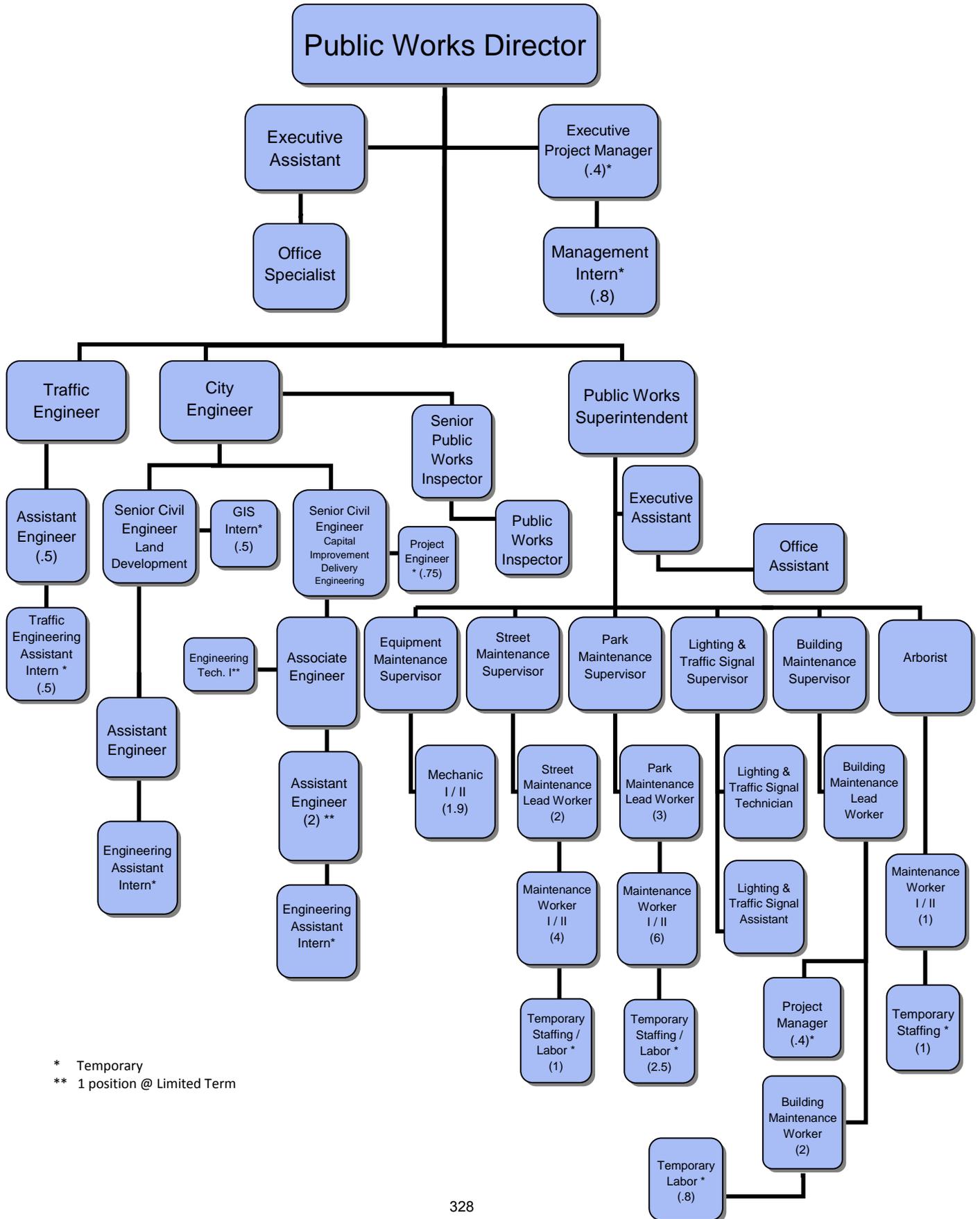
| Description  | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|--------------------|--------------------|
| <b><u>9899 Operating Transfer Out</u></b>                              |                    |                    |
| Asset Forfeiture (205)   |                    |                    |
| PD Special Enforcement (604) - Forensic Investigation Equipment        | \$ 1,500           | \$ 1,500           |
| PD Special Enforcement (604) - Monitored Surveillance System           | 3,000              | 3,000              |
| PD Field Services (605) - AR-15 Replacement Rifles/Shotgun Replacement | 4,000              | 4,000              |
| State - AB 109 Public Safety Realignment Law                           |                    |                    |
| PD Special Enforcement (604) - Prisoner Release                        | \$ 50,000          | \$ -               |
| BSCC Homeless Grant  | -                  | 52,300             |
| Federal - Bulletproof Vest Reimbursement Grant                         |                    |                    |
| PD Field Services (605)  | \$ 5,000           | \$ 5,000           |
| <b>TOTAL</b>   | <b>\$ 63,500</b>   | <b>\$ 65,800</b>   |





# Public Works

# Public Works Department 2017 - 2018



\* Temporary  
\*\* 1 position @ Limited Term

**PUBLIC WORKS DEPARTMENT PROGRAM SUMMARY**

**Expenditure Summary**

| <b>Description</b>                              | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> |
|---|---------------------------|---------------------------|----------------------------|----------------------------|
| Employee Services (Exhibit B)                   | \$ 6,211,958              | \$ 6,643,643              | \$ 7,465,374               | \$ 7,441,118               |
| Supplies, Services & Capital Outlay (Exhibit C) | 4,128,539                 | 4,692,236                 | 4,992,082                  | 4,991,227                  |
| Debt Service (Exhibit D)                        | -                         | -                         | -                          | -                          |
| <b>Total Before Transfers</b>                   | <b>10,340,497</b>         | <b>11,335,879</b>         | <b>12,457,456</b>          | <b>12,432,345</b>          |
| Transfers Out (Exhibit E)                       | 1,597,354                 | 2,325,530                 | 2,278,197                  | 2,435,207                  |
| <b>Appropriation Total</b>                      | <b>\$ 11,937,851</b>      | <b>\$ 13,661,409</b>      | <b>\$ 14,735,653</b>       | <b>\$ 14,867,552</b>       |

**Revenue Summary**

|                             |                      |                      |                      |                      |
|-----------------------------|----------------------|----------------------|----------------------|----------------------|
| Program Revenue             | \$ 8,419,441         | \$ 9,323,139         | \$ 8,268,030         | \$ 9,380,513         |
| Transfers from Other Funds  | 2,839,485            | 3,136,022            | 3,801,142            | 3,405,987            |
| Use of Reserves             | 25,745               | 364,807              | 952,082              | 257,560              |
| Additional Fund Revenue     | 2,599,177            | 3,185,562            | 3,245,854            | 3,343,318            |
| <b>Funding Source Total</b> | <b>\$ 13,883,848</b> | <b>\$ 16,009,530</b> | <b>\$ 16,267,108</b> | <b>\$ 16,387,378</b> |

**PUBLIC WORKS DEPARTMENT PROGRAM SUMMARY**

**Staffing (Full-Time Equivalents)**

| <b>Permanent Positions</b>               | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> |
|--|---------------------------|---------------------------|----------------------------|----------------------------|
| Arborist                                 | -                         | -                         | 1.00                       | 1.00                       |
| Assistant Engineer                       | 3.00                      | 3.00                      | 2.00                       | 2.50                       |
| Associate Engineer                       | -                         | -                         | 1.00                       | 1.00                       |
| Building Maintenance Lead Worker         | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Building Maintenance Supervisor          | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Building Maintenance Worker              | 2.00                      | 2.00                      | 2.00                       | 2.00                       |
| City Engineer                            | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Equipment Maintenance Supervisor         | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Executive Assistant                      | 2.00                      | 2.00                      | 2.00                       | 2.00                       |
| Lighting & Traffic Signal Assistant      | -                         | 1.00                      | 1.00                       | 1.00                       |
| Lighting & Traffic Signal Supervisor     | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Lighting & Traffic Signal Technician     | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Maintenance Worker I / II                | 4.00                      | 4.00                      | 11.00                      | 11.00                      |
| Mechanic I / II                          | 1.75                      | 1.75                      | 1.80                       | 1.90                       |
| Office Assistant                         | 1.90                      | 1.90                      | 1.00                       | 1.00                       |
| Office Specialist                        | -                         | -                         | 1.00                       | 1.00                       |
| Park Maintenance Lead Worker             | 3.00                      | 3.00                      | 3.00                       | 3.00                       |
| Park Maintenance Supervisor              | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Park Maintenance Worker I / II           | 8.00                      | 7.00                      | -                          | -                          |
| Public Works Director                    | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Public Works Inspector                   | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Public Works Superintendent              | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Senior Civil Engineer                    | 2.00                      | 2.00                      | 2.00                       | 2.00                       |
| Senior Park Maint Worker                 | -                         | 1.00                      | -                          | -                          |
| Senior Public Works Inspector            | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Street Maintenance Field Supervisor      | 1.00                      | -                         | -                          | -                          |
| Street Maintenance Lead Worker           | 2.00                      | 2.00                      | 2.00                       | 2.00                       |
| Street Maintenance Supervisor            | -                         | 1.00                      | 1.00                       | 1.00                       |
| Traffic Engineer                         | 1.00                      | 1.50                      | 1.50                       | 1.00                       |
| <b>Permanent</b>                         | <b>42.65</b>              | <b>44.15</b>              | <b>44.30</b>               | <b>44.40</b>               |
| <b>Limited-Term Positions</b>            |                           |                           |                            |                            |
| Administrative Analyst I                 | -                         | 0.20                      | 0.30                       | -                          |
| Assistant Engineer                       | -                         | -                         | 1.00                       | 1.00                       |
| Engineer Technician I                    | -                         | -                         | -                          | 1.00                       |
| Park Maintenance Worker I / II           | 1.00                      | 1.00                      | 1.00                       | -                          |
| <b>Limited-Term</b>                      | <b>1.00</b>               | <b>1.20</b>               | <b>2.30</b>                | <b>2.00</b>                |
| <b>Temporary Positions</b>               |                           |                           |                            |                            |
| Engineering Assistant (Intern)           | 1.00                      | 1.00                      | 1.00                       | 1.00                       |
| Engineering Technician                   | 0.25                      | 0.25                      | 0.20                       | -                          |
| Executive Project Manager                | 0.40                      | 0.40                      | 0.40                       | 0.40                       |
| GIS Technician                           | -                         | -                         | -                          | 0.50                       |
| Management Intern                        | 0.60                      | 0.50                      | 0.80                       | 0.80                       |
| Project Engineer                         | 1.00                      | 0.75                      | 0.95                       | 0.75                       |
| Project Manager (One-Time Projects)      | 0.25                      | 0.25                      | 0.40                       | 0.40                       |
| Temporary Building Maintenance Worker    | 0.80                      | 0.80                      | 0.80                       | 0.80                       |
| Temporary Labor                          | 2.75                      | 3.50                      | 3.50                       | 3.50                       |
| Temporary Lighting Assistant             | 0.96                      | -                         | -                          | -                          |
| Temporary Staffing                       | 0.48                      | 0.96                      | 1.00                       | 1.00                       |
| Traffic Engineering Assistant (Intern)   | 1.00                      | 0.50                      | 0.50                       | 0.50                       |
| Transportation Specialist (Limited Term) | -                         | -                         | 0.50                       | -                          |
| <b>Temporary</b>                         | <b>9.49</b>               | <b>8.91</b>               | <b>10.05</b>               | <b>9.65</b>                |
| <b>Total Full Time Equivalents</b>       | <b>53.14</b>              | <b>54.26</b>              | <b>56.65</b>               | <b>56.05</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 2017 - 2018**

- Continue Civic Center Master Plan process and subsequent related work
- Implement Traffic Calming Policy and Improvements
- Participate in Regional Transportation planning efforts - Envision Silicon Valley and assist in the development of criteria to allocate funds for projects

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

**EXHIBIT A**  
**101.701**

| Description                                     | FY 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 Adopted   |
|---|-------------------|-------------------|-------------------|-------------------|
| Employee Services (Exhibit B)                   | \$ 520,538        | \$ 584,939        | \$ 675,423        | \$ 608,284        |
| Supplies, Services & Capital Outlay (Exhibit C) | 87,015            | 91,935            | 99,094            | 104,054           |
| Debt Service (Exhibit D)                        | -                 | -                 | -                 | -                 |
| Total Before Transfers                          | 607,553           | 676,874           | 774,517           | 712,338           |
| Transfers Out (Exhibit E)                       | -                 | -                 | -                 | -                 |
| <b>Appropriation Total</b>                      | <b>\$ 607,553</b> | <b>\$ 676,874</b> | <b>\$ 774,517</b> | <b>\$ 712,338</b> |

| FUNDING SOURCE(s)           |                   |                   |                   |                   |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| Program Revenue             | \$ 193,225        | \$ 185,081        | \$ 180,000        | \$ 180,000        |
| Transfers from Other Funds  | 142,800           | 142,800           | 142,800           | 142,800           |
| Use of Reserves             | -                 | -                 | 124,000           | 30,000            |
| Additional Fund Revenue     | 271,528           | 348,993           | 327,717           | 359,538           |
| <b>Funding Source Total</b> | <b>\$ 607,553</b> | <b>\$ 676,874</b> | <b>\$ 774,517</b> | <b>\$ 712,338</b> |

| REVENUE DETAIL                    |              |                   |                   |                   |                   |
|-----------------------------------|--------------|-------------------|-------------------|-------------------|-------------------|
| Description                       | Fund / Acct. |                   |                   |                   |                   |
| Franchise - San Jose Water        | 4124         | \$ 193,225        | \$ 184,381        | \$ 180,000        | \$ 180,000        |
| Tree in Lieu Fee                  | 4971         | -                 | 700               | -                 | -                 |
| <b>Program Revenue</b>            |              | <b>\$ 193,225</b> | <b>\$ 185,081</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     |              | \$ -              | \$ -              | \$ 30,000         | \$ 30,000         |
| CIPR - Limited Term Position      |              | -                 | -                 | 44,000            | -                 |
| Council Priorities Reserve        |              | -                 | -                 | 50,000            | -                 |
| <b>Use of Fund Reserves</b>       |              | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ 124,000</b> | <b>\$ 30,000</b>  |
| <b>Additional Fund Subsidy</b>    |              | <b>\$ 271,528</b> | <b>\$ 348,993</b> | <b>\$ 327,717</b> | <b>\$ 359,538</b> |
| <b>TOTAL FUNDING SOURCES</b>      |              | <b>\$ 607,553</b> | <b>\$ 676,874</b> | <b>\$ 774,517</b> | <b>\$ 712,338</b> |

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

**EXHIBIT B  
101.701**

| Description                                    | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| <b>7001</b> Personnel - Regular                | \$ 318,475        | \$ 357,582        | \$ 396,891         | \$ 386,922         |
| <b>7002</b> Personnel - Temporary              | 75,170            | 71,496            | 124,858            | 74,858             |
| <b>7003</b> Personnel - Overtime               | 907               | 14                | 500                | 500                |
| <b>7005</b> Personnel - POST                   | -                 | -                 | -                  | -                  |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                  | -                  |
| <b>Total Salaries</b>                          | <b>\$ 394,552</b> | <b>\$ 429,093</b> | <b>\$ 522,249</b>  | <b>\$ 462,280</b>  |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -               | \$ -               |
| <b>7105</b> Uniform Allowance                  | -                 | -                 | -                  | -                  |
| <b>7106</b> Retirement                         | 56,712            | 72,570            | 75,266             | 75,494             |
| <b>7107</b> Dental Insurance                   | 5,913             | 6,428             | 6,683              | 6,258              |
| <b>7108</b> Group Health Insurance             | 42,679            | 46,218            | 47,883             | 44,838             |
| <b>7109</b> Group Life Insurance               | 558               | 589               | 614                | 558                |
| <b>7110</b> Workers' Compensation Insurance    | 1,866             | 2,356             | 3,405              | 2,211              |
| <b>7112</b> Group Disability Insurance         | 2,018             | 2,552             | 2,649              | 2,187              |
| <b>7113</b> Medicare                           | 5,725             | 6,338             | 8,671              | 6,845              |
| <b>7114</b> Auto Allowance                     | 1,306             | 2,655             | 2,640              | 2,640              |
| <b>7115</b> Cell Phone Allowance               | 694               | 724               | 360                | 360                |
| <b>7118</b> Other Benefits Pay                 | 4,629             | 11,446            | -                  | -                  |
| <b>7120</b> Sick Leave Payout                  | -                 | -                 | -                  | -                  |
| <b>7121</b> Leave Balance Payout               | -                 | -                 | -                  | -                  |
| <b>7122</b> Deferred Compensation Contribution | 3,624             | 2,812             | 2,990              | 2,600              |
| <b>7124</b> Veba Health Deferred Compensation  | 26                | 1,046             | 1,040              | 1,040              |
| <b>7126</b> PARS 457 Retirement                | 237               | 114               | 973                | 973                |
| <b>Total Benefits</b>                          | <b>\$ 125,986</b> | <b>\$ 155,846</b> | <b>\$ 153,174</b>  | <b>\$ 146,004</b>  |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 520,538</b> | <b>\$ 584,939</b> | <b>\$ 675,423</b>  | <b>\$ 608,284</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 2018<br>Adopted |
|---|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|   | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Public Works Director   | 1.00                          | 1.00              | 1.00               | 1.00               | \$ 216,612         |
| Executive Assistant   | 1.00                          | 1.00              | 1.00               | 1.00               | 87,692             |
| Office Assistant  | 1.00                          | 1.00              | -                  | -                  |                    |
| Office Specialist *   | -                             | -                 | 1.00               | 1.00               | 82,618             |
| Administrative Analyst I **                                   | -                             | 0.20              | 0.30               | -                  | -                  |
| *Office Assistant Reclassed to Office Specialist in Sept 2015 |                               |                   |                    |                    |                    |
| ** 2- Year Limited Term                                       |                               |                   |                    |                    |                    |
| <b>TOTAL</b>  | <b>3.00</b>                   | <b>3.20</b>       | <b>3.30</b>        | <b>3.00</b>        | <b>\$ 386,922</b>  |

| Temporary Personnel       | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                           | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Executive Project Manager | 0.40                          | 0.40              | 0.40               | 0.40               | \$ 49,858          |
| Management Intern         | 0.60                          | 0.50              | 0.80               | 0.80               | 25,000             |
| Transportation Specialist | -                             | -                 | 0.50               | -                  | -                  |
| <b>TOTAL</b>              | <b>1.00</b>                   | <b>0.90</b>       | <b>1.70</b>        | <b>1.20</b>        | <b>\$ 74,858</b>   |

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

**EXHIBIT C**  
**101.701**

| Description  | FY 2015 Actual   | FY 2016 Actual   | FY 2017 Adopted  | FY 2018 Adopted   |
|--|------------------|------------------|------------------|-------------------|
| <b>7420</b> Utilities - Electricity/Gas/Water        | \$ -             | \$ -             | \$ -             | \$ -              |
| <b>7421</b> Communications - Phones                  | 1,423            | 1,524            | 1,100            | 1,100             |
| <b>7423</b> Clothing & Personal Expense              | -                | -                | -                | -                 |
| <b>7424</b> Office Expense                           | 4,359            | 3,797            | 4,000            | 5,000             |
| <b>7425</b> Minor Tools & Equipment                  | -                | -                | -                | -                 |
| <b>7427</b> Special Departmental Expense             | 3,686            | 3,675            | 3,600            | 4,500             |
| <b>7428</b> Maint of Buildings, Structures & Grounds | -                | -                | -                | -                 |
| <b>7429</b> Maintenance & Operation of Equipment     | 2,158            | 2,760            | 2,000            | 2,700             |
| <b>7430</b> Professional & Specialized Services      | 22,802           | 21,303           | 30,000           | 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                 | 432              | -                | 750              | 750               |
| <b>7435</b> Professional Development & Meetings      | 6,491            | 7,653            | 4,000            | 4,000             |
| <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                   | 45,664           | 51,222           | 53,644           | 56,004            |
| <b>7884</b> Machinery & Equipment                    | -                | -                | -                | -                 |
|  |                  |                  |                  |                   |
|  |                  |                  |                  |                   |
| <b>Total Supplies, Services &amp; Capital Outlay</b> | <b>\$ 87,015</b> | <b>\$ 91,935</b> | <b>\$ 99,094</b> | <b>\$ 104,054</b> |

| Description   | FY 2018<br>Adopted |
|---|--------------------|
| <b><u>7421</u></b> <b>Communications - Phones</b><br>Monthly Fees - Cellular Telephones                         | \$ 1,100           |
| <b><u>7424</u></b> <b>Office Expense</b><br>Office Supplies   | 5,000              |
| <b><u>7427</u></b> <b>Special Departmental Expense</b><br>Departmental Employee Recognition                     | 1,500              |
| Drafting Materials, Special Events, Special Equipment, Etc.   | 3,000              |
|   | <b>4,500</b>       |
| <b><u>7429</u></b> <b>Maintenance &amp; Operation of Equipment</b><br>Engineering Copier                        | 2,700              |
| <b><u>7430</u></b> <b>Professional &amp; Specialized Services</b><br>Consultant Services *                      | 30,000             |
| <b><u>7434</u></b> <b>Memberships, Dues, Books</b><br>Books, Dues & Subscriptions                               | 750                |
| <b><u>7435</u></b> <b>Professional Development &amp; Meetings</b><br>Professional Development & Meetings        | 4,000              |
| <b><u>7551</u></b> <b>User Charges - IT Pool</b><br>Use of Computer Hardware/Software; Phones & Photocopier/Fax | 56,004             |
|   |                    |
| <b>TOTAL</b>  | <b>\$ 104,054</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 15</b> | <b>FY 16</b> | <b>FY 17</b> |
|----------|---|--------------|--------------|--------------|
| <b>1</b> | City of Campbell Solid Waste Maximum Disposal (pounds/person/day) | 4.2          | 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 2015 Actual      | FY 2016 Actual      | FY 2017 Adopted     | FY 2018 Adopted     |
|---|---------------------|---------------------|---------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ -                | \$ -                | \$ -                | \$ -                |
| Supplies, Services & Capital Outlay (Exhibit C) | 49                  | -                   | -                   | -                   |
| Debt Service (Exhibit D)                        | -                   | -                   | -                   | -                   |
| Total Before Transfers                          | 49                  | -                   | -                   | -                   |
| Transfers Out (Exhibit E)                       | 1,306,754           | 1,411,778           | 1,398,677           | 1,419,707           |
| <b>Appropriation Total</b>                      | <b>\$ 1,306,803</b> | <b>\$ 1,411,778</b> | <b>\$ 1,398,677</b> | <b>\$ 1,419,707</b> |

| FUNDING SOURCE(s)              |                     |                     |                     |                     |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|
| Program Revenue                | \$ 837,180          | \$ 914,341          | \$ 848,363          | \$ 863,063          |
| Transfers from Other Funds 101 | 521,500             | 511,500             | 511,500             | 513,693             |
| Use of Reserves                | 32,476              | -                   | 38,814              | 42,951              |
| Additional Fund Revenue        | -                   | -                   | -                   | -                   |
| <b>Funding Source Total</b>    | <b>\$ 1,391,156</b> | <b>\$ 1,425,841</b> | <b>\$ 1,398,677</b> | <b>\$ 1,419,707</b> |

| REVENUE DETAIL                         |            |                     |                     |                     |                     |
|--|------------|---------------------|---------------------|---------------------|---------------------|
| Description                            | Fund/Acct. |                     |                     |                     |                     |
| Storm Water Fees - WV Sanitation       | 4720       | \$ 382,383          | \$ 382,148          | \$ 379,400          | \$ 394,100          |
| Storm Drain Fees                       | 4721       | 11,245              | 51,055              | 15,000              | 15,000              |
| AB939 Recycling - Santa Clara County   | 4922       | 66,537              | 63,088              | 49,356              | 49,356              |
| Solid Waste - Beverage Container Grant | 4533       | (10,848)            | -                   | -                   | -                   |
| Solid Waste Fees                       | 4724       | 214,335             | 244,521             | 231,078             | 231,078             |
| Solid Waste Revenue (10 Yr Contract)   | 4724       | 173,529             | 173,529             | 173,529             | 173,529             |
| <b>Program Revenue</b>                 |            | <b>\$ 837,180</b>   | <b>\$ 914,341</b>   | <b>\$ 848,363</b>   | <b>\$ 863,063</b>   |
| General Fund - Transfers-In            |            | \$ 521,500          | \$ 511,500          | \$ 511,500          | \$ 513,693          |
| <b>Transfers from Other Funds</b>      |            | <b>\$ 521,500</b>   | <b>\$ 511,500</b>   | <b>\$ 511,500</b>   | <b>\$ 513,693</b>   |
| Solid Waste - Beginning Fund Balance   |            | \$ -                | \$ -                | \$ (25,893)         | \$ (5,885)          |
| Storm Water - Beginning Fund Balance   |            | 32,476              | -                   | 64,707              | 48,836              |
| <b>Use of Fund Reserves</b>            |            | <b>\$ 32,476</b>    | <b>\$ -</b>         | <b>\$ 38,814</b>    | <b>\$ 42,951</b>    |
| <b>Additional Fund Subsidy</b>         |            | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>TOTAL FUNDING SOURCES</b>           |            | <b>\$ 1,391,156</b> | <b>\$ 1,425,841</b> | <b>\$ 1,398,677</b> | <b>\$ 1,419,707</b> |

**CITY OF CAMPBELL  
 OPERATING BUDGET - TRANSFERS OUT  
 PROGRAM : PUBLIC WORKS - ENVIRONMENTAL SERVICES**

**EXHIBIT E  
 209.715**

| Description  | FY 2017<br>Adopted  | FY 2018<br>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 | 205,570             | 207,771             |
| Public Works - Street Maintenance - #204.760               | 416,000             | 436,000             |
| 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>939,570</b>      | <b>961,771</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   | 356,307             | 355,136             |
| 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>444,107</b>      | <b>442,936</b>      |
| <b>Storm Drain Fees:</b>                                   |                     |                     |
| Public Works Engineering - #101.730                        | <b>15,000</b>       | <b>15,000</b>       |
| <b>TOTAL</b>   | <b>\$ 1,398,677</b> | <b>\$ 1,419,707</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 Engineering Division in the review of development projects and General Plan changes
- Identify and apply for outside funding sources suitable for transportation-related projects in the City
- Prepare an annual traffic-vehicle-pedestrian accident report
- Manage annual bicycle and pedestrian safety improvement projects
- Implement the City's current Traffic Calming Policy
- Participate, as appropriate, in implementation and operation of Silicon Valley-Intelligent Transportation Systems (SV-ITS) Projects

**GENERAL FUND - (101)**  
**Public Works - Transportation Engineering Program (720)**  
**Program Manager - Traffic Engineer**

**WORK PLAN ITEMS FOR FISCAL YEAR 2017 - 2018**

- Provide support to VTA - Bascom Avenue Complete Streets Study
- Provide design and construction support - Harriet Avenue Traffic Calming Project
- Provide design support - Bicycle Map

**PERFORMANCE OUTCOMES**

|          | <b>Measure</b>  | <b>FY 15</b> | <b>FY 16</b> | <b>FY 17</b> |
|----------|---|--------------|--------------|--------------|
| <b>1</b> | 95% of Congestion Management Program (CMP) roadways meet CMP Level Of Service standards | 88.9%        | 88.9%        | 88.9%        |
| <b>2</b> | Number of pedestrian accidents and percent of total of all accidents                    | 14<br>2.5%   | 19<br>3.3%   | 14<br>2.5%   |
| <b>3</b> | Number of bicycle accidents and percent of total of all accidents                       | 37<br>6.5%   | 21<br>3.7%   | 18<br>3.2%   |
| <b>4</b> | Number of injury accidents and percent of total of all accidents                        | 74<br>13.0%  | 75<br>13.2%  | 61<br>11.0%  |
| <b>5</b> | 80% of Traffic Service Requests responded to within 30 days                             | 97.9%        | 96.1%        | 93%          |

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

**EXHIBIT A**  
**101.720**

| Description                                     | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|-------------------|-------------------|--------------------|--------------------|
| Employee Services (Exhibit B)                   | \$ 282,725        | \$ 305,857        | \$ 308,190         | \$ 310,317         |
| Supplies, Services & Capital Outlay (Exhibit C) | 39,825            | 31,095            | 85,872             | 52,052             |
| Debt Service (Exhibit D)                        | -                 | -                 | -                  | -                  |
| Total Before Transfers                          | 322,550           | 336,952           | 394,062            | 362,369            |
| Transfers Out (Exhibit E)                       | -                 | -                 | -                  | -                  |
| <b>Appropriation Total</b>                      | <b>\$ 322,550</b> | <b>\$ 336,952</b> | <b>\$ 394,062</b>  | <b>\$ 362,369</b>  |

| FUNDING SOURCE(s)           |                   |                   |                   |                   |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| Program Revenue             | \$ 39,843         | \$ 40,003         | \$ 36,500         | \$ 36,500         |
| Transfers from Other Funds  | 26,580            | -                 | 25,000            | 25,000            |
| Use of Reserves             | -                 | -                 | 35,000            | 10,000            |
| Additional Fund Revenue     | 256,127           | 296,949           | 297,562           | 290,869           |
| <b>Funding Source Total</b> | <b>\$ 322,550</b> | <b>\$ 336,952</b> | <b>\$ 394,062</b> | <b>\$ 362,369</b> |

| REVENUE DETAIL                    |            |                   |                   |                   |                   |
|-----------------------------------|------------|-------------------|-------------------|-------------------|-------------------|
| Description                       | Fund/Acct. |                   |                   |                   |                   |
| Truck Permits                     | 4271       | \$ 1,152          | \$ 1,472          | \$ 500            | \$ 500            |
| Transit Shelter Advertising       | 4544       | 5,071             | 6,287             | 6,000             | 6,000             |
| Traffic Engineering Services      | 4728       | -                 | 312               | -                 | -                 |
| Project Overhead Offset *         | 4725       | 33,620            | 31,932            | 30,000            | 30,000            |
| <b>Program Revenue</b>            |            | <b>\$ 39,843</b>  | <b>\$ 40,003</b>  | <b>\$ 36,500</b>  | <b>\$ 36,500</b>  |
| Gas Tax Fund                      | 204        | \$ 26,580         | \$ 25,000         | \$ 25,000         | \$ 25,000         |
| <b>Transfers from Other Funds</b> |            | <b>\$ 26,580</b>  | <b>\$ 25,000</b>  | <b>\$ 25,000</b>  | <b>\$ 25,000</b>  |
| Beginning Fund Balance - CIPR     |            | -                 | -                 | 35,000            | 10,000            |
| <b>Use of Fund Reserves</b>       |            | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ 35,000</b>  | <b>\$ 10,000</b>  |
| <b>Additional Fund Subsidy</b>    |            | <b>\$ 256,127</b> | <b>\$ 296,949</b> | <b>\$ 297,562</b> | <b>\$ 290,869</b> |
| <b>TOTAL FUNDING SOURCES</b>      |            | <b>\$ 322,550</b> | <b>\$ 361,952</b> | <b>\$ 394,062</b> | <b>\$ 362,369</b> |

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

**EXHIBIT B**  
**101.720**

| Description                                    | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| <b>7001</b> Personnel - Regular                | \$ 135,547        | \$ 172,647        | \$ 209,716         | \$ 206,668         |
| <b>7002</b> Personnel - Temporary              | 84,127            | 61,223            | 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>\$ 219,674</b> | <b>\$ 233,870</b> | <b>\$ 225,816</b>  | <b>\$ 222,768</b>  |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -               | \$ -               |
| <b>7105</b> Uniform Allowance                  | -                 | -                 | 150                | 150                |
| <b>7106</b> Retirement                         | 24,534            | 33,389            | 39,770             | 40,338             |
| <b>7107</b> Dental Insurance                   | 1,971             | 2,874             | 4,050              | 4,172              |
| <b>7108</b> Group Health Insurance             | 13,908            | 17,342            | 22,125             | 30,452             |
| <b>7109</b> Group Life Insurance               | 186               | 264               | 279                | 372                |
| <b>7110</b> Workers' Compensation Insurance    | 2,633             | 3,431             | 5,306              | 2,893              |
| <b>7111</b> Unemployment Insurance             | -                 | -                 | -                  | -                  |
| <b>7112</b> Group Disability Insurance         | 807               | 1,254             | 1,337              | 1,701              |
| <b>7113</b> Medicare                           | 3,457             | 3,625             | 4,278              | 2,778              |
| <b>7114</b> Auto Allowance                     | 949               | 1,931             | 1,920              | 1,920              |
| <b>7115</b> Cell Phone Allowance               | 347               | 362               | 360                | 360                |
| <b>7118</b> Other Benefits Pay                 | 6,929             | 3,226             | -                  | -                  |
| <b>7120</b> Sick Leave Payout                  | -                 | -                 | -                  | -                  |
| <b>7121</b> Leave Balance Payout               | 5,204             | 2,228             | -                  | -                  |
| <b>7122</b> Deferred Compensation Contribution | 1,017             | 220               | 650                | 650                |
| <b>7124</b> VEBA Health Deferred Compensation  | 26                | 1,046             | 1,040              | 1,560              |
| <b>7126</b> PARS 457 Retirement                | 1,082             | 797               | 1,109              | 203                |
| <b>Total Benefits</b>                          | <b>\$ 63,051</b>  | <b>\$ 71,987</b>  | <b>\$ 82,374</b>   | <b>\$ 87,549</b>   |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 282,725</b> | <b>\$ 305,857</b> | <b>\$ 308,190</b>  | <b>\$ 310,317</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 2018<br>Adopted |
|--|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|  | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Traffic Engineer   | 1.00                          | 1.00              | 1.00               | 1.00               | \$ 154,024         |
| Assistant Engineer *   | -                             | 0.50              | 0.50               | 0.50               | 52,644             |
| * FY 15 Moved to Program 740 with<br>Temp Backfill. New Position FY 16 |                               |                   |                    |                    |                    |
| <b>TOTAL</b>   | <b>1.00</b>                   | <b>1.50</b>       | <b>1.50</b>        | <b>1.50</b>        | <b>\$ 206,668</b>  |

| Temporary Personnel                    | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|--|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|  | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Traffic Engineering Assistant (Intern) | 0.50                          | 0.50              | 0.50               | 0.50               | \$ 15,600          |
| Project Engineer                       | 0.50                          | -                 | -                  | -                  | -                  |
| <b>TOTAL</b>                           | <b>1.00</b>                   | <b>0.50</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**

| Description  | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>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                   | -                 | -                 | 10,500             | 5,500              |
| <b>7428</b> Maintenance of Buildings, Structures & Grounds | -                 | -                 | -                  | -                  |
| <b>7429</b> Maintenance & Operation of Equipment           | -                 | -                 | 7,500              | 7,500              |
| <b>7430</b> Professional & Specialized Services            | 16,472            | 100               | 35,000             | 10,000             |
| <b>7431</b> Promotional Expense                            | -                 | -                 | -                  | -                  |
| <b>7432</b> Other Contractual Services                     | -                 | -                 | -                  | -                  |
| <b>7433</b> Insurance & Surety Bonds                       | -                 | -                 | -                  | -                  |
| <b>7434</b> Memberships, Dues, Books                       | 514               | 384               | 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                         | 22,832            | 30,611            | 31,822             | 28,002             |
| <b>7884</b> Machinery & Equipment                          | -                 | -                 | -                  | -                  |
|  |                   |                   |                    |                    |
|  |                   |                   |                    |                    |
| <b>Total Supplies, Services &amp; Capital Outlay</b>       | <b>\$ 39,825</b>  | <b>\$ 31,095</b>  | <b>\$ 85,872</b>   | <b>\$ 52,052</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 2017 - 2018**

- Complete construction and final reporting - FY 16/17 Annual Street Maintenance Project (Rubber Cape Seal)
- Design and construct - FY 17/18 Annual Street Maintenance Project (Winchester – OBAG2)
- Design and implement construction - San Tomas Aquino Creek Trail
- Evaluate and implement various storm drain improvement projects (Eden, Redding, etc.)
- Provide design and construct support of Harriet, McCoy, STAR, Traffic Calming Project
- Initiate analysis of Campisi feasibility study
- Obtain community input and provide design alternatives for Campbell Park Improvements
- Construct Community Center play area
- Assess and design John D. Morgan Park Improvements (Budd side)
- Perform safety improvements at John D. Morgan Park (Rincon side)
- Design Eden Avenue sidewalk Improvements
- Complete Phase 2 project of the City streetlights conversion to LED
- Develop agreement for wireless facility installations in City's right-of-way
- Coordinate with PG&E, and other utilities, to complete construction of the Winchester Boulevard Utility District
- Update City Standard Specifications and Details for Public Works Construction
- Create GIS layers for Public Works infrastructure

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

**PERFORMANCE OUTCOMES**

|          | <b>Measure</b>  | <b>FY 15</b> | <b>FY 16</b> | <b>FY 17</b> |
|----------|---|--------------|--------------|--------------|
| <b>1</b> | Average cost of design and construction engineering is 18%  | 26%          | 10%          | 18%          |
| <b>2</b> | 75% of City's pavement network is at a PCI of 70 or greater | 66.3%        | 66.3%        | 56%          |
| <b>3</b> | Mean PCI of City's pavement network                         | 74           | 68           | 67           |

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

**EXHIBIT A  
101.730**

| Description                                     | FY 2015<br>Actual   | FY 2016<br>Actual | FY 2017<br>Adopted  | FY 2018<br>Adopted  |
|---|---------------------|-------------------|---------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ 962,178          | \$ 798,442        | \$ 1,095,419        | \$ 1,226,380        |
| Supplies, Services & Capital Outlay (Exhibit C) | 65,372              | 181,563           | 83,748              | 108,142             |
| Debt Service (Exhibit D)                        | -                   | -                 | -                   | -                   |
| Total Before Transfers                          | 1,027,551           | 980,004           | 1,179,167           | 1,334,522           |
| Transfers Out (Exhibit E)                       | -                   | -                 | -                   | -                   |
| <b>Appropriation Total</b>                      | <b>\$ 1,027,551</b> | <b>\$ 980,004</b> | <b>\$ 1,179,167</b> | <b>\$ 1,334,522</b> |

| FUNDING SOURCE(s)              |                     |                   |                     |                     |
|--------------------------------|---------------------|-------------------|---------------------|---------------------|
| Program Revenue                | \$ 592,994          | \$ 414,279        | \$ 353,000          | \$ 505,000          |
| Transfers from Other Funds 209 | 100,000             | -                 | 100,000             | 100,000             |
| Use of Reserves                | -                   | -                 | 165,000             | 29,000              |
| Additional Fund Revenue        | 334,557             | 565,725           | 561,167             | 700,522             |
| <b>Funding Source Total</b>    | <b>\$ 1,027,551</b> | <b>\$ 980,004</b> | <b>\$ 1,179,167</b> | <b>\$ 1,334,522</b> |

| REVENUE DETAIL                    |            |                     |                     |                     |                     |
|-----------------------------------|------------|---------------------|---------------------|---------------------|---------------------|
| Description                       | Fund/Acct. |                     |                     |                     |                     |
| Project Overhead Offset           | 4725       | \$ 586,279          | \$ 407,005          | \$ 350,000          | \$ 500,000          |
| Sale of Maps / Publications       | 4760       | 1,390               | 2,660               | 1,000               | 1,000               |
| Notice of Improvement Obligation  | 4924       | 5,325               | 4,614               | 2,000               | 4,000               |
| <b>Program Revenue</b>            |            | <b>\$ 592,994</b>   | <b>\$ 414,279</b>   | <b>\$ 353,000</b>   | <b>\$ 505,000</b>   |
| Environmental Programs 209        |            | 100,000             | 100,000             | 100,000             | 100,000             |
| <b>Transfers from Other Funds</b> |            | <b>\$ 100,000</b>   | <b>\$ 100,000</b>   | <b>\$ 100,000</b>   | <b>\$ 100,000</b>   |
| CIPR - Limited Term Position      |            | \$ -                | \$ -                | \$ 165,000          | \$ 29,000           |
| <b>Use of Fund Reserves</b>       |            | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ 165,000</b>   | <b>\$ 29,000</b>    |
| <b>Additional Fund Subsidy</b>    |            | <b>\$ 334,557</b>   | <b>\$ 565,725</b>   | <b>\$ 561,167</b>   | <b>\$ 700,522</b>   |
| <b>TOTAL FUNDING SOURCES</b>      |            | <b>\$ 1,027,551</b> | <b>\$ 1,080,004</b> | <b>\$ 1,179,167</b> | <b>\$ 1,334,522</b> |

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

EXHIBIT B  
 101.730

| Description                                    | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted  | FY 2018<br>Adopted  |
|--|-------------------|-------------------|---------------------|---------------------|
| <b>7001</b> Personnel - Regular                | \$ 625,210        | \$ 512,453        | \$ 726,431          | \$ 796,619          |
| <b>7002</b> Personnel - Temporary              | 70,795            | 43,576            | 90,080              | 115,080             |
| <b>7003</b> Personnel - Overtime               | 4,964             | 3,369             | 3,000               | 3,000               |
| <b>7005</b> Personnel - POST                   | -                 | -                 | -                   | -                   |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                   | -                   |
| <b>Total Salaries</b>                          | <b>\$ 700,969</b> | <b>\$ 559,398</b> | <b>\$ 819,511</b>   | <b>\$ 914,699</b>   |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -                | \$ -                |
| <b>7105</b> Uniform Allowance                  | 600               | 413               | 600                 | 600                 |
| <b>7106</b> Retirement                         | 110,314           | 101,218           | 137,761             | 155,549             |
| <b>7107</b> Dental Insurance                   | 10,330            | 8,372             | 11,138              | 13,559              |
| <b>7108</b> Group Health Insurance             | 71,276            | 58,122            | 79,695              | 95,819              |
| <b>7109</b> Group Life Insurance               | 975               | 767               | 1,023               | 1,209               |
| <b>7110</b> Workers' Compensation Insurance    | 11,823            | 10,270            | 18,408              | 13,609              |
| <b>7112</b> Group Disability Insurance         | 3,523             | 3,321             | 4,374               | 5,103               |
| <b>7113</b> Medicare                           | 10,948            | 8,926             | 12,376              | 12,897              |
| <b>7114</b> Auto Allowance                     | 1,635             | 2,492             | 2,880               | 2,880               |
| <b>7115</b> Cell Phone Allowance               | 600               | 454               | 540                 | 900                 |
| <b>7118</b> Other Benefits Pay                 | 15,629            | 6,878             | -                   | -                   |
| <b>7120</b> Sick Leave Payout                  | 6,196             | 4,268             | -                   | -                   |
| <b>7121</b> Leave Balance Payout               | 10,600            | 28,462            | -                   | -                   |
| <b>7122</b> Deferred Compensation Contribution | 6,295             | 3,621             | 3,900               | 6,500               |
| <b>7124</b> VEBA Health Deferred Compensation  | 39                | 1,349             | 1,560               | 1,560               |
| <b>7126</b> PARS 457 Retirement                | 425               | 109               | 1,653               | 1,496               |
| <b>Total Benefits</b>                          | <b>\$ 261,209</b> | <b>\$ 239,044</b> | <b>\$ 275,908</b>   | <b>\$ 311,681</b>   |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 962,178</b> | <b>\$ 798,442</b> | <b>\$ 1,095,419</b> | <b>\$ 1,226,380</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 2018<br>Adopted |
|---|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|   | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| City Engineer   | 0.50                          | 0.50              | 0.50               | 0.50               | \$ 87,235          |
| Senior Civil Engineer   | 1.00                          | 1.00              | 1.00               | 1.00               | 149,240            |
| Assistant Engineer  | 2.00                          | 2.00              | 1.00               | 1.00               | 122,012            |
| Senior Public Works Inspector                                 | 1.00                          | 1.00              | 1.00               | 1.00               | 115,044            |
| Associate Engineer *  | -                             | -                 | 1.00               | 1.00               | 124,842            |
| Assistant Engineer **   | -                             | -                 | 1.00               | 1.00               | 116,106            |
| Engineer Technician I **                                      | -                             | -                 | -                  | 1.00               | 82,140             |
| * Reclassed from Assistant Engineer<br>** 2-Year Limiter Term |                               |                   |                    |                    |                    |
| <b>TOTAL</b>  | <b>4.50</b>                   | <b>4.50</b>       | <b>5.50</b>        | <b>6.50</b>        | <b>\$ 796,619</b>  |

| Temporary Personnel            | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|--------------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                                | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Engineering Assistant (Intern) | 0.50                          | 0.50              | 0.50               | 0.50               | \$ 15,080          |
| Project Engineer               | 1.00                          | 0.50              | 0.75               | 0.75               | 75,000             |
| GIS Technician                 | -                             | -                 | -                  | 0.25               | 25,000             |
| <b>TOTAL</b>                   | <b>1.50</b>                   | <b>1.00</b>       | <b>1.25</b>        | <b>1.50</b>        | <b>\$ 115,080</b>  |

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

**EXHIBIT C**  
**101.730**

| Description  | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| <b>7420</b> Utilities - Electricity/Gas/Water              | \$ -              | \$ -              | \$ -               | \$ -               |
| <b>7421</b> Communications - Phones                        | -                 | -                 | -                  | -                  |
| <b>7423</b> Clothing & Personal Expense                    | -                 | -                 | 250                | 400                |
| <b>7424</b> Office Expense                                 | -                 | -                 | -                  | -                  |
| <b>7425</b> Minor Tools & Equipment                        | -                 | 172               | 1,500              | 1,500              |
| <b>7427</b> Special Departmental Expense                   | -                 | -                 | 200                | 200                |
| <b>7428</b> Maintenance of Buildings, Structures & Grounds | -                 | -                 | -                  | -                  |
| <b>7429</b> Maintenance & Operation of Equipment           | -                 | -                 | -                  | -                  |
| <b>7430</b> Professional & Specialized Services            | -                 | 109,935           | 5,000              | 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                       | 1,571             | 1,600             | 2,050              | 2,050              |
| <b>7435</b> Professional Development & Meetings            | 2,807             | 2,534             | 6,300              | 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                      | 15,331            | 16,100            | 14,804             | 15,687             |
| <b>7551</b> User Charges - IT Pool                         | 45,664            | 51,222            | 53,644             | 77,005             |
| <b>7884</b> Machinery & Equipment                          | -                 | -                 | -                  | -                  |
|  |                   |                   |                    |                    |
|  |                   |                   |                    |                    |
| <b>Total Supplies, Services &amp; Capital Outlay</b>       | <b>\$ 65,372</b>  | <b>\$ 181,563</b> | <b>\$ 83,748</b>   | <b>\$ 108,142</b>  |

| Description   | FY 2018<br>Adopted           |
|---|------------------------------|
| <b>7423 Clothing &amp; Personal Expense</b><br>Safety Clothing and Damaged Clothing Repair                                    | \$ 400                       |
| <b>7425 Minor Tools &amp; Equipment</b><br>Survey Equipment   | 1,500                        |
| <b>7427 Special Departmental Expense</b><br>Employee Recognition  | 200                          |
| <b>7430 Professional &amp; Specialized Services</b><br>Supplemental Engineering & Storm Water Consultant Services (As Needed) | 5,000                        |
| <b>7434 Memberships, Dues, Books</b><br>Books<br>Dues<br>Subscriptions  | 500<br>1,450<br>100<br>2,050 |
| <b>7435 Professional Development &amp; Meetings</b><br>Conferences, Monthly meetings, Training & Teleconferences              | 6,300                        |
| <b>7550 User Charges - Motor Pool</b><br>Use of City Vehicles   | 15,687                       |
| <b>7551 User Charges - IT Pool</b><br>Use of Computer Hardware/Software; Phones & Photocopier/Fax                             | 77,005                       |
| <b>TOTAL</b>  | <b>\$ 108,142</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
- Support public counter and issue land development permits for construction within the public right-of-way
- Evaluate and recommend updates of Land Development Engineering fees, permit forms and handouts
- Prepare budget and monitor expenditures and revenues, including cost recovery
- Coordinate and implement solid waste programs to comply with legislative mandates regarding solid waste reduction, monitor annual diversion rates and assist with preparation of annual report
- Manage the City's solid waste franchised refuse collection contract, landfill contract, recycling contract, yard waste contract, and household hazardous waste contract
- Coordinate and facilitate implementation of programs to comply with the City's National Pollutant Discharge Elimination System permit
- Provide staff liaison to West Valley Solid Waste Joint Powers Authority
- Provide storm water management liaison to Santa Clara Valley Water District, County Fire, West Valley Sanitation District, and West Valley Clean Water Program, including budget submittal for program funding and required annual reports
- Administer the City's Lighting and Landscape Assessment District (LLD)

**WORK PLAN ITEMS FOR FISCAL YEAR 2017 - 2018**

- Develop a Green Infrastructure (GI) Plan as required by the recently reissued Storm Water Municipal Regional Permit. The GI Plan must be completed by September 2019
- Facilitate the preparation of the Storm Water Annual Report
- 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
- 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 | 91%          | 90%          | 94%          |

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

**EXHIBIT A  
101.740**

| Description                                     | FY 2015<br>Actual | FY 2016<br>Actual   | FY 2017<br>Adopted  | FY 2018<br>Adopted  |
|---|-------------------|---------------------|---------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ 542,265        | \$ 650,817          | \$ 679,649          | \$ 699,677          |
| Supplies, Services & Capital Outlay (Exhibit C) | 403,639           | 461,151             | 541,173             | 560,404             |
| Debt Service (Exhibit D)                        | -                 | -                   | -                   | -                   |
| Total Before Transfers                          | 945,904           | 1,111,968           | 1,220,822           | 1,260,081           |
| Transfers Out (Exhibit E)                       | -                 | -                   | -                   | -                   |
| <b>Appropriation Total</b>                      | <b>\$ 945,904</b> | <b>\$ 1,111,968</b> | <b>\$ 1,220,822</b> | <b>\$ 1,260,081</b> |

| FUNDING SOURCE(s)              |                     |                     |                     |                     |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|
| Program Revenue                | \$ 2,254,929        | \$ 2,518,082        | \$ 2,150,000        | \$ 2,180,000        |
| Transfers from Other Funds 209 | 552,618             | 595,378             | 602,277             | 599,907             |
| Use of Reserves                | -                   | -                   | -                   | -                   |
| Additional Fund Revenue        | -                   | -                   | -                   | -                   |
| <b>Funding Source Total</b>    | <b>\$ 2,807,547</b> | <b>\$ 3,113,460</b> | <b>\$ 2,752,277</b> | <b>\$ 2,779,907</b> |

| REVENUE DETAIL                        |            |                     |                     |                     |                     |
|---------------------------------------|------------|---------------------|---------------------|---------------------|---------------------|
| Description                           | Fund/Acct. |                     |                     |                     |                     |
| Franchise - Garbage                   | 4123       | \$ 1,816,356        | \$ 1,831,301        | \$ 1,800,000        | \$ 1,830,000        |
| Engineering & Subdivision Filing Fees | 4722       | 438,574             | 686,781             | 350,000             | 350,000             |
| <b>Program Revenue</b>                |            | <b>\$ 2,254,929</b> | <b>\$ 2,518,082</b> | <b>\$ 2,150,000</b> | <b>\$ 2,180,000</b> |
| Environmental Services - Storm Water  | 209        | \$ 334,376          | \$ 374,400          | \$ 356,307          | \$ 355,136          |
| Environmental Programs - Solid Waste  | 209        | 180,578             | 180,578             | 205,570             | 207,771             |
| Community Facilities District #2      | 237        | 2,664               | 5,400               | 5,400               | 2,000               |
| Lighting and Landscape District       | 207        | 35,000              | 35,000              | 35,000              | 35,000              |
| <b>Transfers from Other Funds</b>     |            | <b>\$ 552,618</b>   | <b>\$ 595,378</b>   | <b>\$ 602,277</b>   | <b>\$ 599,907</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>\$ 2,807,547</b> | <b>\$ 3,113,460</b> | <b>\$ 2,752,277</b> | <b>\$ 2,779,907</b> |

**CITY OF CAMPBELL  
OPERATING BUDGET - Employee Services  
PROGRAM : PUBLIC WORKS - LAND DEVELOPMENT**

**EXHIBIT B  
101.740**

| Description                                    | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| <b>7001</b> Personnel - Regular                | \$ 328,397        | \$ 413,928        | \$ 465,453         | \$ 477,525         |
| <b>7002</b> Personnel - Temporary              | 75,269            | 52,558            | 35,080             | 40,080             |
| <b>7003</b> Personnel - Overtime               | 915               | 621               | -                  | -                  |
| <b>7005</b> Personnel - POST                   | -                 | -                 | -                  | -                  |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                  | -                  |
| <b>Total Salaries</b>                          | <b>\$ 404,580</b> | <b>\$ 467,106</b> | <b>\$ 500,533</b>  | <b>\$ 517,605</b>  |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -               | \$ -               |
| <b>7105</b> Uniform Allowance                  | 150               | 300               | 300                | 300                |
| <b>7106</b> Retirement                         | 68,489            | 87,960            | 88,269             | 93,177             |
| <b>7107</b> Dental Insurance                   | 5,393             | 6,684             | 7,088              | 7,301              |
| <b>7108</b> Group Health Insurance             | 38,637            | 47,236            | 51,075             | 52,841             |
| <b>7109</b> Group Life Insurance               | 493               | 612               | 651                | 651                |
| <b>7110</b> Workers' Compensation Insurance    | 5,484             | 7,504             | 13,523             | 9,281              |
| <b>7112</b> Group Disability Insurance         | 1,844             | 2,714             | 2,916              | 2,916              |
| <b>7113</b> Medicare                           | 6,079             | 7,208             | 7,258              | 7,504              |
| <b>7114</b> Auto Allowance                     | 1,191             | 2,492             | 2,880              | 2,880              |
| <b>7115</b> Cell Phone Allowance               | 433               | 454               | 540                | 540                |
| <b>7118</b> Other Benefits Pay                 | 6,096             | 5,361             | -                  | -                  |
| <b>7120</b> Sick Leave Payout                  | -                 | 4,268             | -                  | -                  |
| <b>7121</b> Leave Balance Payout               | -                 | 6,850             | -                  | -                  |
| <b>7122</b> Deferred Compensation Contribution | 3,197             | 2,610             | 2,600              | 2,600              |
| <b>7124</b> VEBA Health Deferred Compensation  | 39                | 1,349             | 1,560              | 1,560              |
| <b>7126</b> PARS 457 Retirement                | 159               | 108               | 456                | 521                |
| <b>Total Benefits</b>                          | <b>\$ 137,685</b> | <b>\$ 183,711</b> | <b>\$ 179,116</b>  | <b>\$ 182,072</b>  |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 542,265</b> | <b>\$ 650,817</b> | <b>\$ 679,649</b>  | <b>\$ 699,677</b>  |

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

**EXHIBIT B-1**  
**101.740**

| Permanent Personnel    | Full-Time Equivalentents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|------------------------|----------------------------------|-------------------|--------------------|--------------------|--------------------|
|                        | FY 2015<br>Actual                | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Senior Civil Engineer  | 1.00                             | 1.00              | 1.00               | 1.00               | \$ 149,240         |
| Assistant Engineer     | 1.00                             | 1.00              | 1.00               | 1.00               | 119,038            |
| City Engineer          | 0.50                             | 0.50              | 0.50               | 0.50               | 87,235             |
| Public Works Inspector | 1.00                             | 1.00              | 1.00               | 1.00               | 122,012            |
| <b>TOTAL</b>           | <b>3.50</b>                      | <b>3.50</b>       | <b>3.50</b>        | <b>3.50</b>        | <b>\$ 477,525</b>  |

| Temporary Personnel            | Full-Time Equivalentents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|--------------------------------|----------------------------------|-------------------|--------------------|--------------------|--------------------|
|                                | FY 2015<br>Actual                | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Engineering Assistant (Intern) | 0.50                             | 0.50              | 0.50               | 0.50               | \$ 15,080          |
| Project Engineer               | -                                | 0.25              | 0.20               | -                  | -                  |
| GIS Technician                 | -                                | -                 | -                  | 0.25               | 25,000             |
| <b>TOTAL</b>                   | <b>0.50</b>                      | <b>0.75</b>       | <b>0.70</b>        | <b>0.75</b>        | <b>\$ 40,080</b>   |

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

**EXHIBIT C  
101.740**

| Description  | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>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                   | 2,068             | 4,112             | 3,000              | 3,000              |
| <b>7428</b> Maintenance of Buildings, Structures & Grounds | -                 | -                 | -                  | -                  |
| <b>7429</b> Maintenance & Operation of Equipment           | -                 | -                 | -                  | -                  |
| <b>7430</b> Professional & Specialized Services            | 345,150           | 412,557           | 463,970            | 480,029            |
| <b>7431</b> Promotional Expense                            | -                 | -                 | -                  | -                  |
| <b>7432</b> Other Contractual Services                     | 39,268            | 24,830            | 48,915             | 44,187             |
| <b>7433</b> Insurance & Surety Bonds                       | -                 | -                 | -                  | -                  |
| <b>7434</b> Memberships, Dues, Books                       | 758               | 121               | 1,435              | 1,435              |
| <b>7435</b> Professional Development & Meetings            | -                 | 1,494             | 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                      | 4,979             | 5,232             | 4,742              | 5,052              |
| <b>7551</b> User Charges - IT Pool                         | 11,416            | 12,806            | 13,411             | 21,001             |
| <b>7884</b> Machinery & Equipment                          | -                 | -                 | -                  | -                  |
|  |                   |                   |                    |                    |
|  |                   |                   |                    |                    |
| <b>Total Supplies, Services &amp; Capital Outlay</b>       | <b>\$ 403,639</b> | <b>\$ 461,151</b> | <b>\$ 541,173</b>  | <b>\$ 560,404</b>  |

| Description   | FY 2018<br>Adopted |
|---|--------------------|
| <b><u>7423 Clothing &amp; Personal Expense</u></b>          |                    |
| Safety Clothing   | \$ 200             |
| <b><u>7427 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><u>7430 Professional &amp; Specialized Services</u></b>  |                    |
| Supplemental Land Development Engineering Services          | 60,000             |
| West Valley Clean Water Program *                           | 355,136            |
| West Valley Solid Waste Management Authority *              | 48,393             |
| LLA Management Services                                     | 11,500             |
| GIS Support Services  | 5,000              |
|   | <b>480,029</b>     |
| <b><u>7432 Other Contractual Services</u></b>               |                    |
| Household Hazardous Waste Supplemental Services *           | 19,187             |
| Storm Drain Cleaning (West Valley Sanitation District) *    | 25,000             |
|   | <b>44,187</b>      |
| <b><u>7434 Memberships, Dues, Books</u></b>                 |                    |
| Books & Subscriptions                                       | 500                |
| Dues / Registration   | 935                |
|   | <b>1,435</b>       |
| <b><u>7435 Professional Development &amp; Meetings</u></b>  |                    |
| Professional Development & Meetings                         | <b>3,900</b>       |
| <b><u>7437 Staff Development</u></b>                        |                    |
| Staff Development   | <b>1,600</b>       |
| <b><u>7550 User Charges - Motor Pool</u></b>                |                    |
| Use of City Vehicles  | <b>5,052</b>       |
| <b><u>7551 User Charges - IT Pool</u></b>                   |                    |
| Use of Computer Hardware/Software; Phones & Photocopier/Fax | <b>21,001</b>      |
| * Funded by Environmental Services Program (715)            |                    |
| <b>TOTAL</b>  | <b>\$ 560,404</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 2015 Actual | FY 2016 Actual | FY 2017 Adopted  | FY 2018 Adopted  |
|---|----------------|----------------|------------------|------------------|
| Employee Services (Exhibit B)                   | \$ -           | \$ -           | \$ -             | \$ -             |
| Supplies, Services & Capital Outlay (Exhibit C) | 168            | 346            | -                | 18,000           |
| Debt Service (Exhibit D)                        | -              | -              | -                | -                |
| Total Before Transfers                          | 168            | 346            | -                | 18,000           |
| Transfers Out (Exhibit E)                       | -              | -              | 15,020           | 4,000            |
| <b>Appropriation Total</b>                      | <b>\$ 168</b>  | <b>\$ 346</b>  | <b>\$ 15,020</b> | <b>\$ 22,000</b> |

| FUNDING SOURCE(s)           |               |               |                  |                  |
|-----------------------------|---------------|---------------|------------------|------------------|
| Program Revenue             | \$ 16,754     | \$ 34,570     | \$ 16,094        | \$ 35,250        |
| Transfers from Other Funds  | -             | -             | -                | -                |
| Use of Reserves             | (16,586)      | (34,224)      | (1,074)          | (13,250)         |
| Additional Fund Revenue     | -             | -             | -                | -                |
| <b>Funding Source Total</b> | <b>\$ 168</b> | <b>\$ 346</b> | <b>\$ 15,020</b> | <b>\$ 22,000</b> |

| REVENUE DETAIL                    |            |                    |                    |                   |                    |
|-----------------------------------|------------|--------------------|--------------------|-------------------|--------------------|
| Description                       | Fund/Acct. |                    |                    |                   |                    |
| Community Facilities District #2  | 5005       | \$ 16,754          | \$ 34,570          | \$ 16,094         | \$ 35,250          |
| Assessment                        |            |                    |                    |                   |                    |
| <b>Program Revenue</b>            |            | <b>\$ 16,754</b>   | <b>\$ 34,570</b>   | <b>\$ 16,094</b>  | <b>\$ 35,250</b>   |
| <b>Transfers from Other Funds</b> |            | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>       | <b>\$ -</b>        |
| CFD #2 - Beginning Fund Balance   |            | \$ (16,586)        | \$ (34,224)        | \$ (1,074)        | \$ (13,250)        |
| <b>Use of Fund Reserves</b>       |            | <b>\$ (16,586)</b> | <b>\$ (34,224)</b> | <b>\$ (1,074)</b> | <b>\$ (13,250)</b> |
| <b>Additional Fund Subsidy</b>    |            | <b>\$ -</b>        | <b>\$ -</b>        | <b>\$ -</b>       | <b>\$ -</b>        |
| <b>TOTAL FUNDING SOURCES</b>      |            | <b>\$ 168</b>      | <b>\$ 346</b>      | <b>\$ 15,020</b>  | <b>\$ 22,000</b>   |

**CITY OF CAMPBELL**  
**OPERATING BUDGET - Supplies & Services Summary**  
**PROGRAM : PUBLIC WORKS - COMMUNITY FACILITIES DISTRICT #2**

**EXHIBIT C**  
**237.741**

| Description  | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| <b>7420</b> Utilities - Electricity/Gas/Water              | \$ -              | \$ -              | \$ -               | \$ 2,000           |
| <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            | -                 | -                 | -                  | 4,000              |
| <b>7431</b> Promotional Expense                            | -                 | -                 | -                  | -                  |
| <b>7432</b> Other Contractual Services                     | -                 | -                 | -                  | 12,000             |
| <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                                  | 168               | 346               | -                  | -                  |
| <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>\$ 168</b>     | <b>\$ 346</b>     | <b>\$ -</b>        | <b>\$ 18,000</b>   |

| Description   | FY 2018<br>Adopted |
|---|--------------------|
| <b>7420</b> <u>Utilities - Electricity/Gas/Water</u><br>Utilities - Electricity/Gas/Water   | \$ 2,000           |
| <b>7430</b> <u>Professional &amp; Specialized Services</u><br>CFD #2 - Management Services  | 4,000              |
| <b>7432</b> <u>Other Contractual Services</u><br>Contractual Services Landscape Maintenance | 12,000             |
| <b>TOTAL</b>  | <b>\$ 18,000</b>   |

CITY OF CAMPBELL  
 OPERATING BUDGET - TRANSFERS OUT  
 PROGRAM : PUBLIC WORKS - COMMUNITY FACILITIES DISTRICT #2

EXHIBIT E  
 237.741

| Description  | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|--------------------|--------------------|
| <b><u>9899 Operating Transfers Out</u></b>               |                    |                    |
| CFD #2   |                    |                    |
| Public Works Land Development / Environmental - #101.740 | \$ 5,400           | \$ 2,000           |
| Public Works - Park Maintenance - #207.775               | 9,620              | 2,000              |
| <b>TOTAL</b>   | <b>\$ 15,020</b>   | <b>\$ 4,000</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 2017 - 2018**

- Update all of the Maintenance Division Section's Performance Measures and Outcomes
- Research and evaluate technology, including software and hardware to improve work processes
- Complete grant applications for tree inventory and tree related projects
- Implement a Parks and Playground Maintenance Management System

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

**EXHIBIT A**  
**101.745**

| Description                                     | FY 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 Adopted   |
|---|-------------------|-------------------|-------------------|-------------------|
| Employee Services (Exhibit B)                   | \$ 390,636        | \$ 396,226        | \$ 448,397        | \$ 421,504        |
| Supplies, Services & Capital Outlay (Exhibit C) | 53,158            | 63,551            | 62,913            | 69,798            |
| Debt Service (Exhibit D)                        | -                 | -                 | -                 | -                 |
| Total Before Transfers                          | 443,795           | 459,777           | 511,310           | 491,302           |
| Transfers Out (Exhibit E)                       | -                 | -                 | -                 | -                 |
| <b>Appropriation Total</b>                      | <b>\$ 443,795</b> | <b>\$ 459,777</b> | <b>\$ 511,310</b> | <b>\$ 491,302</b> |

| FUNDING SOURCE(s)                      |                   |                   |                   |                   |
|--|-------------------|-------------------|-------------------|-------------------|
| Program Revenue                        | \$ 18             | \$ -              | \$ -              | \$ 3,200          |
| Transfers from Other Funds 207-209-641 | 102,500           | -                 | 102,500           | 102,500           |
| Use of Reserves                        | -                 | -                 | -                 | -                 |
| Additional Fund Revenue                | 341,277           | 459,777           | 408,810           | 385,602           |
| <b>Funding Source Total</b>            | <b>\$ 443,795</b> | <b>\$ 459,777</b> | <b>\$ 511,310</b> | <b>\$ 491,302</b> |

| REVENUE DETAIL                            |            |                   |                   |                   |                   |
|---|------------|-------------------|-------------------|-------------------|-------------------|
| Description                               | Fund/Acct. |                   |                   |                   |                   |
| Community Garden Fees                     | 4735       | -                 | -                 | -                 | 3,200             |
| <b>Program Revenue</b>                    |            | <b>\$ 18</b>      | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ 3,200</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>\$ 341,277</b> | <b>\$ 459,777</b> | <b>\$ 408,810</b> | <b>\$ 385,602</b> |
| <b>TOTAL FUNDING SOURCES</b>              |            | <b>\$ 443,795</b> | <b>\$ 562,277</b> | <b>\$ 511,310</b> | <b>\$ 491,302</b> |

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

**EXHIBIT B  
101.745**

| Description                                    | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| <b>7001</b> Personnel - Regular                | \$ 270,660        | \$ 260,125        | \$ 307,548         | \$ 293,592         |
| <b>7002</b> Personnel - Temporary              | 3,050             | 22,000            | 10,000             | -                  |
| <b>7003</b> Personnel - Overtime               | 1,414             | 1,277             | 1,000              | 1,000              |
| <b>7005</b> Personnel - POST                   | -                 | -                 | -                  | -                  |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                  | -                  |
| <b>Total Salaries</b>                          | <b>\$ 275,124</b> | <b>\$ 283,401</b> | <b>\$ 318,548</b>  | <b>\$ 294,592</b>  |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -               | \$ -               |
| <b>7105</b> Uniform Allowance                  | -                 | -                 | -                  | -                  |
| <b>7106</b> Retirement                         | 47,935            | 50,596            | 58,694             | 57,283             |
| <b>7107</b> Dental Insurance                   | 5,913             | 5,242             | 6,075              | 6,258              |
| <b>7108</b> Group Health Insurance             | 39,738            | 36,012            | 43,590             | 44,778             |
| <b>7109</b> Group Life Insurance               | 558               | 481               | 558                | 558                |
| <b>7110</b> Workers' Compensation Insurance    | 2,905             | 3,405             | 5,349              | 3,478              |
| <b>7112</b> Group Disability Insurance         | 2,018             | 2,126             | 2,430              | 2,430              |
| <b>7113</b> Medicare                           | 4,533             | 4,668             | 4,633              | 4,257              |
| <b>7114</b> Auto Allowance                     | -                 | -                 | 1,920              | 1,920              |
| <b>7115</b> Cell Phone Allowance               | 347               | 362               | 360                | 360                |
| <b>7118</b> Other Benefits Pay                 | 7,698             | 6,635             | 1,950              | 1,950              |
| <b>7120</b> Sick Leave Payout                  | -                 | -                 | -                  | -                  |
| <b>7121</b> Leave Balance Payout               | 341               | -                 | -                  | -                  |
| <b>7122</b> Deferred Compensation Contribution | 3,497             | 2,003             | 3,120              | 2,600              |
| <b>7124</b> VEBA Health Deferred Compensation  | 26                | 1,046             | 1,040              | 1,040              |
| <b>7126</b> PARS 457 Retirement                | 3                 | 249               | 130                | -                  |
| <b>Total Benefits</b>                          | <b>\$ 115,513</b> | <b>\$ 112,824</b> | <b>\$ 129,849</b>  | <b>\$ 126,912</b>  |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 390,636</b> | <b>\$ 396,226</b> | <b>\$ 448,397</b>  | <b>\$ 421,504</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 2018<br>Adopted |
|-----------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                             | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Public Works Superintendent | 1.00                          | 1.00              | 1.00               | 1.00               | \$ 156,396         |
| Office Assistant            | 0.90                          | 0.90              | 1.00               | 1.00               | 61,464             |
| Executive Assistant         | 1.00                          | 1.00              | 1.00               | 1.00               | 75,732             |
| <b>TOTAL</b>                | <b>2.90</b>                   | <b>2.90</b>       | <b>3.00</b>        | <b>3.00</b>        | <b>\$ 293,592</b>  |

| Temporary Personnel    | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                        | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Engineering Technician | 0.25                          | 0.25              | 0.20               | -                  | \$ -               |
| <b>TOTAL</b>           | <b>0.25</b>                   | <b>0.25</b>       | <b>0.20</b>        | <b>-</b>           | <b>\$ -</b>        |

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

**EXHIBIT C**  
**101.745**

| Description  | FY 2015 Actual   | FY 2016 Actual   | FY 2017 Adopted  | FY 2018 Adopted  |
|--|------------------|------------------|------------------|------------------|
| 7420 Utilities - Electricity/Gas/Water               | \$ -             | \$ -             | \$ -             | \$ -             |
| 7421 Communications - Phones                         | 6,371            | 6,895            | 9,400            | 9,400            |
| 7423 Clothing & Personal Expense                     | -                | -                | -                | -                |
| 7424 Office Expense                                  | 4,409            | 4,458            | 4,500            | 4,500            |
| 7425 Minor Tools & Equipment                         | -                | -                | -                | -                |
| 7427 Special Departmental Expense                    | 11,062           | 13,624           | 14,000           | 14,000           |
| 7428 Maintenance of Buildings, Structures & Grounds  | -                | -                | -                | -                |
| 7429 Maintenance & Operation of Equipment            | 74               | -                | -                | -                |
| 7430 Professional & Specialized Services             | -                | 405              | 500              | 6,000            |
| 7431 Promotional Expense                             | -                | -                | -                | -                |
| 7432 Other Contractual Services                      | -                | -                | -                | -                |
| 7433 Insurance & Surety Bonds                        | -                | -                | -                | -                |
| 7434 Memberships, Dues, Books                        | -                | 742              | 850              | 950              |
| 7435 Professional Development & Meetings             | 7,107            | 8,883            | 7,300            | 7,300            |
| 7437 Staff Development                               | 511              | 2,495            | -                | -                |
| 7438 Other Charges                                   | -                | -                | -                | -                |
| 7439 Bad Debts                                       | -                | -                | -                | -                |
| 7440 Fees Paid to State                              | -                | -                | -                | -                |
| 7442 Insurance Claims Expense                        | -                | -                | -                | -                |
| 7550 User Charges - Motor Pool                       | 6,502            | 6,842            | 6,246            | 6,647            |
| 7551 User Charges - IT Pool                          | 17,123           | 19,207           | 20,117           | 21,001           |
| 7884 Machinery & Equipment                           | -                | -                | -                | -                |
|  |                  |                  |                  |                  |
|  |                  |                  |                  |                  |
| <b>Total Supplies, Services &amp; Capital Outlay</b> | <b>\$ 53,158</b> | <b>\$ 63,551</b> | <b>\$ 62,913</b> | <b>\$ 69,798</b> |

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

**EXHIBIT C-1**  
**101.745**  
**Page 1**

| Description   | FY 2018<br>Adopted |
|---|--------------------|
| <b><u>7421</u> Communications - Phones</b><br>Cellular Phones & Pager Rentals   | <b>\$ 9,400</b>    |
| <b><u>7424</u> Office Expense</b><br>Office Supplies, Forms, Diskettes, Etc.  | <b>4,500</b>       |
| <b><u>7427</u> Special Departmental Expense</b><br>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><u>7430</u> Professional &amp; Specialized Services</b><br>Blueprints, Drafting & Printing, Safety Programs & Subscriptions                        | 1,500              |
| One Time Projects:<br>Playground Database Module  | 4,500              |
|   | <b>6,000</b>       |
| <b><u>7434</u> Memberships, Dues, Books</b><br>Books  | 200                |
| Dues - Maintenance Superintendents Association; California Parks & Recreation Society; Arbor Day Foundation, American Public Works Associations, Etc. | 750                |
|   | <b>950</b>         |
| <b><u>7435</u> Professional Development &amp; Meetings</b><br>Professional Development & Meetings   | <b>7,300</b>       |
| <b><u>7550</u> User Charges - Motor Pool</b><br>Use of City Vehicles  | <b>6,647</b>       |
| <b><u>7551</u> User Charges - IT Pool</b><br>Use of Computer Hardware/Software; Phones & Photocopier/Fax  | <b>21,001</b>      |
| * Funded from Environmental Services Fund (Beverage Recycling Grant)  |                    |
| <b>TOTAL</b>  | <b>\$ 69,798</b>   |

**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 2017 - 2018**

- 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 15</b> | <b>FY 16</b> | <b>FY 17</b> |
|----------|--|--------------|--------------|--------------|
| <b>1</b> | 80% of preventative maintenance is completed on schedule | 90%          | 93%          | 92%          |
| <b>2</b> | Public Safety vehicle availability is 85%                | 92%          | 90%          | 90%          |

CITY OF CAMPBELL  
 OPERATING BUDGET - Summary of Exhibits  
 PROGRAM : PUBLIC WORKS - VEHICLE & EQUIPMENT MAINTENANCE

EXHIBIT A  
 641.750

| Description                                     | FY 2015<br>Actual   | FY 2016<br>Actual   | FY 2017<br>Adopted  | FY 2018<br>Adopted  |
|---|---------------------|---------------------|---------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ 338,146          | \$ 376,445          | \$ 393,162          | \$ 421,417          |
| Supplies, Services & Capital Outlay (Exhibit C) | 774,716             | 826,118             | 1,118,926           | 824,513             |
| Debt Service (Exhibit D)                        | -                   | -                   | -                   | -                   |
| Total Before Transfers                          | 1,112,862           | 1,202,564           | 1,512,088           | 1,245,930           |
| Transfers Out (Exhibit E)                       | 102,000             | 35,000              | 45,000              | 45,000              |
| <b>Appropriation Total</b>                      | <b>\$ 1,214,862</b> | <b>\$ 1,237,564</b> | <b>\$ 1,557,088</b> | <b>\$ 1,290,930</b> |

| FUNDING SOURCE(s)           |                     |                     |                     |                     |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| Program Revenue             | \$ 979,612          | \$ 1,022,718        | \$ 1,175,073        | \$ 1,347,900        |
| Transfers from Other Funds  | 102,000             | 35,000              | 130,000             | 38,000              |
| Use of Reserves             | 133,250             | 179,846             | 252,015             | (94,970)            |
| Additional Fund Revenue     | -                   | -                   | -                   | -                   |
| <b>Funding Source Total</b> | <b>\$ 1,214,862</b> | <b>\$ 1,237,564</b> | <b>\$ 1,557,088</b> | <b>\$ 1,290,930</b> |

| REVENUE DETAIL                      |            |                     |                     |                     |                     |
|-------------------------------------|------------|---------------------|---------------------|---------------------|---------------------|
| Description                         | Fund/Acct. |                     |                     |                     |                     |
| Sale of Property                    | 4960       | \$ 22,052           | \$ 16,140           | \$ 8,500            | \$ 8,500            |
| Insurance Claims Refunds            | 4962       | 244                 | -                   | 10,000              | 10,000              |
| Motor Pool (Dept Charges)           | 5101       | 957,316             | 1,006,578           | 1,156,573           | 1,329,400           |
| <b>Program Revenue</b>              |            | <b>\$ 979,612</b>   | <b>\$ 1,022,718</b> | <b>\$ 1,175,073</b> | <b>\$ 1,347,900</b> |
| General Fund - CIPR                 | 101        | \$ 102,000          | \$ 35,000           | \$ 130,000          | \$ 38,000           |
| <b>Transfers from Other Funds</b>   |            | <b>\$ 102,000</b>   | <b>\$ 35,000</b>    | <b>\$ 130,000</b>   | <b>\$ 38,000</b>    |
| Motor Pool - Beginning Fund Balance |            | \$ 133,250          | \$ 179,846          | \$ 252,015          | \$ (94,970)         |
| <b>Use of Fund Reserves</b>         |            | <b>\$ 133,250</b>   | <b>\$ 179,846</b>   | <b>\$ 252,015</b>   | <b>\$ (94,970)</b>  |
| <b>Additional Fund Subsidy</b>      |            | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>TOTAL FUNDING SOURCES</b>        |            | <b>\$ 1,214,862</b> | <b>\$ 1,237,564</b> | <b>\$ 1,557,088</b> | <b>\$ 1,290,930</b> |

CITY OF CAMPBELL  
 OPERATING BUDGET - Employee Services  
 PROGRAM : PUBLIC WORKS - VEHICLE & EQUIPMENT MAINTENANCE

EXHIBIT B  
 641.750

| Description                                    | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| <b>7001</b> Personnel - Regular                | \$ 222,752        | \$ 246,093        | \$ 248,202         | \$ 271,016         |
| <b>7002</b> Personnel - Temporary              | -                 | -                 | -                  | -                  |
| <b>7003</b> Personnel - Overtime               | 404               | 298               | 500                | 500                |
| <b>7005</b> Personnel - POST                   | -                 | -                 | -                  | -                  |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                  | -                  |
| <b>Total Salaries</b>                          | <b>\$ 223,156</b> | <b>\$ 246,392</b> | <b>\$ 248,702</b>  | <b>\$ 271,516</b>  |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -               | \$ -               |
| <b>7105</b> Uniform Allowance                  | 900               | 990               | -                  | -                  |
| <b>7106</b> Retirement                         | 38,447            | 46,790            | 47,261             | 53,382             |
| <b>7107</b> Dental Insurance                   | 5,751             | 6,091             | 6,075              | 6,258              |
| <b>7108</b> Group Health Insurance             | 49,491            | 53,679            | 54,880             | 61,608             |
| <b>7109</b> Group Life Insurance               | 558               | 558               | 521                | 558                |
| <b>7110</b> Workers' Compensation Insurance    | 12,010            | 15,033            | 29,132             | 20,794             |
| <b>7112</b> Group Disability Insurance         | 1,773             | 2,173             | 2,041              | 2,187              |
| <b>7113</b> Medicare                           | 3,738             | 4,124             | 3,614              | 3,684              |
| <b>7114</b> Auto Allowance                     | -                 | -                 | -                  | -                  |
| <b>7115</b> Cell Phone Allowance               | 347               | 362               | -                  | -                  |
| <b>7118</b> Other Benefits Pay                 | (236)             | (1,185)           | -                  | -                  |
| <b>7120</b> Sick Leave Payout                  | -                 | -                 | -                  | -                  |
| <b>7121</b> Leave Balance Payout               | 776               | -                 | -                  | -                  |
| <b>7122</b> Deferred Compensation Contribution | 1,434             | 1,438             | 936                | 1,430              |
| <b>7126</b> PARS 457 Retirement                | -                 | -                 | -                  | -                  |
| <b>Total Benefits</b>                          | <b>\$ 114,990</b> | <b>\$ 130,054</b> | <b>\$ 144,460</b>  | <b>\$ 149,901</b>  |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 338,146</b> | <b>\$ 376,445</b> | <b>\$ 393,162</b>  | <b>\$ 421,417</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 2018<br>Adopted |
|----------------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                                  | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Equipment Maintenance Supervisor | 1.00                          | 1.00              | 1.00               | 1.00               | \$ 106,454         |
| Mechanic I / II                  | 1.75                          | 1.75              | 1.80               | 1.90               | 164,562            |
| <b>TOTAL</b>                     | <b>2.75</b>                   | <b>2.75</b>       | <b>2.80</b>        | <b>2.90</b>        | <b>\$ 271,016</b>  |

| Temporary Personnel | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                     | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>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 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted     | FY 2018 Adopted   |
|--|-------------------|-------------------|---------------------|-------------------|
| 7420 Utilities - Electricity/Gas/Water               | \$ -              | \$ -              | \$ -                | \$ -              |
| 7421 Communications - Phones                         | -                 | -                 | -                   | -                 |
| 7423 Clothing & Personal Expense                     | 3,714             | 2,842             | 4,000               | 4,000             |
| 7424 Office Expense                                  | -                 | -                 | -                   | -                 |
| 7425 Minor Tools & Equipment                         | 2,429             | 4,476             | 6,000               | 6,000             |
| 7426 Gasoline & Diesel                               | 145,500           | 124,380           | 150,000             | 150,000           |
| 7427 Special Departmental Expense                    | 2,660             | 890               | 3,500               | 3,500             |
| 7428 Maint of Buildings, Structures & Grounds        | 130               | 587               | 1,000               | 1,000             |
| 7429 Maintenance & Operation of Equipment            | 166,138           | 201,182           | 170,000             | 170,000           |
| 7430 Professional & Specialized Services             | 6,842             | 5,668             | 8,500               | 8,500             |
| 7431 Promotional Expense                             | -                 | -                 | -                   | -                 |
| 7432 Other Contractual Services                      | -                 | -                 | -                   | -                 |
| 7433 Insurance & Surety Bonds                        | -                 | -                 | -                   | -                 |
| 7434 Memberships, Dues, Books                        | 105               | 39                | 450                 | 450               |
| 7435 Professional Development & Meetings             | -                 | -                 | -                   | -                 |
| 7437 Staff Development                               | -                 | -                 | -                   | -                 |
| 7438 Other Charges                                   | -                 | -                 | -                   | -                 |
| 7439 Bad Debts                                       | -                 | -                 | -                   | -                 |
| 7440 Fees Paid to State                              | -                 | -                 | -                   | -                 |
| 7442 Insurance Claims Expense                        | -                 | -                 | -                   | -                 |
| 7444 Depreciation                                    | 184,990           | 243,482           | -                   | -                 |
| 7550 User Charges - Motor Pool                       | 152,182           | 160,129           | 211,654             | 227,062           |
| 7551 User Charges - IT Pool                          | 22,832            | 25,611            | 26,822              | 21,001            |
| 7884 Machinery & Equipment                           | 87,194            | 56,833            | 537,000             | 233,000           |
|  |                   |                   |                     |                   |
|  |                   |                   |                     |                   |
| <b>Total Supplies, Services &amp; Capital Outlay</b> | <b>\$ 774,716</b> | <b>\$ 826,118</b> | <b>\$ 1,118,926</b> | <b>\$ 824,513</b> |

| Description   | FY 2018<br>Adopted |
|---|--------------------|
| <b>7423 Clothing &amp; Personal Expense</b>   |                    |
| Damage to Clothing & Personal Property  |                    |
| Uniform/Laundry Service   | \$ 4,000           |
| <b>7425 Minor Tools &amp; Equipment</b>   |                    |
| Special Automotive Hand Tools and Diagnostic Software   | 6,000              |
| <b>7426 Gasoline &amp; Diesel</b>   |                    |
| Fuel, Oil, Etc.   | 150,000            |
| <b>7427 Special Departmental Expense</b>  |                    |
| Shop Alarm System Charges, Rental of Back-up Equipment, 3 Storage Cabinets,<br>and Misc. Equipment    | 3,500              |
| <b>7428 Maint of Buildings, Structures &amp; Grounds</b>  |                    |
| Shop Equipment Repair & Fuel Island Repair  | 1,000              |
| <b>7429 Maintenance &amp; Operation of Equipment</b>  |                    |
| Commercial Repairs, Painting, Bodywork, Etc.. (Including Reimbursable Repairs to<br>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 Professional &amp; Specialized Services</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 Memberships, Dues, Books</b>  |                    |
| Books - Shop Manuals, etc.  | 370                |
| Dues - Public Fleet Supervisors Association   | 80                 |
|   | <b>450</b>         |
| <b>SUBTOTAL page 1</b>  | <b>\$ 343,450</b>  |



CITY OF CAMPBELL  
 OPERATING BUDGET - TRANSFERS OUT  
 PROGRAM : PUBLIC WORKS - VEHICLE & EQUIPMENT MAINTENANCE

EXHIBIT E  
 641.750

| Description   | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|--------------------|--------------------|
| <b><u>9899 Operating Transfers Out</u></b>          |                    |                    |
| Public Works Maintenance Administration - # 101.745 | \$ 35,000          | \$ 35,000          |
| 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 2017 - 2018**

- Oversee the sign inventory and data collection project
- Begin implementation of street name sign replacement program
- Perform preventive maintenance activities on selected streets
- Install traffic calming improvements in selected areas

**PERFORMANCE OUTCOMES**

|          | <b>Measure</b>  | <b>FY 15</b> | <b>FY 16</b> | <b>FY 17</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 | 97%          | 100%         | 100%         |
| <b>3</b> | 80% of traffic work orders completed within 20 days                               | 87.9%        | 90%          | 92%          |

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

**EXHIBIT A**  
**204.760**

| Description                                     | FY 2015<br>Actual   | FY 2016<br>Actual   | FY 2017<br>Adopted  | FY 2018<br>Adopted  |
|---|---------------------|---------------------|---------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ 850,782          | \$ 881,823          | \$ 933,996          | \$ 946,439          |
| Supplies, Services & Capital Outlay (Exhibit C) | 582,016             | 650,418             | 673,931             | 768,090             |
| Debt Service (Exhibit D)                        | -                   | -                   | -                   | -                   |
| Total Before Transfers                          | 1,432,798           | 1,532,242           | 1,607,927           | 1,714,529           |
| Transfers Out (Exhibit E)                       | 77,300              | 77,300              | 78,200              | 78,200              |
| <b>Appropriation Total</b>                      | <b>\$ 1,510,098</b> | <b>\$ 1,609,542</b> | <b>\$ 1,686,127</b> | <b>\$ 1,792,729</b> |

| FUNDING SOURCE(s)                  |                     |                     |                     |                     |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|
| Program Revenue                    | \$ 1,194,193        | \$ 886,056          | \$ 863,500          | \$ 1,034,600        |
| Transfers from Other Funds 207-209 | 439,300             | 504,300             | 484,300             | 504,300             |
| Use of Reserves                    | (123,395)           | 219,186             | 338,327             | 253,829             |
| Additional Fund Revenue            | -                   | -                   | -                   | -                   |
| <b>Funding Source Total</b>        | <b>\$ 1,510,098</b> | <b>\$ 1,609,542</b> | <b>\$ 1,686,127</b> | <b>\$ 1,792,729</b> |

| REVENUE DETAIL                        |      |                     |                     |                     |                     |
|---------------------------------------|------|---------------------|---------------------|---------------------|---------------------|
| Gas Tax - 2105                        | 4510 | \$ 247,986          | \$ 235,126          | \$ 261,000          | \$ 247,500          |
| Gas Tax - 2106                        | 4511 | 168,470             | 154,582             | 132,000             | 154,300             |
| Gas Tax - 2107                        | 4512 | 318,873             | 286,689             | 363,000             | 319,800             |
| Gas Tax - 2107.5                      | 4513 | 12,000              | 6,000               | 6,000               | 6,000               |
| Rev & Tax Code 7360-Gas Excise Tax    | 4516 | 431,987             | 191,925             | 99,000              | 170,500             |
| Metal Recycling Revenue               | 4965 | 2,458               | 2,167               | 2,500               | 2,500               |
| Other Revenue                         | 4965 | -                   | -                   | -                   | 134,000             |
| Interest Revenue                      | 4410 | 10,480              | 8,700               | -                   | -                   |
| GASB 31 Market Value Adjustment       | 4431 | 1,939               | 867                 | -                   | -                   |
| <b>Program Revenue</b>                |      | <b>\$ 1,194,193</b> | <b>\$ 886,056</b>   | <b>\$ 863,500</b>   | <b>\$ 1,034,600</b> |
| Lighting & Landscaping Dist. - Tsfrs. | 207  | \$ 46,300           | \$ 46,300           | \$ 46,300           | \$ 46,300           |
| Environmental Services - Transfers In | 209  | 393,000             | 458,000             | 438,000             | 458,000             |
| <b>Transfers from Other Funds</b>     |      | <b>\$ 439,300</b>   | <b>\$ 504,300</b>   | <b>\$ 484,300</b>   | <b>\$ 504,300</b>   |
| Gas Tax - Beginning Fund Balance      | 204  | \$ (123,395)        | \$ 219,186          | \$ 338,327          | \$ 253,829          |
| <b>Use of Fund Reserves</b>           |      | <b>\$ (123,395)</b> | <b>\$ 219,186</b>   | <b>\$ 338,327</b>   | <b>\$ 253,829</b>   |
| <b>Additional Fund Subsidy</b>        |      | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>TOTAL FUNDING SOURCES</b>          |      | <b>\$ 1,510,098</b> | <b>\$ 1,609,542</b> | <b>\$ 1,686,127</b> | <b>\$ 1,792,729</b> |

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

**EXHIBIT B  
 204.760**

| Description                                    | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| <b>7001</b> Personnel - Regular                | \$ 472,830        | \$ 453,772        | \$ 527,632         | \$ 548,018         |
| <b>7002</b> Personnel - Temporary              | 55,616            | 102,768           | 45,000             | 45,000             |
| <b>7003</b> Personnel - Overtime               | 16,858            | 15,599            | 15,000             | 15,000             |
| <b>7005</b> Personnel - POST                   | 1,329             | 268               | -                  | -                  |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                  | -                  |
| <b>Total Salaries</b>                          | <b>\$ 546,633</b> | <b>\$ 572,407</b> | <b>\$ 587,632</b>  | <b>\$ 608,018</b>  |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ 9              | \$ -               | \$ -               |
| <b>7105</b> Uniform Allowance                  | 6,000             | 5,798             | 4,500              | 4,500              |
| <b>7106</b> Retirement                         | 82,385            | 87,274            | 100,857            | 107,803            |
| <b>7107</b> Dental Insurance                   | 15,336            | 14,517            | 14,175             | 14,602             |
| <b>7108</b> Group Health Insurance             | 151,069           | 134,182           | 132,570            | 139,342            |
| <b>7109</b> Group Life Insurance               | 1,488             | 1,315             | 1,302              | 1,302              |
| <b>7110</b> Workers' Compensation Insurance    | 27,422            | 32,727            | 71,349             | 49,086             |
| <b>7112</b> Group Disability Insurance         | 4,802             | 5,368             | 5,346              | 5,346              |
| <b>7113</b> Medicare                           | 8,362             | 8,686             | 8,330              | 8,665              |
| <b>7114</b> Auto Allowance                     | -                 | 240               | -                  | -                  |
| <b>7115</b> Cell Phone Allowance               | 935               | 974               | 720                | 1,080              |
| <b>7118</b> Other Benefits Pay                 | 1,585             | 5,348             | 1,950              | 1,950              |
| <b>7120</b> Sick Leave Payout                  | -                 | -                 | -                  | -                  |
| <b>7121</b> Leave Balance Payout               | -                 | 7,930             | -                  | -                  |
| <b>7122</b> Deferred Compensation Contribution | 4,173             | 3,278             | 3,640              | 3,120              |
| <b>7124</b> VEBA Health Deferred Compensation  | -                 | 831               | 1,040              | 1,040              |
| <b>7126</b> PARS 457 Retirement                | 592               | 939               | 585                | 585                |
| <b>Total Benefits</b>                          | <b>\$ 304,149</b> | <b>\$ 309,416</b> | <b>\$ 346,364</b>  | <b>\$ 338,421</b>  |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 850,782</b> | <b>\$ 881,823</b> | <b>\$ 933,996</b>  | <b>\$ 946,439</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 2018<br>Adopted |
|---|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|   | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Street Maintenance Field Supervisor   | 1.00                          | -                 | -                  | -                  | \$ -               |
| Street Maintenance Lead Worker  | 2.00                          | 2.00              | 2.00               | 2.00               | 157,414            |
| Street Maintenance Worker I / II *  | 4.00                          | 4.00              | -                  | -                  |                    |
| Maintenance Worker I / II *   | -                             | -                 | 4.00               | 4.00               | 279,636            |
| Street Maintenance Supervisor   | -                             | 1.00              | 1.00               | 1.00               | 110,968            |
| *Street Maintenance Worker I/II Reclassed<br>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>\$ 548,018</b>  |

| Temporary Personnel  | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|--|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|  | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Temporary Staffing *   | 0.48                          | 0.48              | 0.65               | 0.65               | \$ 30,000          |
| Temporary Staffing **  | -                             | 0.48              | 0.35               | 0.35               | 15,000             |
| * Funded from Environmental Services<br>Fund 209 for Heavy Leaf Pickup     |                               |                   |                    |                    |                    |
| ** Funded from Environmental Services<br>Fund 209 for Street Tree Trimming |                               |                   |                    |                    |                    |
| <b>TOTAL</b>   | <b>0.48</b>                   | <b>0.96</b>       | <b>1.00</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 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|--|-------------------|-------------------|--------------------|--------------------|
| <b>7420</b> Utilities - Electricity/Gas/Water              | \$ -              | \$ -              | \$ -               | \$ -               |
| <b>7421</b> Communications - Phones                        | -                 | -                 | -                  | -                  |
| <b>7423</b> Clothing & Personal Expense                    | 677               | 1,274             | 1,000              | 1,000              |
| <b>7424</b> Office Expense                                 | -                 | -                 | -                  | -                  |
| <b>7425</b> Minor Tools & Equipment                        | 927               | 101               | 1,000              | 1,200              |
| <b>7427</b> Special Departmental Expense                   | -                 | 238               | -                  | -                  |
| <b>7428</b> Maintenance of Buildings, Structures & Grounds | 139,442           | 119,727           | 105,000            | 110,000            |
| <b>7429</b> Maintenance & Operation of Equipment           | 432               | 461               | 1,000              | 1,000              |
| <b>7430</b> Professional & Specialized Services            | 1,522             | 1,705             | 2,100              | 2,100              |
| <b>7431</b> Promotional Expense                            | -                 | -                 | -                  | -                  |
| <b>7432</b> Other Contractual Services                     | 249,137           | 326,708           | 380,000            | 394,000            |
| <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                      | 184,171           | 193,803           | 176,725            | 251,390            |
| <b>7551</b> User Charges - IT Pool                         | 5,708             | 6,403             | 6,706              | 7,000              |
| <b>7884</b> Machinery & Equipment                          | -                 | -                 | -                  | -                  |
|  |                   |                   |                    |                    |
|  |                   |                   |                    |                    |
| <b>Total Supplies, Services &amp; Capital Outlay</b>       | <b>\$ 582,016</b> | <b>\$ 650,418</b> | <b>\$ 673,931</b>  | <b>\$ 768,090</b>  |

| Description   | FY 2018<br>Adopted  |
|---|---|
| <b>7423 Clothing &amp; Personal Expense</b><br>Damage to Clothing, Rain Gear Replacement, Temporary Labor Uniforms, Etc.  | \$ 1,000  |
| <b>7425 Minor Tools &amp; Equipment</b><br>Miscellaneous Small Tools & Equipment  | 1,200   |
| <b>7428 Maintenance of Buildings, Structures &amp; Grounds</b><br>Asphalt, Crack Sealant, Traffic Paint, Signs, Metal/Wood Posts, Barricades, Etc.<br>Street Sweeping Signage*<br>Rental of Equipment   | 93,000<br>10,000<br>7,000<br><b>110,000</b>   |
| <b>7429 Maintenance &amp; Operation of Equipment</b><br>Miscellaneous Equipment Repair: Sign Applicator, Drill Breaker,<br>Paint Shaker, Compressors, Etc.  | <b>1,000</b>  |
| <b>7430 Professional &amp; Specialized Services</b><br>Annual Street Report Preparation   | <b>2,100</b>  |
| <b>7432 Other Contractual Services</b><br>Centerline Striping and Thermoplastic<br>Downtown Sidewalk and Trash Receptacle Cleaning<br>Emergency and/or Specialized Street Repairs / Traffic Work Orders<br>Miscellaneous Storm Drain Repairs *<br>Parking Lot & Garage Sweeping & Cleaning *<br>Recycled Water Service<br>Sidewalk Curb / Gutter Repair (Emergencies)<br>Storm Drain Filter & Interceptor Cleaning *<br>Street Sweeping (Including Heavy Leaf Pickup) *<br>Waste Oil / Paint Hauling<br>Weekend Service - Downtown Litter Cans *<br>Traffic Improvements<br>Trash Capture Devices * | 40,000<br>16,000<br>10,000<br>22,000<br>27,000<br>20,000<br>30,000<br>6,000<br>156,000<br>2,000<br>20,000<br>25,000<br>20,000<br><b>394,000</b> |
| <b>7434 Memberships, Dues, Books</b><br>Books & Training Videos & Dues  | <b>400</b>  |
| <b>7550 User Charges - Motor Pool</b><br>Use of City Vehicles & Other Non-Highway Equipment   | <b>251,390</b>  |
| <b>7551 User Charges - IT Pool</b><br>Use of Computer Hardware/Software; Phones & Photocopier/Fax   | <b>7,000</b>  |
| * Funding from Environmental Services Programs  |   |
| <b>TOTAL</b>  | <b>\$ 768,090</b>   |

CITY OF CAMPBELL  
 OPERATING BUDGET - TRANSFERS OUT  
 PROGRAM : PUBLIC WORKS - STREET MAINTENANCE

EXHIBIT E  
 204.760

| Description   | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|--------------------|--------------------|
| <b><u>9899 Operating Transfers Out</u></b>                                |                    |                    |
| City Council for Congestion Management Association (CMA) Dues - # 101.501 | \$ 53,200          | \$ 53,200          |
| Transportation Engineering Program - #101.720                             | 25,000             | 25,000             |
| <b>TOTAL</b>  | <b>\$ 78,200</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 2017 - 2018**

- Provide project support and inspection of the cabinet replacement project
- Install and remove annual holiday lighting and decorations
- Perform the installation of LED fixtures as part of the Phase 2 retrofit project

**PERFORMANCE OUTCOMES**

|          | <b>Measure</b>   | <b>FY 15</b> | <b>FY 16</b> | <b>FY 17</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%          | 98%          | 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 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 Adopted   |
|---|-------------------|-------------------|-------------------|-------------------|
| Employee Services (Exhibit B)                   | \$ 316,872        | \$ 385,261        | \$ 419,414        | \$ 424,839        |
| Supplies, Services & Capital Outlay (Exhibit C) | 495,529           | 471,877           | 458,200           | 483,430           |
| Debt Service (Exhibit D)                        | -                 | -                 | -                 | -                 |
| Total Before Transfers                          | 812,402           | 857,137           | 877,614           | 908,269           |
| Transfers Out (Exhibit E)                       | -                 | -                 | -                 | -                 |
| <b>Appropriation Total</b>                      | <b>\$ 812,402</b> | <b>\$ 857,137</b> | <b>\$ 877,614</b> | <b>\$ 908,269</b> |

| FUNDING SOURCE(s)           |                   |                   |                   |                   |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|
| Program Revenue             | \$ 1,059,746      | \$ 1,102,143      | \$ 800,500        | \$ 1,160,500      |
| Transfers from Other Funds  | -                 | -                 | -                 | -                 |
| Use of Reserves             | -                 | -                 | -                 | -                 |
| Additional Fund Revenue     | (247,344)         | (245,006)         | 77,114            | (252,231)         |
| <b>Funding Source Total</b> | <b>\$ 812,402</b> | <b>\$ 857,137</b> | <b>\$ 877,614</b> | <b>\$ 908,269</b> |

| REVENUE DETAIL                           |            |                     |                     |                   |                     |
|--|------------|---------------------|---------------------|-------------------|---------------------|
| Description                              | Fund/Acct. |                     |                     |                   |                     |
| Campbell Muni Lighting Dist. - Prop. Tax | 4001-4582  | \$ 1,030,063        | \$ 946,760          | \$ 690,000        | \$ 1,000,000        |
| Insurance Claims Refund                  | 4962       | 12,996              | 3,446               | 5,000             | 5,000               |
| Signal Maintenance Cost Sharing          | 4542       | -                   | 4,949               | 2,500             | 2,500               |
| Redevelopment Prop Tax Trust Fund        | 4008       | -                   | -                   | 3,000             | 3,000               |
| Property Tax Pass-Thru (RDA)             | 4007       | -                   | 127,880             | 80,000            | 130,000             |
| Electric Vehicle Charging Stations       | 4709       | 16,687              | 19,108              | 20,000            | 20,000              |
| <b>Program Revenue</b>                   |            | <b>\$ 1,059,746</b> | <b>\$ 1,102,143</b> | <b>\$ 800,500</b> | <b>\$ 1,160,500</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>\$ (247,344)</b> | <b>\$ (245,006)</b> | <b>\$ 77,114</b>  | <b>\$ (252,231)</b> |
| <b>TOTAL FUNDING SOURCES</b>             |            | <b>\$ 812,402</b>   | <b>\$ 857,137</b>   | <b>\$ 877,614</b> | <b>\$ 908,269</b>   |

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

**EXHIBIT B**  
**207.770**

| Description                                    | FY 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 Adopted   |
|--|-------------------|-------------------|-------------------|-------------------|
| <b>7001</b> Personnel - Regular                | \$ 180,883        | \$ 218,862        | \$ 254,196        | \$ 262,704        |
| <b>7002</b> Personnel - Temporary              | 40,814            | 41,001            | -                 | -                 |
| <b>7003</b> Personnel - Overtime               | 4,874             | 7,097             | 8,000             | 8,000             |
| <b>7005</b> Personnel - POST                   | -                 | -                 | -                 | -                 |
| <b>7103</b> Personnel - Holiday Pay            | -                 | -                 | -                 | -                 |
| <b>Total Salaries</b>                          | <b>\$ 226,572</b> | <b>\$ 266,959</b> | <b>\$ 262,196</b> | <b>\$ 270,704</b> |
| <b>7104</b> Meal Allowance                     | \$ -              | \$ -              | \$ -              | \$ -              |
| <b>7105</b> Uniform Allowance                  | 1,500             | 1,865             | 2,250             | 2,250             |
| <b>7106</b> Retirement                         | 31,365            | 41,771            | 48,859            | 52,077            |
| <b>7107</b> Dental Insurance                   | 3,834             | 5,078             | 6,075             | 6,258             |
| <b>7108</b> Group Health Insurance             | 36,880            | 47,478            | 58,800            | 61,608            |
| <b>7109</b> Group Life Insurance               | 372               | 465               | 558               | 558               |
| <b>7110</b> Workers' Compensation Insurance    | 10,111            | 13,881            | 31,763            | 21,817            |
| <b>7112</b> Group Disability Insurance         | 1,211             | 1,823             | 2,187             | 2,187             |
| <b>7113</b> Medicare                           | 3,454             | 4,100             | 3,736             | 3,870             |
| <b>7114</b> Auto Allowance                     | -                 | -                 | -                 | -                 |
| <b>7115</b> Cell Phone Allowance               | -                 | -                 | -                 | -                 |
| <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 | 1,043             | 1,301             | 1,040             | 1,560             |
| <b>7126</b> PARS 457 Retirement                | 532               | 540               | -                 | -                 |
| <b>Total Benefits</b>                          | <b>\$ 90,301</b>  | <b>\$ 118,301</b> | <b>\$ 157,218</b> | <b>\$ 154,135</b> |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 316,872</b> | <b>\$ 385,261</b> | <b>\$ 419,414</b> | <b>\$ 424,839</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 2018<br>Adopted |
|---------------------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                                       | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Lighting & Traffic Signal Supervisor  | 1.00                          | 1.00              | 1.00               | 1.00               | \$ 106,454         |
| Lighting & Traffic Signal Technician  | 1.00                          | 1.00              | 1.00               | 1.00               | 89,024             |
| Lighting & Traffic Signal Assistant * | -                             | 1.00              | 1.00               | 1.00               | 67,226             |
| * Reclass Temp Position               |                               |                   |                    |                    |                    |
| <b>TOTAL</b>                          | <b>2.00</b>                   | <b>3.00</b>       | <b>3.00</b>        | <b>3.00</b>        | <b>\$ 262,704</b>  |

| Temporary Personnel          | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|------------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                              | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Temporary Lighting Assistant | 0.96                          | -                 | -                  | -                  | \$ -               |
| <b>TOTAL</b>                 | <b>0.96</b>                   | <b>-</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 2015 Actual    | FY 2016 Actual    | FY 2017 Adopted   | FY 2018 Adopted   |
|--|-------------------|-------------------|-------------------|-------------------|
| <b>7420</b> Utilities - Electricity/Gas/Water              | \$ 293,679        | \$ 286,521        | \$ 224,000        | \$ 250,000        |
| <b>7421</b> Communications - Phones                        | 6,423             | 6,074             | 5,200             | 6,000             |
| <b>7423</b> Clothing & Personal Expense                    | 980               | 1,153             | 900               | 900               |
| <b>7424</b> Office Expense                                 | -                 | -                 | -                 | -                 |
| <b>7425</b> Minor Tools & Equipment                        | 1,008             | 360               | 1,000             | 1,000             |
| <b>7427</b> Special Departmental Expense                   | 2,690             | 5,551             | 8,400             | 8,400             |
| <b>7428</b> Maintenance of Buildings, Structures & Grounds | -                 | -                 | -                 | -                 |
| <b>7429</b> Maintenance & Operation of Equipment           | 126,389           | 100,855           | 141,200           | 136,200           |
| <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                       | 824               | 2,522             | 2,200             | 2,300             |
| <b>7435</b> Professional Development & Meetings            | -                 | -                 | -                 | -                 |
| <b>7437</b> Staff Development                              | -                 | -                 | -                 | -                 |
| <b>7438</b> Other Charges                                  | -                 | -                 | 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                      | 34,998            | 36,828            | 33,772            | 35,628            |
| <b>7551</b> User Charges - IT Pool                         | 28,539            | 32,013            | 33,528            | 35,002            |
| <b>7884</b> Machinery & Equipment                          | -                 | -                 | -                 | -                 |
|  |                   |                   |                   |                   |
|  |                   |                   |                   |                   |
| <b>Total Supplies, Services &amp; Capital Outlay</b>       | <b>\$ 495,529</b> | <b>\$ 471,877</b> | <b>\$ 458,200</b> | <b>\$ 483,430</b> |

| Description   | FY 2018<br>Adopted |
|---|--------------------|
| <b><u>7420 Utilities - Electricity/Gas/Water</u></b>  |                    |
| Parks & Other Lighting  | \$ 5,000           |
| Street Lighting   | 200,000            |
| Traffic Signals   | 45,000             |
|   | <b>250,000</b>     |
| <b><u>7421 Communications - Phones</u></b>  |                    |
| Controllers, Modem, Phone Lines, Etc.   | <b>6,000</b>       |
| <b><u>7423 Clothing &amp; Personal Expense</u></b>  |                    |
| Repair of Damaged Clothing; Staff Rain Gear; Safety Gear & Vests for Three<br>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 &<br>Emergency Repairs; Video Detection Modifications, Knock-downs,<br>Miscellaneous Repairs of Damaged Equipment (\$5,000 Offset<br>with Insurance Reimbursements) | 90,000             |
| Stolen Wire Replacement   | 7,000              |
| Maintenance / Repair EV Charging Stations (change out terminals)  | 20,000             |
|   | <b>136,200</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;   | 1,600              |
| International Municipal Signal Association (IMSA); Traffic Signal Association   | 300                |
|   | <b>2,300</b>       |
| <b>SUBTOTAL page 1</b>  | <b>\$ 404,800</b>  |

| Description   | FY 2018<br>Adopted |
|---|--------------------|
| <b>7438 Other Charges</b><br>Property Tax Administration Fees                                     | <b>\$ 8,000</b>    |
| <b>7550 User Charges - Motor Pool</b><br>Use of City Vehicles & Other Non-Highway Equipment       | <b>35,628</b>      |
| <b>7551 User Charges - IT Pool</b><br>Use of Computer Hardware/Software; Phones & Photocopier/Fax | <b>35,002</b>      |
| <b>SUBTOTAL page 2</b>  | <b>78,630</b>      |
| Streets / Parks - Compact Utility Tool<br><b>TOTAL Exhibit C-1</b>                                | <b>\$ 483,430</b>  |

**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 2017 – 2018**

- Continue water conservation efforts
- Continue turf conversion efforts
- Create an Urban Forest Management Plan
- Create grant applications for a citywide tree inventory and condition assessment
- Complete improvements at Edith Morley Park – fence replacement and community garden shade structure

**PERFORMANCE OUTCOMES**

|          | <b>Measure</b>  | <b>FY 15</b> | <b>FY 16</b> | <b>FY 17</b> |
|----------|---|--------------|--------------|--------------|
| <b>1</b> | 95% of emergency tree work is mitigated within one day  | 95%          | 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) | 81%          | 82%          | 90%          |

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

EXHIBIT A  
 207.775

| Description                                     | FY 2015 Actual      | FY 2016 Actual      | FY 2017 Adopted     | FY 2018 Adopted     |
|---|---------------------|---------------------|---------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ 1,488,684        | \$ 1,669,039        | \$ 1,855,450        | \$ 1,727,580        |
| Supplies, Services & Capital Outlay (Exhibit C) | 750,115             | 944,848             | 858,901             | 1,035,638           |
| Debt Service (Exhibit D)                        | -                   | -                   | -                   | -                   |
| Total Before Transfers                          | 2,238,799           | 2,613,887           | 2,714,351           | 2,763,218           |
| Transfers Out (Exhibit E)                       | 111,300             | 111,300             | 111,300             | 111,300             |
| <b>Appropriation Total</b>                      | <b>\$ 2,350,099</b> | <b>\$ 2,725,187</b> | <b>\$ 2,825,651</b> | <b>\$ 2,874,518</b> |
| <b>FUNDING SOURCE(s)</b>                        |                     |                     |                     |                     |
| Program Revenue                                 | \$ 1,250,947        | \$ 1,183,148        | \$ 1,215,000        | \$ 1,257,500        |
| Transfers from Other Funds 207                  | 837,187             | 1,332,044           | 1,687,765           | 1,364,787           |
| Use of Reserves                                 | -                   | -                   | -                   | -                   |
| Additional Fund Revenue                         | 261,964             | 209,995             | (77,114)            | 252,231             |
| <b>Funding Source Total</b>                     | <b>\$ 2,350,099</b> | <b>\$ 2,725,187</b> | <b>\$ 2,825,651</b> | <b>\$ 2,874,518</b> |
| <b>REVENUE DETAIL</b>                           |                     |                     |                     |                     |
| <b>Description</b>                              | <b>Fund/Acct.</b>   |                     |                     |                     |
| Lighting & Landscape Assessment                 | 5001                | 1,165,911           | 1,179,007           | 1,165,000           |
| Cost Recovery                                   | 4701                | -                   | 4,177               | -                   |
| Project Overhead Offset                         | 4725                | 85,000              | -                   | 50,000              |
| Expense Abate-Miscellaneous                     | 4968                | 36                  | (36)                | -                   |
| <b>Program Revenue</b>                          |                     | <b>\$ 1,250,947</b> | <b>\$ 1,183,148</b> | <b>\$ 1,215,000</b> |
| Environmental Services                          | 209                 | 45,000              | 45,000              | 45,000              |
| General Fund Subsidy                            | 101                 | 792,187             | 1,229,110           | 1,623,145           |
| ABAG Risk Mitigation                            | 212                 | -                   | 48,314              | 10,000              |
| Community Facilities District #2                | 237                 | -                   | 9,620               | 2,000               |
| <b>Transfers from Other Funds</b>               |                     | <b>\$ 837,187</b>   | <b>\$ 1,332,044</b> | <b>\$ 1,687,765</b> |
| <b>Use of Fund Reserves</b>                     |                     | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| <b>Additional Fund Subsidy</b>                  |                     | <b>\$ 261,964</b>   | <b>\$ 209,995</b>   | <b>\$ (77,114)</b>  |
| <b>TOTAL FUNDING SOURCES</b>                    |                     | <b>\$ 2,350,099</b> | <b>\$ 2,725,187</b> | <b>\$ 2,825,651</b> |

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

**EXHIBIT B**  
**207.775**

| Description                                    | FY 2015<br>Actual   | FY 2016<br>Actual   | FY 2017<br>Adopted  | FY 2018<br>Adopted  |
|--|---------------------|---------------------|---------------------|---------------------|
| <b>7001</b> Personnel - Regular                | \$ 843,152          | \$ 851,440          | \$ 1,002,486        | \$ 944,240          |
| <b>7002</b> Personnel - Temporary              | 105,377             | 191,427             | 147,000             | 150,000             |
| <b>7003</b> Personnel - Overtime               | 33,977              | 64,147              | 30,000              | 30,000              |
| <b>7005</b> Personnel - POST                   | 4,339               | 4,961               | -                   | -                   |
| <b>7103</b> Personnel - Holiday Pay            | -                   | -                   | -                   | -                   |
| <b>Total Salaries</b>                          | <b>\$ 986,845</b>   | <b>\$ 1,111,974</b> | <b>\$ 1,179,486</b> | <b>\$ 1,124,240</b> |
| <b>7104</b> Meal Allowance                     | \$ 18               | \$ 99               | \$ -                | \$ -                |
| <b>7105</b> Uniform Allowance                  | 8,178               | 7,500               | 8,250               | 7,500               |
| <b>7106</b> Retirement                         | 148,268             | 167,307             | 193,772             | 187,852             |
| <b>7107</b> Dental Insurance                   | 22,889              | 23,717              | 26,325              | 25,032              |
| <b>7108</b> Group Health Insurance             | 215,634             | 223,128             | 250,170             | 242,022             |
| <b>7109</b> Group Life Insurance               | 2,201               | 2,173               | 2,418               | 2,232               |
| <b>7110</b> Workers' Compensation Insurance    | 52,266              | 66,452              | 144,323             | 91,175              |
| <b>7112</b> Group Disability Insurance         | 7,355               | 8,734               | 9,720               | 8,991               |
| <b>7113</b> Medicare                           | 16,152              | 18,000              | 17,750              | 16,136              |
| <b>7114</b> Auto Allowance                     | -                   | -                   | 1,920               | 1,920               |
| <b>7115</b> Cell Phone Allowance               | 276                 | 736                 | 360                 | 720                 |
| <b>7118</b> Other Benefits Pay                 | 6,975               | 15,335              | 11,050              | 11,050              |
| <b>7120</b> Sick Leave Payout                  | 185                 | -                   | -                   | -                   |
| <b>7121</b> Leave Balance Payout               | 13,349              | 14,719              | -                   | -                   |
| <b>7122</b> Deferred Compensation Contribution | 6,715               | 5,562               | 6,240               | 5,720               |
| <b>7124</b> VEBA Health Deferred Compensation  | 26                  | 1,046               | 1,040               | 1,040               |
| <b>7126</b> PARS 457 Retirement                | 1,352               | 2,557               | 2,626               | 1,950               |
| <b>Total Benefits</b>                          | <b>\$ 501,839</b>   | <b>\$ 557,064</b>   | <b>\$ 675,964</b>   | <b>\$ 603,340</b>   |
| <b>Total Salary &amp; Benefits</b>             | <b>\$ 1,488,684</b> | <b>\$ 1,669,039</b> | <b>\$ 1,855,450</b> | <b>\$ 1,727,580</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 2018<br>Adopted |
|--|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|  | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Park Maintenance Supervisor  | 1.00                          | 1.00              | 1.00               | 1.00               | \$ 114,026         |
| Park Maintenance Lead Worker   | 3.00                          | 3.00              | 3.00               | 3.00               | 241,800            |
| Park Maintenance Worker I / II   | 8.00                          | 8.00              | -                  | -                  | -                  |
| Park Maintenance Worker I / II **  | 1.00                          | 1.00              | -                  | -                  | -                  |
| Maintenance Worker I/II *  | -                             | -                 | 7.00               | 7.00               | 499,722            |
| Maintenance Worker I / II **   | -                             | 1.00              | 1.00               | -                  | -                  |
| Senior Park Maint Worker/Arborist  | -                             | -                 | 1.00               | 1.00               | 88,692             |
| * Street Maintenance Worker I/II<br>Reclassified to Maintenance Worker I/II in<br>FY17 |                               |                   |                    |                    |                    |
| ** 2- Year Limited Term  |                               |                   |                    |                    |                    |
| <b>TOTAL</b>   | <b>13.00</b>                  | <b>14.00</b>      | <b>13.00</b>       | <b>12.00</b>       | <b>\$ 944,240</b>  |

| Temporary Personnel | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                     | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Temporary Labor     | 2.75                          | 3.50              | 3.50               | 3.50               | \$ 150,000         |
| <b>TOTAL</b>        | <b>2.75</b>                   | <b>3.50</b>       | <b>3.50</b>        | <b>3.50</b>        | <b>\$ 150,000</b>  |

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

**EXHIBIT C  
 207.775**

| <b>Description</b>   | <b>FY 2015<br/>Actual</b> | <b>FY 2016<br/>Actual</b> | <b>FY 2017<br/>Adopted</b> | <b>FY 2018<br/>Adopted</b> |
|--|---------------------------|---------------------------|----------------------------|----------------------------|
| <b>7420</b> Utilities - Electricity/Gas/Water              | \$ 231,178                | \$ 322,524                | \$ 230,000                 | \$ 320,000                 |
| <b>7421</b> Communications - Phones                        | 2,448                     | 3,248                     | 3,000                      | 3,000                      |
| <b>7423</b> Clothing & Personal Expense                    | 1,361                     | 2,296                     | 3,000                      | 3,000                      |
| <b>7424</b> Office Expense                                 | -                         | -                         | -                          | -                          |
| <b>7425</b> Minor Tools & Equipment                        | 5,204                     | 4,342                     | 6,000                      | 17,000                     |
| <b>7427</b> Special Departmental Expense                   | 4,595                     | 15,234                    | 17,000                     | 17,000                     |
| <b>7428</b> Maintenance of Buildings, Structures & Grounds | 175,970                   | 239,655                   | 195,000                    | 214,000                    |
| <b>7429</b> Maintenance & Operation of Equipment           | 4,588                     | 2,993                     | 3,000                      | 3,000                      |
| <b>7430</b> Professional & Specialized Services            | 4,938                     | 1,733                     | 5,000                      | 5,000                      |
| <b>7431</b> Promotional Expense                            | -                         | -                         | -                          | -                          |
| <b>7432</b> Other Contractual Services                     | 147,283                   | 157,502                   | 184,620                    | 215,000                    |
| <b>7433</b> Insurance & Surety Bonds                       | -                         | -                         | -                          | -                          |
| <b>7434</b> Memberships, Dues, Books                       | 560                       | 959                       | 750                        | 1,700                      |
| <b>7435</b> Professional Development & Meetings            | 200                       | 966                       | -                          | -                          |
| <b>7437</b> Staff Development                              | -                         | -                         | -                          | -                          |
| <b>7438</b> Other Charges                                  | 231                       | 11,782                    | -                          | -                          |
| <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                      | 154,436                   | 162,408                   | 191,414                    | 201,936                    |
| <b>7551</b> User Charges - IT Pool                         | 17,123                    | 19,207                    | 20,117                     | 35,002                     |
| <b>7884</b> Machinery & Equipment                          | -                         | -                         | -                          | -                          |
|  |                           |                           |                            |                            |
|  |                           |                           |                            |                            |
|  |                           |                           |                            |                            |
|  |                           |                           |                            |                            |
| <b>Total Supplies, Services &amp; Capital Outlay</b>       | <b>\$ 750,115</b>         | <b>\$ 944,848</b>         | <b>\$ 858,901</b>          | <b>\$ 1,035,638</b>        |

| Description   | FY 2018<br>Adopted   |
|---|--|
| <b>7420 Utilities - Electricity/Gas/Water</b><br>San Jose Water; Pacific Gas & Electric; West Valley Sanitation District  | <b>\$ 320,000</b>  |
| <b>7421 Communications - Phones</b><br>Irrigation Controller Phone Charges  | <b>3,000</b>   |
| <b>7423 Clothing &amp; Personal Expense</b><br>Damage to Personal Clothing; Rain Gear & Glove Replacement;<br>Temporary Labor Uniforms (Parks - \$2,000 / Trees - \$1,000)  | <b>3,000</b>   |
| <b>7425 Minor Tools &amp; Equipment</b><br>Shovels, Rakes, Small Hand Tools (Pliers, Screwdrivers, Etc.)<br>(Parks - \$4,500 / Trees - \$1,500)<br>Small Power Equipment (Parks - \$8,000 / Trees - \$3,000)  | 6,000<br>11,000<br><b>17,000</b>   |
| <b>7427 Special Departmental Expense</b><br>Special Projects / Volunteer Support<br>Play Equipment Replacement  | 5,000<br>12,000<br><b>17,000</b>   |
| <b>7428 Maintenance of Buildings, Structures &amp; Grounds</b><br>Backflow Maintenance & Replacements<br>Chemicals, Fertilizer, Seed, Ground Cover, Sod, Shrubs, Trees, Fibar<br>Equipment Rental<br>Maint. of Park Furniture, Playground Equip., Irrigation, Fences, Pumps, Elect., Plumbing, Etc.<br>Pest Control<br><b>Projects (One-Time):</b><br>John D. Morgan - Bollard Replacement<br>Edith Morley Fence Replacement<br>Community Garden Planting | 12,000<br>85,000<br>3,000<br>60,000<br>10,000<br><br>9,000<br>15,000<br>20,000<br><b>214,000</b> |
| <b>7429 Maintenance &amp; Operation of Equipment</b><br>Alarms<br>Landscaping Equipment Maintenance & Repairs   | 2,000<br>1,000<br><b>3,000</b>   |
| <b>7430 Professional &amp; Specialized Services</b><br>Arborist Consulting and Other Park Consultant Services   | <b>5,000</b>   |
| <b>SUBTOTAL page 1</b>  | <b>\$ 582,000</b>  |

| Description  | FY 2018<br>Adopted  |
|--|---------------------|
| <b>7432 Other Contractual Services</b>   |                     |
| Downtown Tree Maintenance  | \$ 5,000            |
| Landscape Maintenance  | 75,000              |
| Scheduled Tree Pruning and Street Tree Maintenance (Including Tree Grates) *   | 100,000             |
| Tree Replacement Program   | 15,000              |
| Emergency Tree Work  | 20,000              |
|  | <b>215,000</b>      |
| <b>7434 Memberships, Dues, Books</b>   |                     |
| Books & Subscriptions - Parks (\$200), Trees (\$500)   | 700                 |
| Dues - National Park & Recreation Association; International Arborist Association;<br>Park & Recreation Society; Landscape Supervisors Forum | 1,000               |
|  | <b>1,700</b>        |
| <b>7550 User Charges - Motor Pool</b>  |                     |
| Use of City Vehicles & Other Non-Highway Equipment & Tools   | <b>201,936</b>      |
| <b>7551 User Charges - IT Pool</b>   |                     |
| Use of Computer Hardware/Software; Phones & Photocopier/Fax  | <b>35,002</b>       |
| Streets / Parks - Compact Utility Tool   |                     |
| * Partially funded by ABAG Risk Mitigation Grant.  |                     |
| <b>SUBTOTAL page 2</b>   | <b>453,638</b>      |
| <b>TOTAL Exhibit C-1</b>   | <b>\$ 1,035,638</b> |

CITY OF CAMPBELL  
 OPERATING BUDGET - TRANSFERS OUT  
 PROGRAM : PUBLIC WORKS - PARK MAINTENANCE

EXHIBIT E  
 207.775

| Description   | FY 2017<br>Adopted | FY 2018<br>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 2017 - 2018**

- Perform an audit of City energy utilization
- Complete selected roof repairs
- Install fire sprinklers in the Historical Museum
- Complete the delivery of a new pre-fabricated building for the Maintenance Service Center
- Complete tenant improvements at the Community Center
- Install a downtown parking management system (tentative – dependent on funding)

**PERFORMANCE OUTCOMES**

|          | <b>Measure</b>  | <b>FY 15</b> | <b>FY 16</b> | <b>FY 17</b> |
|----------|---|--------------|--------------|--------------|
| <b>1</b> | Cost per square foot to maintain City buildings             | \$4.36       | \$4.39       | 4.39\$       |
| <b>2</b> | 50 % of work orders are completed within three working days | 87.9%        | 90%          | 90%          |

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

EXHIBIT A  
 101.780

| Description                                     | FY 2015 Actual      | FY 2016 Actual      | FY 2017 Adopted     | FY 2018 Adopted     |
|---|---------------------|---------------------|---------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ 519,132          | \$ 594,794          | \$ 656,274          | \$ 654,681          |
| Supplies, Services & Capital Outlay (Exhibit C) | 876,936             | 969,334             | 1,009,324           | 967,106             |
| Debt Service (Exhibit D)                        | -                   | -                   | -                   | -                   |
| Total Before Transfers                          | 1,396,068           | 1,564,128           | 1,665,598           | 1,621,787           |
| Transfers Out (Exhibit E)                       | -                   | -                   | -                   | -                   |
| <b>Appropriation Total</b>                      | <b>\$ 1,396,068</b> | <b>\$ 1,564,128</b> | <b>\$ 1,665,598</b> | <b>\$ 1,621,787</b> |

| FUNDING SOURCE(s)           |                     |                     |                     |                     |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| Program Revenue             | \$ -                | \$ -                | \$ -                | \$ -                |
| Transfers from Other Funds  | 15,000              | 15,000              | 15,000              | 15,000              |
| Use of Reserves             | -                   | -                   | -                   | -                   |
| Additional Fund Revenue     | 1,381,068           | 1,549,128           | 1,650,598           | 1,606,787           |
| <b>Funding Source Total</b> | <b>\$ 1,396,068</b> | <b>\$ 1,564,128</b> | <b>\$ 1,665,598</b> | <b>\$ 1,621,787</b> |

| REVENUE DETAIL                    |            |                     |                     |                     |                     |
|-----------------------------------|------------|---------------------|---------------------|---------------------|---------------------|
| Description                       | Fund/Acct. |                     |                     |                     |                     |
| <b>Program Revenue</b>            |            | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ -</b>         |
| Environmental Services            | 209        | \$ 15,000           | \$ 15,000           | \$ 15,000           | \$ 15,000           |
| <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>\$ 1,381,068</b> | <b>\$ 1,549,128</b> | <b>\$ 1,650,598</b> | <b>\$ 1,606,787</b> |
| <b>TOTAL FUNDING SOURCES</b>      |            | <b>\$ 1,396,068</b> | <b>\$ 1,564,128</b> | <b>\$ 1,665,598</b> | <b>\$ 1,621,787</b> |

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

EXHIBIT B  
 101.780

| Description                             | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |
|---|-------------------|-------------------|--------------------|--------------------|
| 7001 Personnel - Regular                | \$ 299,153        | \$ 326,988        | \$ 354,454         | \$ 364,896         |
| 7002 Personnel - Temporary              | 62,610            | 89,026            | 90,000             | 90,000             |
| 7003 Personnel - Overtime               | 3,221             | 919               | 3,000              | 3,000              |
| 7005 Personnel - POST                   | -                 | -                 | -                  | -                  |
| 7103 Personnel - Holiday Pay            | -                 | -                 | -                  | -                  |
| <b>Total Salaries</b>                   | <b>\$ 364,984</b> | <b>\$ 416,932</b> | <b>\$ 447,454</b>  | <b>\$ 457,896</b>  |
| 7104 Meal Allowance                     | \$ -              | \$ -              | \$ -               | \$ -               |
| 7105 Uniform Allowance                  | 1,719             | 1,800             | 1,800              | 1,800              |
| 7106 Retirement                         | 52,188            | 62,878            | 67,807             | 71,927             |
| 7107 Dental Insurance                   | 7,721             | 8,121             | 8,100              | 8,344              |
| 7108 Group Health Insurance             | 53,025            | 57,771            | 57,900             | 59,104             |
| 7109 Group Life Insurance               | 729               | 744               | 744                | 744                |
| 7110 Workers' Compensation Insurance    | 17,170            | 21,673            | 55,411             | 37,647             |
| 7112 Group Disability Insurance         | 2,573             | 3,159             | 3,159              | 3,159              |
| 7113 Medicare                           | 5,817             | 6,611             | 6,489              | 6,650              |
| 7114 Auto Allowance                     | -                 | -                 | -                  | -                  |
| 7115 Cell Phone Allowance               | -                 | -                 | -                  | -                  |
| 7118 Other Benefits Pay                 | 3,612             | 5,000             | 1,300              | 1,300              |
| 7120 Sick Leave Payout                  | -                 | -                 | -                  | -                  |
| 7121 Leave Balance Payout               | 4,496             | 4,717             | -                  | -                  |
| 7122 Deferred Compensation Contribution | 4,756             | 3,921             | 3,900              | 3,900              |
| 7124 VEBA Health Deferred Compensation  | 26                | 1,046             | 1,040              | 1,040              |
| 7126 PARS 457 Retirement                | 316               | 421               | 1,170              | 1,170              |
| <b>Total Benefits</b>                   | <b>\$ 154,148</b> | <b>\$ 177,862</b> | <b>\$ 208,820</b>  | <b>\$ 196,785</b>  |
| <b>Total Salary &amp; Benefits</b>      | <b>\$ 519,132</b> | <b>\$ 594,794</b> | <b>\$ 656,274</b>  | <b>\$ 654,681</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 2018<br>Adopted |
|----------------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                                  | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted |                    |
| Building Maintenance Supervisor  | 1.00                          | 1.00              | 1.00               | 1.00               | 108,452            |
| Building Maintenance Lead Worker | 1.00                          | 1.00              | 1.00               | 1.00               | 92,436             |
| Building Maintenance Worker      | 2.00                          | 2.00              | 2.00               | 2.00               | 164,008            |
| <b>TOTAL</b>                     | <b>4.00</b>                   | <b>4.00</b>       | <b>4.00</b>        | <b>4.00</b>        | <b>\$ 364,896</b>  |

| Temporary Personnel                   | Full-Time Equivalents (FTE's) |                   |                    |                    | FY 2018<br>Adopted |
|---------------------------------------|-------------------------------|-------------------|--------------------|--------------------|--------------------|
|                                       | FY 2015<br>Actual             | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>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               | 0.40               | 50,000             |
| <b>TOTAL</b>                          | <b>1.05</b>                   | <b>1.05</b>       | <b>1.20</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 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted  | FY 2018<br>Adopted |
|--|-------------------|-------------------|---------------------|--------------------|
| <b>7420</b> Utilities - Electricity/Gas/Water              | \$ 34,856         | \$ 77,782         | \$ 111,000          | \$ 125,000         |
| <b>7421</b> Communications - Phones                        | 4,726             | 1,947             | 3,000               | 3,000              |
| <b>7422</b> Advertising                                    | -                 | -                 | -                   | -                  |
| <b>7423</b> Clothing & Personal Expense                    | 896               | 491               | 900                 | 900                |
| <b>7424</b> Office Expense                                 | (163)             | 58                | -                   | -                  |
| <b>7425</b> Minor Tools & Equipment                        | 1,682             | 1,226             | 1,250               | 1,250              |
| <b>7427</b> Special Departmental Expense                   | 91,339            | 83,074            | 101,000             | 106,000            |
| <b>7428</b> Maintenance of Buildings, Structures & Grounds | 313,675           | 326,831           | 331,000             | 246,000            |
| <b>7429</b> Maintenance & Operation of Equipment           | 95,077            | 124,913           | 94,300              | 99,300             |
| <b>7430</b> Professional & Specialized Services            | -                 | 185               | -                   | -                  |
| <b>7431</b> Promotional Expense                            | -                 | -                 | -                   | -                  |
| <b>7432</b> Other Contractual Services                     | 293,686           | 307,346           | 318,000             | 320,500            |
| <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                | 286               | -                   | -                  |
| <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                      | 12,542            | 13,182            | 15,146              | 15,953             |
| <b>7551</b> User Charges - IT Pool                         | 28,539            | 32,013            | 33,528              | 49,003             |
| <b>7884</b> Machinery & Equipment                          | -                 | -                 | -                   | -                  |
|  |                   |                   |                     |                    |
|  |                   |                   |                     |                    |
| <b>Total Supplies, Services &amp; Capital Outlay</b>       | <b>\$ 876,936</b> | <b>\$ 969,334</b> | <b>\$ 1,009,324</b> | <b>\$ 967,106</b>  |

| Description   | FY 2018<br>Adopted |
|---|--------------------|
| <b>7420 Utilities - Electricity/Gas/Water</b><br>PG&E, Sewer, Water Services *  | <b>\$ 125,000</b>  |
| <b>7421 Communications - Phones</b><br>Alarms & Telephone Lines / DSL for John D. Morgan Park Video Camera  | <b>3,000</b>       |
| <b>7423 Clothing &amp; Personal Expense</b><br>Damaged Clothing; Replace Rain Gear; City T-Shirts & Uniforms for Part-Time Employees  | <b>900</b>         |
| <b>7425 Minor Tools &amp; Equipment</b><br>Miscellaneous Tools For Shop & Replacement Hammers, Drills, Saws, Shovels, Etc.  | <b>1,250</b>       |
| <b>7427 Special Departmental Expense</b><br>Batteries for Drills, Flashlights, Pagers, Etc. 500<br>Custodial Supplies & Lights (All Buildings) 82,000<br>Miscellaneous Unanticipated Equipment & Supplies 1,000<br>Pool Supplies (Salt, Sodium Hypo-Chlorite, & CO2 Test Kits) 20,000<br>Rental of Special Maintenance Equipment 2,000<br>Signs 500                 | <b>106,000</b>     |
| <b>7428 Maintenance of Buildings, Structures &amp; Grounds</b><br>General Maintenance:<br>Ainsley House, Carriage House & Museum 5,000<br>City Hall 20,000<br>Community Center - Painting / General 85,000<br>Downtown Parking Garage 4,000<br>Firehouse Museum & Offices 6,000<br>Park Buildings - JDM, Campbell, Fischer, & Morley 12,000<br>Service Center 6,000 | <b>138,000</b>     |
| <b>Subtotal</b>   | <b>138,000</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>\$ 374,150</b>  |

| Description  | FY 2018<br>Adopted |
|--|--------------------|
| <b><u>7428 Maintenance of Buildings, Structures &amp; Grounds (Continued)</u></b>  |                    |
| Special Projects:  |                    |
| City Hall (1 Project)  | \$ 15,000          |
| Community Center (4 Projects)  | 65,500             |
| Museum /Ainsley House (1 Project)  | 20,000             |
| Parking Garage (1 Project)   | 7,500              |
| <b>Subtotal</b>  | <b>108,000</b>     |
|  | <b>246,000</b>     |
| <b><u>7429 Maintenance &amp; Operation of Equipment</u></b>  |                    |
| Miscellaneous:   |                    |
| Radios, Overhead Doors, Elevators, High Lift,<br>Ponds (Light Repair, Chlorine Tabs, Cleaning Equip.), Etc.  | 7,000              |
| Routine Service & Repairs:   |                    |
| Boilers & HVAC Units   | 22,000             |
| Fire Alarm Equipment (Heat Detectors, Wiring, Horns, Etc.)   | 5,000              |
| Fire Extinguisher Re-Charge Program (All City Buildings)   | 4,500              |
| Microphone & General P.A. System Repairs (Council Chambers & Portable Units)   | 1,000              |
| Service Agreements:  |                    |
| Annual Check of Fire Alarm System  | 5,000              |
| Burglar Alarm (Community Center)   | 1,500              |
| Elevator Main Streets / Parks - Compact Utility Tool   | 10,500             |
| Emergency Generators (City Hall, EOC, Service Center, Community Center & Portable)<br>(New Generator at Community Center for Information Technology) | 10,500             |
| 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>99,300</b>      |
| <b>SUBTOTAL page 2</b>   | <b>\$ 207,300</b>  |

| Description  | FY 2018<br>Adopted |
|--|--------------------|
| <b><u>7432 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  | 3,500              |
| 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)                  | 1,500              |
|  | <b>320,500</b>     |
| <b><u>7434 Memberships, Dues, Books</u></b>                            |                    |
| Books, Reference & Training Manuals                                    | <b>200</b>         |
| <b><u>7550 User Charges - Motor Pool</u></b>                           |                    |
| Use of City Vehicles   | <b>15,953</b>      |
| <b><u>7551 User Charges - IT Pool</u></b>                              |                    |
| Use of Computer Hardware/Software; Phones & Photocopier/Fax            | <b>49,003</b>      |
| <b>SUBTOTAL page 3</b>   | <b>385,656</b>     |
| <b>TOTAL Exhibit C-1</b>   | <b>\$ 967,106</b>  |



**DEBT SERVICE FUNDS - (370)**  
**Finance Department - Debt Service Programs (548)**  
**Program Manager - Finance Manager**

**MISSION STATEMENT**

Effectively administer the City's long-term debt obligations.

**ONGOING RESPONSIBILITIES**

- Account for all transactions related to debt issuances and refinancings
- Invest all idle funds in accordance with the City's Investment Policy and ensure safety, provide liquidity, and obtain a market yield in that specific order
- Pay principal and interest on maturities of debt in a timely manner
- Coordinate accounting of bond proceeds subject to arbitrage requirements
- Restructure outstanding debt when economically feasible
- Monitor service levels and performance reporting standards for this program
- Monitor and submit Continuing Disclosure Information by required deadlines

**CITY OF CAMPBELL**  
**OPERATING BUDGET - Summary of Exhibits**  
**PROGRAM : FINANCE - DEBT SERVICE - 2016 REFUNDING LEASE REVENUE BOND**

**EXHIBIT A**  
**370.548**

| Description                                     | FY 2015 Actual | FY 2016 Actual | FY 2017 Adopted | FY 2018 Adopted   |
|---|----------------|----------------|-----------------|-------------------|
| Employee Services (Exhibit B)                   | \$ -           | \$ -           | \$ -            | \$ -              |
| Supplies, Services & Capital Outlay (Exhibit C) | -              | -              | -               | -                 |
| Debt Service (Exhibit D)                        | -              | -              | -               | 854,950           |
| Total Before Transfers                          | \$ -           | \$ -           | \$ -            | \$ 854,950        |
| Transfers Out (Exhibit E)                       | -              | -              | -               | -                 |
| <b>Appropriation Total</b>                      | <b>\$ -</b>    | <b>\$ -</b>    | <b>\$ -</b>     | <b>\$ 854,950</b> |

| FUNDING SOURCE(s)           |             |             |             |                   |
|-----------------------------|-------------|-------------|-------------|-------------------|
| Program Revenue             | \$ -        | \$ -        | \$ -        | \$ -              |
| Transfers from Other Funds  | -           | -           | -           | 854,950           |
| Use of Reserves             | -           | -           | -           | -                 |
| Additional Fund Revenue     | -           | -           | -           | -                 |
| <b>Funding Source Total</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 854,950</b> |

| REVENUE DETAIL             |              |      |      |            |
|----------------------------|--------------|------|------|------------|
| Description                | Fund / Acct. |      |      |            |
| Program Revenue            |              | \$ - | \$ - | \$ -       |
| General Fund Subsidy       | 6899         | \$ - | \$ - | \$ 854,950 |
| Transfers from Other Funds |              | \$ - | \$ - | \$ 854,950 |
| Use of Fund Reserves       |              | \$ - | \$ - | \$ -       |
| Additional Fund Subsidy    |              | \$ - | \$ - | \$ -       |

**CITY OF CAMPBELL  
 OPERATING BUDGET - Debt Service  
 PROGRAM : FINANCE - DEBT SERVICE - 2016 REFUNDING LEASE REVENUE BOND**

**EXHIBIT D  
 370.548**

| Description                        | Due Date          | PRINCIPAL<br>7775 | INTEREST<br>7776      | FEES<br>7777  | FY 2018<br>Adopted    |
|------------------------------------|-------------------|-------------------|-----------------------|---------------|-----------------------|
| 2016 Refunding Lease Revenue Bonds | 10/1/17<br>4/1/18 | \$ 595,000<br>-   | \$ 131,950<br>126,000 | \$ 2,000<br>- | \$ 728,950<br>126,000 |
| <b>TOTAL</b>                       |                   | \$ 595,000        | \$ 257,950            | \$ 2,000      | \$ 854,950            |



## 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 18 budget approval process.

### Summary

As shown below, the proposed FY 2018-22 CIP contains 27 projects of which 16 are new. The remaining projects were previously included in the City's adopted CIP, including two projects requiring additional appropriations. Noteworthy in this CIP is the increased budget for street maintenance (\$13.7 million over five years). This is due primarily to two new stable funding sources that were secured in FY 17. The first one is derived from a County-wide sales tax add-on approved by voters and the second one is the result of State legislation that increased the gasoline tax to generate the additional funds. Consequently, the City will begin receiving ongoing allocations in FY 18 from both sources. The total amount of additional funds the City expects to receive over the next five years is \$7.2 million.

| <b>New Capital Projects</b>                              | <b>Total Budget</b> | <b>Timing</b>  | <b>Source of Funds</b> |
|--|---------------------|----------------|------------------------|
| Ainsley Garden Patio                                     | \$55,000            | Year 1         | CIPR                   |
| Campbell Historical Museum Hose Tower                    | \$28,000            | Year 1         | CIPR                   |
| Clean Water Program Office Improvements                  | \$50,000            | Year 1         | Grants / Private       |
| Community Center Play Area Construction                  | \$500,000           | Year 1         | Park                   |
| Community Center Pool Design                             | \$250,000           | Year 2         | Park                   |
| Community Development & Public Works Floor Space Plan    | \$20,000            | Year 1         | CIPR                   |
| Harriet Avenue Traffic Calming                           | \$564,400           | Years 1 & 2    | CIPR/Grant             |
| John D. Morgan Park Improvements - Budd                  | \$837,000           | Years 1 & 2    | Park                   |
| John D. Morgan Park Improvements – Rincon                | \$497,000           | Years 1, 4 & 5 | Park                   |
| John D. Morgan Park Pathway Reconstruction               | \$105,000           | Years 1 & 2    | CT                     |
| John D. Morgan Park – Rincon Recreation Bldg. Assessment | \$50,000            | Year 3         | Park                   |
| Reseal and Restripe Parking Lots                         | \$77,000            | Year 1         | CT                     |
| Service Yard Administrative Building Design              | \$50,000            | Year 1         | Grants                 |
| Tidemark System Replacement                              | \$150,000           | Year 1         | CIPR                   |
| Traffic Calming Improvements                             | \$100,000           | Years 1 & 2    | CT                     |
| Virginia Park Improvements                               | \$250,000           | Years 4 & 5    | Park                   |

| <b>Additional Appropriations</b>  | <b>Total Budget</b> | <b>Timing</b> | <b>Source of Funds</b>        |
|-----------------------------------|---------------------|---------------|-------------------------------|
| Annual Street Maintenance         | \$13,668,000        | Annual        | CIPR/Grants/VIF/Gas Tax (SB1) |
| Community Center Play Area Design | \$45,000            | Year 1        | Park                          |

| Existing Projects                               | Total Budget        | Timing            | Source of Funds  |
|---|---------------------|-------------------|------------------|
| ADA Transition Plan Improvements                | \$100,000           | Years 2 & 4       | CIPR             |
| Bike / Pedestrian & Traffic Safety Improvements | \$225,000           | Years 1,2,3,4,& 5 | CT/Grants        |
| Campbell Park Improvements                      | \$185,000           | Year 1            | Park             |
| Eden Avenue Sidewalk Improvements               | \$702,000           | Year 1            | CT/Envir./Grants |
| Community Center Bathroom Upgrades              | \$40,000            | Year 1            | CIPR             |
| Community Center E-Wing Improvements            | \$280,000           | Year 1            | CIPR             |
| Los Gatos Creek Trail Feasibility Study         | \$100,000           | Year 3            | Park             |
| Misc. Storm Drainage Improvements               | \$100,000           | Years 2 & 4       | Envir. Services  |
| Sidewalk, Curb & Gutter Improvements            | \$500,000           | Years 1,2,3,4,5   | CT/ CIPR         |
| <b>Total Projects – All Years</b>               | <b>\$19,528,400</b> |                   |                  |

Projects that require appropriations for FY 2018 are as follows:

| Year 1 Projects  | Budget Appropriation | Source of Funds               |
|--|----------------------|-------------------------------|
| Ainsley Garden Patio   | \$55,000             | CIPR                          |
| Annual Street Maintenance  | \$2,019,000          | CIPR/Grants/VIF/Gas Tax (SB1) |
| Bike / Pedestrian and Traffic Safety Improvements                | \$45,000             | CT/Grants                     |
| Campbell Historical Museum Hose Tower                            | \$28,000             | CIPR                          |
| Campbell Park Improvements                                       | \$185,000            | Park                          |
| Clean Water Program Office Improvements                          | \$50,000             | Grants/Private                |
| Community Development Department & Public Works Floor Space Plan | \$20,000             | CIPR                          |
| Community Center Bathroom Upgrades                               | \$40,000             | CIPR                          |
| Community Center E-Wing Improvements                             | \$280,000            | CIPR                          |
| Community Center Play Area Construction                          | \$500,000            | Park                          |
| Community Center Play Area Design                                | \$45,000             | Park                          |
| Eden Avenue Sidewalk Improvements                                | \$702,000            | CT/Envir. Services/ Grants    |
| Harriet Avenue Traffic Calming                                   | \$100,800            | CIPR/Grants                   |
| John D. Morgan Park Improvements – Budd                          | \$120,000            | Park                          |
| John D. Morgan Park Improvements – Rincon                        | \$66,000             | Park                          |
| John D. Morgan Park – Pathway Reconstruction                     | \$60,000             | CT                            |
| Reseal and Restripe City Parking Lots                            | \$77,000             | CT                            |
| Service Yard Administration Building Design                      | \$50,000             | Grants                        |
| Sidewalk, Curb, & Gutter Improvements                            | \$100,000            | CIPR/CT                       |
| Tidemark System Replacement                                      | \$150,000            | CIPR                          |
| Traffic Calming Improvements                                     | \$50,000             | CT                            |
| <b>TOTAL</b>   | <b>\$4,742,800</b>   |                               |

### Project Funding Sources

Revenue for project expenditures comes from a number of funding sources, both restricted and discretionary. For projects appropriated in the 2018-22 CIP, the primary sources of funding for projects are the Grant/Private funds of \$6,785,240, Vehicle Impact Fees of \$3,885,000, Gas Tax (SB1) funds of \$3,169,000, Park Dedication Fees of \$2,994,000, and Capital Improvement Plan Reserves (CIPR) of \$1,665,160. 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 18 that will be added to CIPR, but no surplus thereafter in the five year CIP.

### **Planning Commission Review**

On May 9, 2017, 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 2018-22 CIP is prepared in accordance with certain assumptions about funding constraints, operating budget implications, City priorities, and work plans as summarized below:

- Project and equipment costs, where applicable, are based on departmental estimates. Cost estimates are based on current market and contract experience on similar projects, where available, or order of magnitude cost estimates for larger projects in the early phases of design. Projects managed by Public Works include "soft costs" such as staff costs for project management, design, inspection and administration, and consultant services as necessary.
- Ongoing operating costs for annual maintenance and technical support, as well as any new revenues, are projected for each capital project and, as appropriate, are reflected in the operating budget. For the current capital plan, due to the nature of the projects included in the plan, most of the projects are not expected to have a significant operating budget impacts. Existing work plans, ongoing programs and service level requirements were taken into consideration in project scheduling.

### **Project Selection Criteria**

Criteria used in evaluating project requests include:

- The project's relationship to the City's strategic goals and objectives.
- The project's impact on the operating budget (if any).
- The nature of the project in terms of preservation of City assets versus new construction or acquisition.
- Available financing.
- Consequences of not completing the project (e.g., public safety)

### **Exhibits:**

- 1 CIP Summaries
- 2 CIP 5-Year Cash Flow Analysis
- 3 Capital Project Descriptions

## Capital Improvement Plan Summaries

By Category

|   | 2017/18           | 2018/19           | 2019/20     | 2020/21     | 2021/22     | TOTAL               |
|---|-------------------|-------------------|-------------|-------------|-------------|---------------------|
| <b>Community Center</b>                   |                   |                   |             |             |             |                     |
| <b>Project</b>                            |                   |                   |             |             |             |                     |
| Community Center Bathroom Upgrades        | \$ 40,000         |                   |             |             |             | \$ 40,000           |
| Community Center E -Wing Improvements     | 280,000           |                   |             |             |             | 280,000             |
| Community Center Play Area - Construction | 500,000           |                   |             |             |             | 500,000             |
| Community Center Play Area Design         | 45,000            |                   |             |             |             | 45,000              |
| <b>Community Center Pool Design</b>       |                   | 250,000           |             |             |             | 250,000             |
| <b>Sub-total</b>                          | <b>\$ 865,000</b> | <b>\$ 250,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 1,115,000</b> |

|   |                   |                   |                   |                  |                   |                     |
|---|-------------------|-------------------|-------------------|------------------|-------------------|---------------------|
| <b>Parks &amp; Open Space</b>                   |                   |                   |                   |                  |                   |                     |
| <b>Project</b>                                  |                   |                   |                   |                  |                   |                     |
| Campbell Park Improvements                      | \$ 185,000        |                   |                   |                  |                   | \$ 185,000          |
| <b>JDM Improvements - Budd</b>                  | 120,000           | 717,000           |                   |                  |                   | 837,000             |
| <b>JDM Park Pathway Reconstruction</b>          | 60,000            | 45,000            |                   |                  |                   | 105,000             |
| <b>JDM Improvements - Rincon</b>                | 66,000            |                   |                   | 46,000           | 385,000           | 497,000             |
| <b>JDM Rincon Recreational Bldg. Assessment</b> |                   |                   | 50,000            |                  |                   | 50,000              |
| Los Gatos Creek Trail Feasibility Study         |                   |                   | 100,000           |                  |                   | 100,000             |
| <b>Virginia Park Improvements</b>               |                   |                   |                   | 40,000           | 210,000           | 250,000             |
| <b>Sub-total</b>                                | <b>\$ 431,000</b> | <b>\$ 762,000</b> | <b>\$ 150,000</b> | <b>\$ 86,000</b> | <b>\$ 595,000</b> | <b>\$ 2,024,000</b> |

|  |                   |                  |             |                  |             |                   |
|--|-------------------|------------------|-------------|------------------|-------------|-------------------|
| <b>Public Facility (Buildings)</b>                 |                   |                  |             |                  |             |                   |
| <b>Project</b>                                     |                   |                  |             |                  |             |                   |
| ADA Transition Plan Improvements                   |                   | \$ 50,000        |             | \$ 50,000        |             | \$ 100,000        |
| <b>Ainsley House Garden Patio</b>                  | 55,000            |                  |             |                  |             | 55,000            |
| <b>Campbell Historical Museum Hose Tower</b>       | 28,000            |                  |             |                  |             | 28,000            |
| <b>CDD and PW Floor Space Plan</b>                 | 20,000            |                  |             |                  |             | 20,000            |
| <b>Clean Water Program Office Improvements</b>     | 50,000            |                  |             |                  |             | 50,000            |
| <b>Service Yard Administrative Building Design</b> | 50,000            |                  |             |                  |             | 50,000            |
| <b>Sub-total</b>                                   | <b>\$ 203,000</b> | <b>\$ 50,000</b> | <b>\$ -</b> | <b>\$ 50,000</b> | <b>\$ -</b> | <b>\$ 303,000</b> |

## Capital Improvement Plan Summaries

By Category

|                              | 2017/18           | 2018/19 | 2019/20 | 2020/21 | 2021/22 | TOTAL             |
|------------------------------|-------------------|---------|---------|---------|---------|-------------------|
| <b>Public Facility (I-T)</b> |                   |         |         |         |         |                   |
| <b>Project</b>               |                   |         |         |         |         |                   |
| Tidemark System Replacement  | \$ 150,000        |         |         |         |         | \$ 150,000        |
| <b>Sub-total</b>             | <b>\$ 150,000</b> |         |         |         |         | <b>\$ 150,000</b> |

|   |                     |                     |                     |                     |                     |                      |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| <b>Streets &amp; Signals</b>                    |                     |                     |                     |                     |                     |                      |
| <b>Project</b>                                  |                     |                     |                     |                     |                     |                      |
| Annual Street Maintenance                       | \$ 2,019,000        | \$ 3,489,000        | \$ 2,720,000        | \$ 2,720,000        | \$ 2,720,000        | \$13,668,000         |
| Bike/Pedestrian and Traffic Safety Improvements | 45,000              | 45,000              | 45,000              | 45,000              | 45,000              | 225,000              |
| Eden Avenue Sidewalk Improvements               | 702,000             |                     |                     |                     |                     | 702,000              |
| <b>Harriet Avenue Traffic Calming</b>           | 100,800             | 463,600             |                     |                     |                     | 564,400              |
| Miscellaneous Storm Drainage Improvements       |                     | 50,000              |                     | 50,000              |                     | 100,000              |
| <b>Reseal and Restripe Parking Lots</b>         | 77,000              |                     |                     |                     |                     | 77,000               |
| <b>Traffic Calming</b>                          | 50,000              | 50,000              |                     |                     |                     | 100,000              |
| Sidewalk/Curb and Gutter Replacement            | 100,000             | 100,000             | 100,000             | 100,000             | 100,000             | 500,000              |
| <b>Sub-total</b>                                | <b>\$ 3,093,800</b> | <b>\$ 4,197,600</b> | <b>\$ 2,865,000</b> | <b>\$ 2,915,000</b> | <b>\$ 2,865,000</b> | <b>\$ 15,936,400</b> |

|                    |                     |                     |                     |                     |                     |                      |
|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| <b>GRAND TOTAL</b> | <b>\$ 4,742,800</b> | <b>\$ 5,259,600</b> | <b>\$ 3,015,000</b> | <b>\$ 3,051,000</b> | <b>\$ 3,460,000</b> | <b>\$ 19,528,400</b> |
|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|

## Capital Improvement Plan Summaries

By Responsible Department

|  | 2017/18             | 2018/19             | 2019/20             | 2020/21             | 2021/22             | TOTAL               |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Public Works</b>                                |                     |                     |                     |                     |                     |                     |
| <b>Project</b>                                     |                     |                     |                     |                     |                     |                     |
| ADA Transition Plan Improvements                   |                     | \$ 50,000           |                     | \$ 50,000           |                     | \$ 100,000          |
| Annual Street Maintenance                          | 2,019,000           | 3,489,000           | 2,720,000           | 2,720,000           | 2,720,000           | 13,668,000          |
| Bike/Pedestrian and Traffic Safety Improvements    | 45,000              | 45,000              | 45,000              | 45,000              | 45,000              | 225,000             |
| Campbell Park Improvements                         | 185,000             |                     |                     |                     |                     | 185,000             |
| <b>Clean Water Program Office Improvements</b>     | 50,000              |                     |                     |                     |                     | 50,000              |
| Community Center Play Area Construction            | 500,000             |                     |                     |                     |                     | 500,000             |
| Community Center Play Area Design                  | 45,000              |                     |                     |                     |                     | 45,000              |
| Eden Avenue Sidewalk Improvements                  | 702,000             |                     |                     |                     |                     | 702,000             |
| <b>Harriet Avenue Traffic Calming</b>              | 100,800             | 463,600             |                     |                     |                     | 564,400             |
| <b>JDM Improvements - Budd</b>                     | 120,000             | 717,000             |                     |                     |                     | 837,000             |
| <b>JDM Park Pathway Reconstruction</b>             | 60,000              | 45,000              |                     |                     |                     | 105,000             |
| <b>JDM Improvements - Rincon</b>                   | 66,000              |                     |                     | 46,000              | 385,000             | 497,000             |
| <b>JDM Rincon Recreational Bldg. Assessment</b>    |                     |                     | 50,000              |                     |                     | 50,000              |
| Los Gatos Creek Trail Feasibility Study            |                     |                     | 100,000             |                     |                     | 100,000             |
| Miscellaneous Storm Drainage Improvements          |                     | 50,000              |                     | 50,000              |                     | 100,000             |
| <b>Reseal and Restripe Parking Lots</b>            | 77,000              |                     |                     |                     |                     | 77,000              |
| <b>Service Yard Administrative Building Design</b> | 50,000              |                     |                     |                     |                     | 50,000              |
| Sidewalk/Curb and Gutter Replacement               | 100,000             | 100,000             | 100,000             | 100,000             | 100,000             | 500,000             |
| <b>Traffic Calming</b>                             | 50,000              | 50,000              |                     |                     |                     | 100,000             |
| <b>Virginia Park Improvements</b>                  |                     |                     |                     | 40,000              | 210,000             | 250,000             |
| <b>Sub-total</b>                                   | <b>\$ 4,169,800</b> | <b>\$ 5,009,600</b> | <b>\$ 3,015,000</b> | <b>\$ 3,051,000</b> | <b>\$ 3,460,000</b> | <b>\$18,705,400</b> |

## Capital Improvement Plan Summaries

By Responsible Department

|                              | 2017/18           | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL             |
|------------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| <b>City Manager's Office</b> |                   |             |             |             |             |                   |
| <b>Project</b>               |                   |             |             |             |             |                   |
| Tidemark System Replacement  | \$ 150,000        |             |             |             |             | \$ 150,000        |
| <b>Sub-total</b>             | <b>\$ 150,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 150,000</b> |

|                              |                  |             |             |             |  |                  |
|------------------------------|------------------|-------------|-------------|-------------|--|------------------|
| <b>Community Development</b> |                  |             |             |             |  |                  |
| <b>Project</b>               |                  |             |             |             |  |                  |
| CDD and PW Floor Space Plan  | \$ 20,000        |             |             |             |  | \$ 20,000        |
| <b>Sub-total</b>             | <b>\$ 20,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> |  | <b>\$ 20,000</b> |

|  |                   |                   |             |             |             |                   |
|--|-------------------|-------------------|-------------|-------------|-------------|-------------------|
| <b>Recreation &amp; Community Services</b> |                   |                   |             |             |             |                   |
| <b>Project</b>                             |                   |                   |             |             |             |                   |
| Ainsley Garden Patio                       | \$ 55,000         |                   |             |             |             | \$ 55,000         |
| Campbell Historical Museum Hose Tower      | 28,000            |                   |             |             |             | 28,000            |
| Community Center Bathroom Upgrades         | 40,000            |                   |             |             |             | 40,000            |
| Community Center E -Wing Improvements      | 280,000           |                   |             |             |             | 280,000           |
| <b>Community Center Pool Design</b>        |                   | 250,000           |             |             |             | 250,000           |
| <b>Sub-total</b>                           | <b>\$ 403,000</b> | <b>\$ 250,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 653,000</b> |

|                    |                     |                     |                     |                     |                     |                      |
|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| <b>GRAND TOTAL</b> | <b>\$ 4,742,800</b> | <b>\$ 5,259,600</b> | <b>\$ 3,015,000</b> | <b>\$ 3,051,000</b> | <b>\$ 3,460,000</b> | <b>\$ 19,528,400</b> |
|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|

## Capital Improvement Plan Summaries

By Funding Source

|  | 2017/18           | 2018/19           | 2019/20           | 2020/21           | 2021/22           | TOTAL               |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| <b>Capital Improvement Reserve</b>           |                   |                   |                   |                   |                   |                     |
| <b>Project</b>                               |                   |                   |                   |                   |                   |                     |
| ADA Transition Plan Improvements             |                   | \$ 50,000         |                   | \$ 50,000         |                   | \$ 100,000          |
| <b>Ainsley Garden Patio</b>                  | 55,000            |                   |                   |                   |                   | 55,000              |
| Annual Street Maintenance                    | 200,000           | 200,000           | 200,000           | 200,000           | 200,000           | 1,000,000           |
| <b>Campbell Historical Museum Hose Tower</b> | 28,000            |                   |                   |                   |                   | 28,000              |
| <b>CDD and PW Floor Space Plan</b>           | 20,000            |                   |                   |                   |                   | 20,000              |
| Community Center Bathroom Upgrades           | 40,000            |                   |                   |                   |                   | 40,000              |
| <b>Harriet Avenue Traffic Calming</b>        | 100,800           | 46,360            |                   |                   |                   | 147,160             |
| Sidewalk/Curb and Gutter Improvements        | 25,000            | 25,000            | 25,000            | 25,000            | 25,000            | 125,000             |
| <b>Tidemark System Replacement</b>           | 150,000           |                   |                   |                   |                   | 150,000             |
| <b>Sub-total</b>                             | <b>\$ 618,800</b> | <b>\$ 321,360</b> | <b>\$ 225,000</b> | <b>\$ 275,000</b> | <b>\$ 225,000</b> | <b>\$ 1,665,160</b> |

|  |                   |                   |                   |                   |                   |                   |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| <b>Construction Tax</b>                                  |                   |                   |                   |                   |                   |                   |
| <b>Project</b>   |                   |                   |                   |                   |                   |                   |
| Bike/Pedestrian and Traffic Safety Improvements          | \$ 25,000         | \$ 25,000         | \$ 25,000         | \$ 25,000         | \$ 25,000         | \$ 125,000        |
| Eden Avenue Sidewalk Improvements                        | 74,000            |                   |                   |                   |                   | 74,000            |
| <b>John D. Morgan (JDM) Park Pathway Reconstructions</b> | 60,000            | 45,000            |                   |                   |                   | 105,000           |
| <b>Reseal and Restripe City Parking Lots</b>             | 77,000            |                   |                   |                   |                   | 77,000            |
| Sidewalk/Curb and Gutter Replacement                     | 75,000            | 75,000            | 75,000            | 75,000            | 75,000            | 375,000           |
| <b>Traffic Calming</b>                                   | 50,000            | 50,000            |                   |                   |                   | 100,000           |
| <b>Sub-total</b>   | <b>\$ 361,000</b> | <b>\$ 195,000</b> | <b>\$ 100,000</b> | <b>\$ 100,000</b> | <b>\$ 100,000</b> | <b>\$ 856,000</b> |

|   |                  |                  |             |                  |             |                   |
|---|------------------|------------------|-------------|------------------|-------------|-------------------|
| <b>Environmental Services Funds</b>       |                  |                  |             |                  |             |                   |
| <b>Project</b>                            |                  |                  |             |                  |             |                   |
| Eden Avenue Sidewalk Improvements         | \$ 74,000        |                  |             |                  |             | \$ 74,000         |
| Miscellaneous Storm Drainage Improvements |                  | 50,000           |             | 50,000           |             | 100,000           |
| <b>Sub-total</b>                          | <b>\$ 74,000</b> | <b>\$ 50,000</b> | <b>\$ -</b> | <b>\$ 50,000</b> | <b>\$ -</b> | <b>\$ 174,000</b> |

|                           |                   |                   |                   |                   |                   |                     |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| <b>Gas Tax</b>            |                   |                   |                   |                   |                   |                     |
| <b>Project</b>            |                   |                   |                   |                   |                   |                     |
| Annual Street Maintenance | \$ 245,000        | \$ 731,000        | \$ 731,000        | \$ 731,000        | \$ 731,000        | \$ 3,169,000        |
| <b>Sub-total</b>          | <b>\$ 245,000</b> | <b>\$ 731,000</b> | <b>\$ 731,000</b> | <b>\$ 731,000</b> | <b>\$ 731,000</b> | <b>\$ 3,169,000</b> |

## Capital Improvement Plan Summaries

### By Funding Source

|  | 2017/18             | 2018/19             | 2019/20             | 2020/21             | 2021/22             | TOTAL               |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| <b>Grants / Private</b>                            |                     |                     |                     |                     |                     |                     |
| <b>Project</b>                                     |                     |                     |                     |                     |                     |                     |
| Annual Street Maintenance                          | \$ 797,000          | \$ 1,781,000        | \$ 1,012,000        | \$ 1,012,000        | \$ 1,012,000        | \$ 5,614,000        |
| Bike/Pedestrian and Traffic Safety Improvements    | 20,000              | 20,000              | 20,000              | 20,000              | 20,000              | 100,000             |
| <b>Clean Water Program Office Improvements</b>     | 50,000              |                     |                     |                     |                     | 50,000              |
| Eden Avenue Sidewalk Improvements                  | 554,000             |                     |                     |                     |                     | 554,000             |
| <b>Harriet Avenue Traffic Calming</b>              |                     | 417,240             |                     |                     |                     | 417,240             |
| <b>Service Yard Administration Building Design</b> | 50,000              |                     |                     |                     |                     | 50,000              |
| <b>Sub-total</b>                                   | <b>\$ 1,471,000</b> | <b>\$ 2,218,240</b> | <b>\$ 1,032,000</b> | <b>\$ 1,032,000</b> | <b>\$ 1,032,000</b> | <b>\$ 6,785,240</b> |

|   |                     |                   |                   |                  |                   |                     |
|---|---------------------|-------------------|-------------------|------------------|-------------------|---------------------|
| <b>Parkland Dedication</b>                      |                     |                   |                   |                  |                   |                     |
| <b>Project</b>                                  |                     |                   |                   |                  |                   |                     |
| Campbell Park Improvements                      | \$ 185,000          |                   |                   |                  |                   | \$ 185,000          |
| Community Center E -Wing Improvements           | 280,000             |                   |                   |                  |                   | 280,000             |
| Community Center Play Area Design               | 45,000              |                   |                   |                  |                   | 45,000              |
| Community Center Play Area Construction         | 500,000             |                   |                   |                  |                   | 500,000             |
| <b>Community Center Pool Design</b>             |                     | 250,000           |                   |                  |                   | 250,000             |
| <b>JDM Improvements - Budd</b>                  | 120,000             | 717,000           |                   |                  |                   | 837,000             |
| <b>JDM Improvements - Rincon</b>                | 66,000              |                   |                   | 46,000           | 385,000           | 497,000             |
| <b>JDM Rincon Recreational Bldg. Assessment</b> |                     |                   | 50,000            |                  |                   | 50,000              |
| Los Gatos Creek Trail Feasibility Study         |                     |                   | 100,000           |                  |                   | 100,000             |
| <b>Virginia Park Improvements</b>               |                     |                   |                   | 40,000           | 210,000           | 250,000             |
| <b>Sub-total</b>                                | <b>\$ 1,196,000</b> | <b>\$ 967,000</b> | <b>\$ 150,000</b> | <b>\$ 86,000</b> | <b>\$ 595,000</b> | <b>\$ 2,994,000</b> |

|                                      |                   |                   |                   |                   |                   |                     |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| <b>Vehicle Impact Fees - Garbage</b> |                   |                   |                   |                   |                   |                     |
| <b>Project</b>                       |                   |                   |                   |                   |                   |                     |
| Annual Street Maintenance            | \$ 477,000        | \$ 477,000        | \$ 477,000        | \$ 477,000        | \$ 477,000        | \$ 2,385,000        |
| <b>Sub-total</b>                     | <b>\$ 477,000</b> | <b>\$ 2,385,000</b> |

|   |                   |                   |                   |                   |                   |                     |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| <b>Vehicle Impact Fees - Building Permits</b> |                   |                   |                   |                   |                   |                     |
| <b>Project</b>                                |                   |                   |                   |                   |                   |                     |
| Annual Street Maintenance                     | \$ 300,000        | \$ 300,000        | \$ 300,000        | \$ 300,000        | \$ 300,000        | \$ 1,500,000        |
| <b>Sub-total</b>                              | <b>\$ 300,000</b> | <b>\$ 1,500,000</b> |

|                    |                     |                     |                     |                     |                     |                      |
|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| <b>GRAND TOTAL</b> | <b>\$ 4,742,800</b> | <b>\$ 5,259,600</b> | <b>\$ 3,015,000</b> | <b>\$ 3,051,000</b> | <b>\$ 3,460,000</b> | <b>\$ 19,528,400</b> |
|--------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|

**CIP Five Year Cash Flow Analysis  
FY 17-18 Through FY 21-22**

**CIPR - Designated Fund Balance - Fund 101**

|   | FY 17-18            | FY 18-19          | FY 19-20          | FY 20-21            | FY 21-22            | Total<br>FY 18-22   |
|---|---------------------|-------------------|-------------------|---------------------|---------------------|---------------------|
| Designated CIP Fund Balance-- July 1    | \$ 4,309,852        | \$ 2,335,852      | \$ 574,292        | \$ 149,292          | \$ (325,708)        | \$ 4,309,852        |
| Add Projected Revenues:                 |                     |                   |                   |                     |                     |                     |
| Projected Surplus Estimated at FYE      | 50,000              | -                 | -                 | -                   | -                   | 50,000              |
| Total Projected Resources               | 50,000              | -                 | -                 | -                   | -                   | -                   |
| Less Projected Expenditures:            |                     |                   |                   |                     |                     |                     |
| Five Year CIP Proposed                  | 618,800             | 321,360           | 225,000           | 275,000             | 225,000             | 1,665,160           |
| Two Year Approved Postions              | 1,240,200           | 1,240,200         | -                 | -                   | -                   | 2,480,400           |
| Operating & Capital Budget Adj.         | 165,000             | 200,000           | 200,000           | 200,000             | 200,000             | 965,000             |
| Sub-Total Expenditures                  | 2,024,000           | 1,761,560         | 425,000           | 475,000             | 425,000             | 5,110,560           |
| <b>Projected Available Fund Balance</b> | <b>\$ 2,335,852</b> | <b>\$ 574,292</b> | <b>\$ 149,292</b> | <b>\$ (325,708)</b> | <b>\$ (750,708)</b> | <b>\$ (750,708)</b> |

**FIVE YEAR CIP PROPOSED--RECAP BY PROJECT**

|   |                   |                   |                   |                   |                   |                     |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| ADA Transition Plan                     | \$ -              | \$ 50,000         | \$ -              | \$ 50,000         | \$ -              | \$ 100,000          |
| Ainsley Garden Patio                    | 55,000            | -                 | -                 | -                 | -                 | 55,000              |
| Annual Street Maintenance               | 200,000           | 200,000           | 200,000           | 200,000           | 200,000           | 1,000,000           |
| Campbell Historical Museum Hose Tower   | 28,000            | -                 | -                 | -                 | -                 | 28,000              |
| CDD and PW Floor Space Plan             | 20,000            | -                 | -                 | -                 | -                 | 20,000              |
| Community Center Bathroom Upgrades      | 40,000            | -                 | -                 | -                 | -                 | 40,000              |
| Harriet Avenue Traffic Calming          | 100,800           | 46,360            | -                 | -                 | -                 | 147,160             |
| Sidewalk / Curb and Gutter Improvements | 25,000            | 25,000            | 25,000            | 25,000            | 25,000            | 125,000             |
| Tidemark System Replacement             | 150,000           | -                 | -                 | -                 | -                 | 150,000             |
| <b>Totals</b>                           | <b>\$ 618,800</b> | <b>\$ 321,360</b> | <b>\$ 225,000</b> | <b>\$ 275,000</b> | <b>\$ 225,000</b> | <b>\$ 1,665,160</b> |

**CIP Five Year Cash Flow Analysis**  
**FY 17-18 Through FY 21-22**  
**Construction Tax - Designated Fund Balance - Fund 101**

|   | FY 17-18          | FY 18-19          | FY 19-20          | FY 20-21         | FY 21-22         | Total<br>FY 18-22 |
|---|-------------------|-------------------|-------------------|------------------|------------------|-------------------|
| Designated Fund Balance--July 1           | \$ 507,260        | \$ 276,260        | \$ 161,260        | \$ 111,260       | \$ 61,260        | \$ 507,260        |
| Add Projected Revenues:                   |                   |                   |                   |                  |                  |                   |
| Construction Tax                          | 130,000           | 80,000            | 50,000            | 50,000           | 50,000           | 360,000           |
| <b>Total Projected Revenues</b>           | <b>130,000</b>    | <b>80,000</b>     | <b>50,000</b>     | <b>50,000</b>    | <b>50,000</b>    | <b>360,000</b>    |
| Less Projected Expenditures:              |                   |                   |                   |                  |                  |                   |
| Five Year CIP Proposed                    | 361,000           | 195,000           | 100,000           | 100,000          | 100,000          | 856,000           |
| Sub-Total Expenditures                    | 361,000           | 195,000           | 100,000           | 100,000          | 100,000          | 856,000           |
| <b>Projected Fund Balance Designation</b> | <b>\$ 276,260</b> | <b>\$ 161,260</b> | <b>\$ 111,260</b> | <b>\$ 61,260</b> | <b>\$ 11,260</b> | <b>\$ 11,260</b>  |

**FIVE YEAR CIP PROPOSED--RECAP BY PROJECT**

|   |                   |                   |                   |                   |                   |                   |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Traffic Calming Improvements              | \$ 50,000         | \$ 50,000         | \$ -              | \$ -              | \$ -              | \$ 100,000        |
| Bike, Ped and Traffic Safety Improvements | 25,000            | 25,000            | 25,000            | 25,000            | 25,000            | 125,000           |
| Eden Ave Sidewalk Design                  | 74,000            | -                 | -                 | -                 | -                 | 74,000            |
| JDM Pathway Reconstruction                | 60,000            | 45,000            | -                 | -                 | -                 | 105,000           |
| Reseal and Restripe City Parking Lots     | 77,000            | -                 | -                 | -                 | -                 | 77,000            |
| Sidewalk / Curb and Gutter Improvements   | 75,000            | 75,000            | 75,000            | 75,000            | 75,000            | 375,000           |
| <b>Totals</b>                             | <b>\$ 361,000</b> | <b>\$ 195,000</b> | <b>\$ 100,000</b> | <b>\$ 100,000</b> | <b>\$ 100,000</b> | <b>\$ 856,000</b> |

**Environmental Services-Storm Drain Fund Balance - Fund 209**

|                                    | FY 17-18          | FY 18-19          | FY 19-20          | FY 20-21         | FY 21-22          | Total<br>FY 18-22 |
|------------------------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|
| Available Reserve--July 1          | \$ 183,532        | \$ 130,032        | \$ 100,532        | \$ 121,032       | \$ 91,532         | \$ 183,532        |
| Add Projected Revenues:            |                   |                   |                   |                  |                   |                   |
| Storm Drain Fees                   | 20,000            | 20,000            | 20,000            | 20,000           | 20,000            | 100,000           |
| Investment income                  | 500               | 500               | 500               | 500              | 500               | 2,500             |
| <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             | 74,000            | 50,000            | -                 | 50,000           | -                 | 174,000           |
| Sub-Total Expenditures             | 74,000            | 50,000            | -                 | 50,000           | -                 | 174,000           |
| <b>Projected Available Reserve</b> | <b>\$ 130,032</b> | <b>\$ 100,532</b> | <b>\$ 121,032</b> | <b>\$ 91,532</b> | <b>\$ 112,032</b> | <b>\$ 112,032</b> |

**FIVE YEAR CIP PROPOSED--RECAP BY PROJECT**

|                                |                  |                  |             |                  |             |                   |
|--------------------------------|------------------|------------------|-------------|------------------|-------------|-------------------|
| Eden Ave Sidewalk Improvements | \$ 74,000        | \$ -             | \$ -        | \$ -             | \$ -        | \$ 74,000         |
| Misc Storm Drain Improvements  | -                | 50,000           | -           | 50,000           | -           | 100,000           |
| <b>Totals</b>                  | <b>\$ 74,000</b> | <b>\$ 50,000</b> | <b>\$ -</b> | <b>\$ 50,000</b> | <b>\$ -</b> | <b>\$ 174,000</b> |

**CIP Five Year Cash Flow Analysis**  
**FY 17-18 Through FY 21-22**  
**Grants/Private - Fund Balance - Funds 212, 216, 218, 435**

|   | FY 17-18          | FY 18-19         | FY 19-20         | FY 20-21         | FY 21-22         | Total<br>FY 18-22 |
|---|-------------------|------------------|------------------|------------------|------------------|-------------------|
| Fund Balance--July 1                            | \$ -              | \$ 215,000       | \$ -             | \$ -             | \$ -             | \$ -              |
| Add Projected Revenues:                         |                   |                  |                  |                  |                  |                   |
| Federal Grants (HSIP)                           | -                 | 417,240          | -                | -                | -                | 417,240           |
| State Grant (VERBS)                             | 554,000           | -                | -                | -                | -                | 554,000           |
| Local Grants (SCC VLF,MTC,VTA)                  | 215,000           | 215,000          | 215,000          | 215,000          | 215,000          | 1,075,000         |
| Measure B (SCC)                                 | 797,000           | 797,000          | 797,000          | 797,000          | 797,000          | 3,985,000         |
| TDA Grants (Fund 216)                           | 20,000            | 20,000           | 20,000           | 20,000           | 20,000           | 100,000           |
| OBAG  | -                 | 554,000          | -                | -                | -                | 554,000           |
| Advance from Corp Yard Land Sale Proceeds (435) | 50,000            | -                | -                | -                | -                | 50,000            |
| Corp Yard Land Sale Proceeds (F435)             | 50,000            | -                | -                | -                | -                | 50,000            |
| <b>Total Projected Revenues</b>                 | <b>1,686,000</b>  | <b>2,003,240</b> | <b>1,032,000</b> | <b>1,032,000</b> | <b>1,032,000</b> | <b>5,814,000</b>  |
| Less Projected Expenditures:                    |                   |                  |                  |                  |                  |                   |
| Five Year CIP Proposed                          | 1,471,000         | 2,218,240        | 1,032,000        | 1,032,000        | 1,032,000        | 6,785,240         |
| Sub-Total Expenditures                          | 1,471,000         | 2,218,240        | 1,032,000        | 1,032,000        | 1,032,000        | 6,785,240         |
| <b>Projected Available Fund Balance</b>         | <b>\$ 215,000</b> | <b>\$ -</b>       |

**FIVE YEAR CIP PROPOSED--RECAP BY PROJECT**

|  |                     |                     |                     |                     |                     |                     |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Annual Street Maintenance                  | \$ 797,000          | \$ 1,781,000        | \$ 1,012,000        | \$ 1,012,000        | \$ 1,012,000        | \$ 5,614,000        |
| Bike / Ped and Traffic Safety Improvements | 20,000              | 20,000              | 20,000              | 20,000              | 20,000              | 100,000             |
| Clean Water Program Office Improvements    | 50,000              | -                   | -                   | -                   | -                   | 50,000              |
| Eden Ave Sidewalk Improvements             | 554,000             | -                   | -                   | -                   | -                   | 554,000             |
| Harriet Avenue Traffic Calming             | -                   | 417,240             | -                   | -                   | -                   | 417,240             |
| Service Center Admin Building Design       | 50,000              | -                   | -                   | -                   | -                   | 50,000              |
| <b>Totals</b>                              | <b>\$ 1,471,000</b> | <b>\$ 2,218,240</b> | <b>\$ 1,032,000</b> | <b>\$ 1,032,000</b> | <b>\$ 1,032,000</b> | <b>\$ 6,785,240</b> |

**Gas Tax (SB1 funds only) - Fund Balance - Fund 204**

|   | FY 17-18    | FY 18-19    | FY 19-20    | FY 20-21    | FY 21-22    | Total<br>FY 18-22 |
|---|-------------|-------------|-------------|-------------|-------------|-------------------|
| Available Reserve--July 1               | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -              |
| Add Projected Revenues:                 |             |             |             |             |             |                   |
| State SB 1 Proceeds                     | 245,000     | 731,000     | 731,000     | 731,000     | 731,000     | 3,169,000         |
| Total Projected Revenues                | 245,000     | 731,000     | 731,000     | 731,000     | 731,000     | 3,169,000         |
| Less Projected Expenditures:            |             |             |             |             |             |                   |
| Five Yr. CIP Proposed                   | 245,000     | 731,000     | 731,000     | 731,000     | 731,000     | 3,169,000         |
| Sub-Total Expenditures                  | 245,000     | 731,000     | 731,000     | 731,000     | 731,000     | 3,169,000         |
| <b>Projected Available Fund Balance</b> | <b>\$ -</b>       |

**FIVE YEAR CIP PROPOSED--RECAP BY PROJECT**

|                           |                   |                   |                   |                   |                   |                     |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Annual Street Maintenance | \$ 245,000        | \$ 731,000        | \$ 731,000        | \$ 731,000        | \$ 731,000        | \$ 3,169,000        |
| <b>Totals</b>             | <b>\$ 245,000</b> | <b>\$ 731,000</b> | <b>\$ 731,000</b> | <b>\$ 731,000</b> | <b>\$ 731,000</b> | <b>\$ 3,169,000</b> |

**CIP Five Year Cash Flow Analysis  
FY 17-18 Through FY 21-22  
Vehicle Impact - Fund Balance - Fund 202**

|   | FY 17-18          | FY 18-19          | FY 19-20          | FY 20-21          | FY 21-22          | Total<br>FY 18-22 |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Available Reserve--July 1               | \$ 649,657        | \$ 649,907        | \$ 650,157        | \$ 650,407        | \$ 650,657        | \$ 649,657        |
| Add Projected Revenues:                 |                   |                   |                   |                   |                   |                   |
| Vehicle Impact Fees                     | 300,000           | 300,000           | 300,000           | 300,000           | 300,000           | 1,500,000         |
| Solid Waste Vehicle Impact Fees         | 477,000           | 477,000           | 477,000           | 477,000           | 477,000           | 2,385,000         |
| Investment income                       | 250               | 250               | 250               | 250               | 250               | 1,250             |
| <b>Total Projected Revenues</b>         | <b>777,250</b>    | <b>777,250</b>    | <b>777,250</b>    | <b>777,250</b>    | <b>777,250</b>    | <b>3,886,250</b>  |
| Less Projected Expenditures:            |                   |                   |                   |                   |                   |                   |
| Five Yr. CIP Proposed                   | 777,000           | 777,000           | 777,000           | 777,000           | 777,000           | 3,885,000         |
| Sub-Total Expenditures                  | 777,000           | 777,000           | 777,000           | 777,000           | 777,000           | 3,885,000         |
| <b>Projected Available Fund Balance</b> | <b>\$ 649,907</b> | <b>\$ 650,157</b> | <b>\$ 650,407</b> | <b>\$ 650,657</b> | <b>\$ 650,907</b> | <b>\$ 650,907</b> |

**FIVE YEAR CIP PROPOSED--RECAP BY PROJECT**

|  |                   |                   |                   |                   |                   |                     |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Annual Street Maintenance - Garbage Fees | \$ 477,000        | \$ 477,000        | \$ 477,000        | \$ 477,000        | \$ 477,000        | \$ 2,385,000        |
| Annual Street Maintenance - Permit Fees  | 300,000           | 300,000           | 300,000           | 300,000           | 300,000           | 1,500,000           |
| <b>Totals</b>                            | <b>\$ 777,000</b> | <b>\$ 3,885,000</b> |

**Parkland Dedication - Undesignated Fund Balance 295**

|   | FY 17-18            | FY 18-19            | FY 19-20            | FY 20-21            | FY 21-22            | Total<br>FY 18-22   |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Cash - Liabilities Balance--July 1      | \$ 4,677,648        | \$ 3,951,812        | \$ 3,463,848        | \$ 3,783,125        | \$ 4,172,788        | \$ 4,677,648        |
| Add: Projected Revenues:                |                     |                     |                     |                     |                     |                     |
| Investment Income                       | 70,165              | 79,036              | 69,277              | 75,663              | 83,456              | 377,596             |
| Parkland Ded. Fees                      | 400,000             | 400,000             | 400,000             | 400,000             | 400,000             | 2,000,000           |
| <b>Total Projected Revenues</b>         | <b>470,165</b>      | <b>479,036</b>      | <b>469,277</b>      | <b>475,663</b>      | <b>483,456</b>      | <b>2,377,596</b>    |
| Less Projected Expenditures:            |                     |                     |                     |                     |                     |                     |
| Five Yr. CIP Proposed                   | 1,196,000           | 967,000             | 150,000             | 86,000              | 595,000             | 2,994,000           |
| Sub-Total Expenditures                  | 1,196,000           | 967,000             | 150,000             | 86,000              | 595,000             | 2,994,000           |
| <b>Projected Available Fund Balance</b> | <b>\$ 3,951,812</b> | <b>\$ 3,463,848</b> | <b>\$ 3,783,125</b> | <b>\$ 4,172,788</b> | <b>\$ 4,061,244</b> | <b>\$ 4,061,244</b> |

**FIVE YEAR CIP PROPOSED--RECAP BY PROJECT**

|   |                     |                   |                   |                  |                   |                     |
|---|---------------------|-------------------|-------------------|------------------|-------------------|---------------------|
| Campbell Park Improvements              | \$ 185,000          | \$ -              | \$ -              | \$ -             | \$ -              | \$ 185,000          |
| Community Center E-Wing Improvements    | 280,000             | -                 | -                 | -                | -                 | 280,000             |
| Community Center Play Area Design       | 45,000              | -                 | -                 | -                | -                 | 45,000              |
| Community Center Play Area Construction | 500,000             | -                 | -                 | -                | -                 | 500,000             |
| Community Center Pool Design            | -                   | 250,000           | -                 | -                | -                 | 250,000             |
| JDM Improvements - Budd                 | 120,000             | 717,000           | -                 | -                | -                 | 837,000             |
| JDM Improvements - Rincon               | 66,000              | -                 | -                 | 46,000           | 385,000           | 497,000             |
| JDM Rincon Recreational Bldg Assessment | -                   | -                 | 50,000            | -                | -                 | 50,000              |
| LG Creek Trail Feasibility Study        | -                   | -                 | 100,000           | -                | -                 | 100,000             |
| Virginia Park Improvements              | -                   | -                 | -                 | 40,000           | 210,000           | 250,000             |
| <b>Totals</b>                           | <b>\$ 1,196,000</b> | <b>\$ 967,000</b> | <b>\$ 150,000</b> | <b>\$ 86,000</b> | <b>\$ 595,000</b> | <b>\$ 2,994,000</b> |

|  |                     |                     |                     |                     |                     |                      |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| <b>CIP Totals--All Funding Sources</b> | <b>\$ 4,742,800</b> | <b>\$ 5,259,600</b> | <b>\$ 3,015,000</b> | <b>\$ 3,051,000</b> | <b>\$ 3,460,000</b> | <b>\$ 19,528,400</b> |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|

# CAPITAL PROJECT

|                    |                      |                      |          |
|--------------------|----------------------|----------------------|----------|
| <b>PROJECT #:</b>  | 17-DD                | <b>NEW PROJECT:</b>  |          |
| <b>PROGRAM #:</b>  | 730                  | <b>ADD'L APPROP:</b> |          |
| <b>DEPARTMENT:</b> | Public Works         | <b>USEFUL LIFE:</b>  | 15 years |
| <b>CATEGORY:</b>   | Parks and Open Space |                      |          |

**PROJECT TITLE:** Campbell Park Improvements

## PROJECT DESCRIPTION

This project will enhance and expand amenities at Campbell Park. The project includes the demolition and reconstruction of the following elements - playgrounds, surfacing, restroom, and picnic areas. Scope will be determined through community outreach process with involvement from the Parks and Recreation Commission. The initial project was approved by the City Council as part of the FY 2017-21 CIP, which allocated \$50,000 for professional services in FY16/17 and \$450,000 for construction in FY 17/18. The funding for construction is not included in this CIP and will be requested once the final construction cost estimate is determined upon design completion.



## 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 elements as needed.

## SOURCE OF FUNDING

|              | Park Fees         |             |             |             |             |             | TOTAL             |
|--------------|-------------------|-------------|-------------|-------------|-------------|-------------|-------------------|
| 2017/18      | \$ 185,000        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 185,000        |
| 2018/19      |                   |             |             |             |             |             | -                 |
| 2019/20      |                   |             |             |             |             |             | -                 |
| 2020/21      |                   |             |             |             |             |             | -                 |
| 2021/22      |                   |             |             |             |             |             | -                 |
| <b>TOTAL</b> | <b>\$ 185,000</b> | <b>\$ -</b> | <b>\$ 185,000</b> |

**PROJECT MANAGER:** Amy Olay, City Engineer

# CAPITAL PROJECT

**PROJECT #:** 17-DD  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Parks and Open Space

**PROJECT TITLE:** Campbell Park Improvements

| CAPITAL COST DETAIL   |                   |             |             |             |             |                   |
|-----------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
|                       | 2017/18           | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL             |
| Land                  | \$ -              | \$ -        | \$ -        | \$ -        | \$ -        | \$ -              |
| Professional Services | 135,000           |             | -           |             |             | 135,000           |
| Construction          | -                 |             |             |             |             | -                 |
| City Staff            | 50,000            | -           |             |             |             | 50,000            |
| Equipment             | -                 |             |             |             |             | -                 |
| <b>TOTAL</b>          | <b>\$ 185,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 185,000</b> |
| Staff Hours           | 500               | -           |             |             |             | 500               |

| OPERATING BUDGET IMPACTS |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       |             |             |             |             |             |             |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |
|----------------------------|---------|----|----|----|--|---------|----|----|----|--|---------|----|----|----|--|---------|----|----|----|--|---------|----|----|----|
|                            | 2017/18 |    |    |    |  | 2018/19 |    |    |    |  | 2019/20 |    |    |    |  | 2020/21 |    |    |    |  | 2021/22 |    |    |    |
|                            | Q1      | Q2 | Q3 | Q4 |  | Q1      | Q2 | Q3 | Q4 |  | Q1      | Q2 | Q3 | Q4 |  | Q1      | Q2 | Q3 | Q4 |  | Q1      | Q2 | Q3 | Q4 |
| Acquisition                |         |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |
| Design                     | X       |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |
| Bids Received              |         |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |
| Bid Award                  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |
| Construction               |         |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

|                    |                      |                      |          |
|--------------------|----------------------|----------------------|----------|
| <b>PROJECT #:</b>  | 17-LL                | <b>NEW PROJECT:</b>  |          |
| <b>PROGRAM #:</b>  | 730                  | <b>ADD'L APPROP:</b> | X        |
| <b>DEPARTMENT:</b> | Public Works         | <b>USEFUL LIFE:</b>  | 15 years |
| <b>CATEGORY:</b>   | Parks and Open Space |                      |          |

**PROJECT TITLE:** Community Center Play Area Design

**PROJECT DESCRIPTION**

This project was approved as part of the FY 2017-21 CIP and included \$50,000 for conceptual design in 2016-17. The requested additional appropriation of \$45,000 in FY2017-18 will fund final design. This project is for the design of a new playground at the Campbell Community Center (CCC) for children ages 5-12 years old to be located in the area between the athletic field and the picnic area, across from room M-50. The playground would serve the many elementary school tenants and youth who take part in recreational activities at the CCC. City Council expressed support for this project at the October 29, 2015 Joint Study Session on Community Center Improvements.



**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 final design of new play area at the Community Center.

**SOURCE OF FUNDING**

|              | Park Fees        |             |             |             |             |             | TOTAL            |
|--------------|------------------|-------------|-------------|-------------|-------------|-------------|------------------|
| 2017/18      | \$ 45,000        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 45,000        |
| 2018/19      |                  |             |             |             |             |             | -                |
| 2019/20      |                  |             |             |             |             |             | -                |
| 2020/21      |                  |             |             |             |             |             | -                |
| 2021/22      |                  |             |             |             |             |             | -                |
| <b>TOTAL</b> | <b>\$ 45,000</b> | <b>\$ -</b> | <b>\$ 45,000</b> |

**PROJECT MANAGER:** Amy Olay, City Engineer

# CAPITAL PROJECT

**PROJECT #:** 17-LL  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Parks and Open Space

**PROJECT TITLE:** Community Center Play Area Design

| CAPITAL COST DETAIL   |                  |             |             |             |             |                  |
|-----------------------|------------------|-------------|-------------|-------------|-------------|------------------|
|                       | 2017/18          | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL            |
| Land                  | \$ -             | \$ -        | \$ -        | \$ -        | \$ -        | \$ -             |
| Professional Services | 35,000           |             | -           |             |             | 35,000           |
| Construction          |                  |             |             |             |             | -                |
| City Staff            | 10,000           |             |             |             |             | 10,000           |
| Equipment             |                  |             |             |             |             | -                |
| <b>TOTAL</b>          | <b>\$ 45,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 45,000</b> |
| Staff Hours           | 100              |             |             |             |             | 100              |

| OPERATING BUDGET IMPACTS |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       |             |             |             |             |             |             |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |
|----------------------------|---------|----|----|----|--|---------|----|----|----|--|---------|----|----|----|--|---------|----|----|----|--|---------|----|----|----|
|                            | 2017/18 |    |    |    |  | 2018/19 |    |    |    |  | 2019/20 |    |    |    |  | 2020/21 |    |    |    |  | 2021/22 |    |    |    |
|                            | Q1      | Q2 | Q3 | Q4 |  | Q1      | Q2 | Q3 | Q4 |  | Q1      | Q2 | Q3 | Q4 |  | Q1      | Q2 | Q3 | Q4 |  | Q1      | Q2 | Q3 | Q4 |
| Acquisition                |         |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |
| Design                     | X       | X  |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |
| Bids Received              |         |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |
| Bid Award                  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |
| Construction               |         |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |  |         |    |    |    |

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

**PROJECT #:** XX  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Public Facility - Buildings  
**NEW PROJECT:**  
**ADD'L APPROP:** X  
**USEFUL LIFE:** 20 years

**PROJECT TITLE:** ADA Transition Plan Improvements

**PROJECT DESCRIPTION**

Consistent with the City's Americans with Disability Act (ADA) Transition Plan, this project continues to implement identified improvements at the Community Center, Service Center, City Hall, and other City facilities. Scope of work includes modifications to doors, bathroom fixtures, and public counters.



**RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES**

This project will address Strategic Plan Objective 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit, and enjoyment.

**ALTERNATIVES**

1. Phase improvements and revise funding level.

**SOURCE OF FUNDING**

|              | CIPR              |             |             |             |             |             | TOTAL             |
|--------------|-------------------|-------------|-------------|-------------|-------------|-------------|-------------------|
| 2017/18      | \$ -              | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -              |
| 2018/19      | 50,000            |             |             |             |             |             | 50,000            |
| 2019/20      |                   |             |             |             |             |             | -                 |
| 2020/21      | 50,000            |             |             |             |             |             | 50,000            |
| 2021/22      |                   |             |             |             |             |             | -                 |
| <b>TOTAL</b> | <b>\$ 100,000</b> | <b>\$ -</b> | <b>\$ 100,000</b> |

**PROJECT MANAGER:** Amy Olay, City Engineer

# CAPITAL PROJECT

**PROJECT #:** XX  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Public Facility - Buildings

**PROJECT TITLE:** ADA Transition Plan Improvements

| CAPITAL COST DETAIL   |             |                  |             |                  |             |                   |
|-----------------------|-------------|------------------|-------------|------------------|-------------|-------------------|
|                       | 2017/18     | 2018/19          | 2019/20     | 2020/21          | 2021/22     | 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           | -           | 70               | -           | 70               | -           | 140               |

| OPERATING BUDGET IMPACTS |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       |             |             |             |             |             |             |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |           |    |    |    |         |    |    |    |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|-----------|----|----|----|---------|----|----|----|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/2021 |    |    |    | 2021/22 |    |    |    |
|                            | Q1      | Q2 | Q3 | Q4 | Q1      | Q2 | Q3 | Q4 | Q1      | Q2 | Q3 | Q4 | Q1        | Q2 | Q3 | Q4 | Q1      | Q2 | Q3 | Q4 |
| Acquisition                |         |    |    |    |         |    |    |    |         |    |    |    |           |    |    |    |         |    |    |    |
| Design                     |         |    |    |    | X       |    |    |    |         |    |    |    | X         |    |    |    |         |    |    |    |
| Bids Received              |         |    |    |    |         | X  |    |    |         |    |    |    |           | X  |    |    |         |    |    |    |
| Bid Award                  |         |    |    |    |         | X  |    |    |         |    |    |    |           | X  |    |    |         |    |    |    |
| Construction               |         |    |    |    |         |    | X  | X  |         |    |    |    |           |    | X  | X  |         |    |    |    |

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

|                    |                             |                      |          |
|--------------------|-----------------------------|----------------------|----------|
| <b>PROJECT:</b>    | 18-AA                       | <b>NEW PROJECT:</b>  | X        |
| <b>PROGRAM #:</b>  | 528                         | <b>ADD'L APPROP:</b> |          |
| <b>DEPARTMENT:</b> | RCS                         | <b>USEFUL LIFE:</b>  | 20 years |
| <b>CATEGORY:</b>   | Public Facility - Buildings |                      |          |

**PROJECT TITLE:** Ainsley Garden Patio

## PROJECT DESCRIPTION

Over the last 20 years, the Ainsley House garden has been the site of numerous weddings and special events, hosting most of the activities on the turf. While the enclosed garden atmosphere offers an intimate space for weddings or private events, the turf itself has proven to be a difficult element for garden rentals. The turf has poor drainage in the area closest to the Porte Cochere patio of the House, resulting in muddy turf. The continual walking, dancing and usage of the turf nearest the aggregate patio under the arbor results in loss of turf and unsightly bare dirt patches. Crows continually dig up large patches in the turf hunting for worms. The placement of tables, chairs and other rented equipment on the turf, not only leaves burn marks on hot dry days, but the turf does not allow for stability of the items, which can be a safety hazard. A turf conversion project would help the City reduce both water usage and maintenance time. This project converts the current turf area to a patio with permeable pavers which help protect the environment from dangerous pollutants in storm water run-off and are an eco-friendly hardscape design with aesthetic appeal. Converting the Ainsley Garden turf to a patio will save water, cut gas powered pollution, increase staff efficiency, and improve safety and accessibility for site renters.



## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Strategic Goals: 1.8, 2.3, 5.3, 7.1, 7.3, 7.4

## ALTERNATIVES

1. Install a stained concrete or stamped concrete instead of pavers at a lesser cost.
2. Defer the turf conversion to a later date.
3. Keep the garden turf the way it is.

## SOURCE OF FUNDING

|              | CIPR             |             |             |             |             |             | TOTAL            |
|--------------|------------------|-------------|-------------|-------------|-------------|-------------|------------------|
| 2017/18      | \$ 55,000        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 55,000        |
| 2018/19      | -                |             |             |             |             |             | -                |
| 2019/20      |                  |             |             |             |             |             | -                |
| 2020/21      |                  |             |             |             |             |             | -                |
| 2021/22      |                  |             |             |             |             |             | -                |
| <b>TOTAL</b> | <b>\$ 55,000</b> | <b>\$ -</b> | <b>\$ 55,000</b> |

**PROJECT MANAGER:** Kerry Perkins, Senior Museum Specialist

# CAPITAL PROJECT

**PROJECT #** 18-AA  
**PROGRAM #:** 528  
**DEPARTMENT:** RCS  
**CATEGORY:** Public Facility Buildings

**PROJECT TITLE:** Ainsley Garden Patio

| CAPITAL COST DETAIL   |                  |             |             |             |             |                  |
|-----------------------|------------------|-------------|-------------|-------------|-------------|------------------|
|                       | 2017/18          | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL            |
| Land                  | \$ -             | \$ -        | \$ -        | \$ -        | \$ -        | \$ -             |
| Professional Services | 15,000           |             |             |             |             | 15,000           |
| Construction          | 30,000           |             |             |             |             | 30,000           |
| City Staff            |                  |             |             |             |             | -                |
| Equipment             | 10,000           | -           |             |             |             | 10,000           |
| <b>TOTAL</b>          | <b>\$ 55,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 55,000</b> |
| Staff Hours           |                  |             |             |             |             | -                |

| OPERATING BUDGET IMPACTS |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       |             |             |             |             |             |             |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |
|                            | 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>  | 18-BB             | <b>NEW PROJECT:</b>  |          |
| <b>PROGRAM #:</b>  | 730               | <b>ADD'L APPROP:</b> | X        |
| <b>DEPARTMENT:</b> | Public Works      | <b>USEFUL LIFE:</b>  | 15 years |
| <b>CATEGORY:</b>   | Streets & Signals |                      |          |

**PROJECT TITLE: Annual Street Maintenance**

## PROJECT DESCRIPTION

This project is for annual street maintenance per the City's Pavement Management Program. Includes anticipated funding from City's Vehicle Impact Fee (separate allocations from construction and solid waste collection vehicles). Also includes anticipated funds from County Measure B allocation to start in Fiscal Year (FY) 18 and one-time OBAG2 grant (guarantee program). State funding from the SB 1 will begin in FY 18 and increase in FY 19. In FY 18, there will be a project to focus on the rehabilitation of local streets. During FY 19 and 20, the program will focus on rehabilitation of Winchester Boulevard with preliminary engineering beginning FY 18.



## 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/ VLF         | Grant Measure B     | State Funding (SB 1) | Grant OBAG2       | TOTAL                |
|--------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|-------------------|----------------------|
| 2017/18      | \$ 200,000          | \$ 300,000          | \$ 477,000          | \$ -                | \$ 797,000          | \$ 245,000           | \$ -              | \$ 2,019,000         |
| 2018/19      | 200,000             | 300,000             | \$ 477,000          | 430,000             | 797,000             | 731,000              | 554,000           | 3,489,000            |
| 2019/20      | 200,000             | 300,000             | \$ 477,000          | 215,000             | 797,000             | 731,000              |                   | 2,720,000            |
| 2020/21      | 200,000             | 300,000             | \$ 477,000          | 215,000             | 797,000             | 731,000              |                   | 2,720,000            |
| 2021/22      | 200,000             | 300,000             | \$ 477,000          | 215,000             | 797,000             | 731,000              |                   | 2,720,000            |
| <b>TOTAL</b> | <b>\$ 1,000,000</b> | <b>\$ 1,500,000</b> | <b>\$ 2,385,000</b> | <b>\$ 1,075,000</b> | <b>\$ 3,985,000</b> | <b>\$ 3,169,000</b>  | <b>\$ 554,000</b> | <b>\$ 13,668,000</b> |

## PROJECT MANAGER: Amy Olay, City Engineer

# CAPITAL PROJECT

**PROJECT #:** 18-BB  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets & Signals

**PROJECT TITLE:** Annual Street Maintenance

| CAPITAL COST DETAIL   |                     |                     |                     |                     |                     |                      |
|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
|                       | 2017/18             | 2018/19             | 2019/20             | 2020/21             | 2021/22             | TOTAL                |
| Land                  | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                | \$ -                 |
| Professional Services | 250,000             | 50,000              | 50,000              | 50,000              | 50,000              | 450,000              |
| Construction          | 1,485,000           | 3,289,000           | 2,520,000           | 2,420,000           | 2,420,000           | 12,134,000           |
| City Staff            | 284,000             | 150,000             | 150,000             | 250,000             | 250,000             | 1,084,000            |
| Equipment             | -                   | -                   | -                   | -                   | -                   | -                    |
| <b>TOTAL</b>          | <b>\$ 2,019,000</b> | <b>\$ 3,489,000</b> | <b>\$ 2,720,000</b> | <b>\$ 2,720,000</b> | <b>\$ 2,720,000</b> | <b>\$ 13,668,000</b> |
| Staff Hours           | 2,840               | 1,500               | 1,500               | 2,500               | 2,500               | 10,840               |

| OPERATING BUDGET IMPACTS |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       |             |             |             |             |             |             |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |
|                            | Q1      | Q2 | Q3 | Q4 |
| Acquisition                |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Design                     | X       | X  | X  | X  | X       | X  | X  |    |         |    |    |    | X       | X  |    |    | X       | X  |    |    |
| Bids Received              |         |    | X  |    |         |    |    | X  |         |    |    |    |         |    | X  |    |         |    | X  |    |
| Bid Award                  |         |    |    | X  |         |    |    |    | X       |    |    |    |         |    |    | X  |         |    |    | X  |
| Construction               |         |    |    |    |         |    |    |    |         | X  | X  | X  |         |    |    |    |         |    |    |    |

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

|                    |                   |                      |          |
|--------------------|-------------------|----------------------|----------|
| <b>PROJECT #:</b>  | 18-CC             | <b>NEW PROJECT:</b>  |          |
| <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. The Transportation Development Act (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             |
|--------------|-------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| 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            |
| 2021/22      | 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 #:** 18-CC  
**PROGRAM #:** 435  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets & Signals

**PROJECT TITLE:** Bike/Pedestrian and Traffic Safety Improvements

| CAPITAL COST DETAIL   |                  |                  |                  |                  |                  |                   |
|-----------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
|                       | 2017/18          | 2018/19          | 2019/20          | 2020/21          | 2021/22          | 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 |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       |             |             |             |             |             |             |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |   |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |   |
|                            | 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

|                    |                             |                      |          |
|--------------------|-----------------------------|----------------------|----------|
| <b>PROJECT #:</b>  | 18-DD                       | <b>NEW PROJECT:</b>  | X        |
| <b>PROGRAM #:</b>  | 528                         | <b>ADD'L APPROP:</b> |          |
| <b>DEPARTMENT:</b> | RCS                         | <b>USEFUL LIFE:</b>  | 20 years |
| <b>CATEGORY:</b>   | Public Facility - Buildings |                      |          |

**PROJECT TITLE: Campbell Historical Museum Hose Tower**

## PROJECT DESCRIPTION

The facility now known as the Campbell Historical Museum is the City's original Fire House. The original purpose of the Hose Tower was to allow fire hoses to hang but the tower structure never insulated or fully sealed from the outdoors. The Hose Tower has served as the entrance to the Historical Museum since 1984 and although it is an enclosed space, it is not protected from outside elements. As the original structure was not meant to be enclosed, the Tower leaks rain water during rainy days which causes water to pool on the Tower floor, making it a slip hazard. In addition, the pooling water leaks into the entrance of the exhibit gallery, soaking the carpet and exposing the entire gallery to mold.



## 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. Defer maintenance to a future year.

## SOURCE OF FUNDING

|              | CIPR             |             |             |             |             |             | TOTAL            |
|--------------|------------------|-------------|-------------|-------------|-------------|-------------|------------------|
| 2017/18      | \$ 28,000        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 28,000        |
| 2018/19      | -                |             |             |             |             |             | -                |
| 2019/20      |                  |             |             |             |             |             | -                |
| 2020/21      |                  |             |             |             |             |             | -                |
| 2021/22      |                  |             |             |             |             |             | -                |
| <b>TOTAL</b> | <b>\$ 28,000</b> | <b>\$ -</b> | <b>\$ 28,000</b> |

**PROJECT MANAGER:** Kerry Perkins, Senior Museum Specialist

# CAPITAL PROJECT

**PROJECT #:** 18-DD  
**PROGRAM #:** 528  
**DEPARTMENT:** Recreation  
**CATEGORY:** Public Facility Buildings

**PROJECT TITLE:** Campbell Historical Museum Hose Tower

| CAPITAL COST DETAIL   |                  |             |             |             |             |                  |
|-----------------------|------------------|-------------|-------------|-------------|-------------|------------------|
|                       | 2017/18          | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL            |
| Land                  | \$ -             | \$ -        | \$ -        | \$ -        | \$ -        | \$ -             |
| Professional Services |                  |             |             |             |             | -                |
| Construction          | 28,000           |             |             |             |             | 28,000           |
| City Staff            |                  |             |             |             |             | -                |
| Equipment             |                  | -           |             |             |             | -                |
| <b>TOTAL</b>          | <b>\$ 28,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 28,000</b> |
| Staff Hours           |                  |             |             |             |             | -                |

| OPERATING BUDGET IMPACTS |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       |             |             |             |             |             |             |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |
|                            | 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>  | 18-FF                | <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>   | Parks and Open Space |                      |          |

**PROJECT TITLE:** Clean Water Program Office Improvements

**PROJECT DESCRIPTION**

Public Works is proposing to renovate the Building Maintenance wing of the Community Center for the relocation of the West Valley Clean Water Program - which serves the cities of Campbell, Los Gatos, Monte Sereno, and Saratoga. The project would convert a seldom used computer lab to office space to house the program. Housing this program would also generate revenue for the City in the amount of approximately \$22,000 annually - which results on a payback period of less than three years.

**RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES**

This project will address Strategic Plan Objectives 5.2 - Enhanced recreational opportunities for Campbell residents; and 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit, and enjoyment.

**ALTERNATIVES**

1. Do not move forward with the improvements.

**SOURCE OF FUNDING**

|              | Grants/<br>Private |             |             |             |             |             | TOTAL            |
|--------------|--------------------|-------------|-------------|-------------|-------------|-------------|------------------|
| 2017/18      | \$ 50,000          | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 50,000        |
| 2018/19      |                    |             |             |             |             |             | -                |
| 2019/20      |                    |             |             |             |             |             | -                |
| 2020/21      |                    |             |             |             |             |             | -                |
| 2021/22      |                    |             |             |             |             |             | -                |
| <b>TOTAL</b> | <b>\$ 50,000</b>   | <b>\$ -</b> | <b>\$ 50,000</b> |

**PROJECT MANAGER:** Alex Mordwinow, Maintenance Superintendent

# CAPITAL PROJECT

**PROJECT #:** 18-FF  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Parks and Open Space

**PROJECT TITLE:** Clean Water Program Office Improvements

| CAPITAL COST DETAIL   |                  |             |             |             |             |                  |
|-----------------------|------------------|-------------|-------------|-------------|-------------|------------------|
|                       | 2017/18          | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL            |
| Land                  | \$ -             | \$ -        | \$ -        | \$ -        | \$ -        | \$ -             |
| Professional Services |                  |             |             |             |             | -                |
| Construction          | 45,000           |             |             |             |             | 45,000           |
| 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           | 200              |             |             | -           | -           | 200              |

| OPERATING BUDGET IMPACTS |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       | \$ 22,000   | \$ 22,000   | \$ 22,000   | \$ 22,000   | \$ 22,000   | 110,000     |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|--|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |  |
|                            | 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

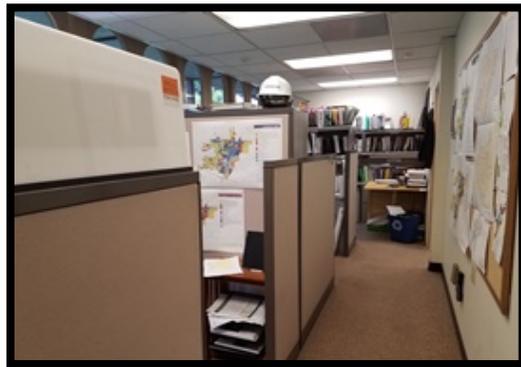
# CAPITAL PROJECT

|                    |                             |                      |          |
|--------------------|-----------------------------|----------------------|----------|
| <b>PROJECT #:</b>  | 18-GG                       | <b>NEW PROJECT:</b>  | X        |
| <b>PROGRAM #:</b>  | 550                         | <b>ADD'L APPROP:</b> |          |
| <b>DEPARTMENT:</b> | Community Development       | <b>USEFUL LIFE:</b>  | 10 years |
| <b>CATEGORY:</b>   | Public Facility - Buildings |                      |          |

**PROJECT TITLE:** Community Development and Public Works Floor Space Plan

**PROJECT DESCRIPTION**

Requesting that the City hire a designer or space planner to redesign the floor plan of the Community Development and Public Works Departments. The Community Development Department works in tight conditions with the lowest floor area to person ratio, which equals 149 sq. ft. per person. In comparison, the Public Works department per person floor area ratio is 313 sq. ft. The public counters for both departments also need to be upgraded to respond to accessibility needs and requirements. Together, the two spaces could be redesigned to improve its public service and staff morale.



**RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES**

City Hall is considered a public facility and Goal OSP-6 requires the City to "Provide efficient and high-quality community services and facilities to meet the needs of City residents."

**ALTERNATIVES**

1. Continue to work and serve the public with limited office and counter space.

**SOURCE OF FUNDING**

|              | CIPR             |             |             |             |             |             | TOTAL            |
|--------------|------------------|-------------|-------------|-------------|-------------|-------------|------------------|
| 2017/18      | \$ 20,000        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 20,000        |
| 2018/19      | -                |             |             |             |             |             | -                |
| 2019/20      |                  |             |             |             |             |             | -                |
| 2020/21      |                  |             |             |             |             |             | -                |
| 2021/22      |                  |             |             |             |             |             | -                |
| <b>TOTAL</b> | <b>\$ 20,000</b> | <b>\$ -</b> | <b>\$ 20,000</b> |

**PROJECT MANAGER:** Paul Kermoyan, Community Development Director

# CAPITAL PROJECT

**PROJECT #:** 18-GG  
**PROGRAM #:** 550  
**DEPARTMENT:** Community Development  
**CATEGORY:** Public Facility - Buildings

**PROJECT TITLE:**

| CAPITAL COST DETAIL   |                  |             |             |             |             |                  |
|-----------------------|------------------|-------------|-------------|-------------|-------------|------------------|
|                       | 2017/18          | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL            |
| Land                  | \$ -             | \$ -        | \$ -        | \$ -        | \$ -        | \$ -             |
| Professional Services | 20,000           |             |             |             |             | 20,000           |
| Construction          |                  |             |             |             |             | -                |
| City Staff            |                  |             |             |             |             | -                |
| Equipment             |                  | -           |             |             |             | -                |
| <b>TOTAL</b>          | <b>\$ 20,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 20,000</b> |
| Staff Hours           |                  |             |             |             |             | -                |

| OPERATING BUDGET IMPACTS |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       |             |             |             |             |             |             |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |
|                            | Q1      | Q2 | Q3 | Q4 |
| Acquisition                |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Design                     | X       |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Bids Received              |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Bid Award                  |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Construction               |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

|                    |                  |                      |         |
|--------------------|------------------|----------------------|---------|
| <b>PROJECT #:</b>  | <b>XX</b>        | <b>NEW PROJECT:</b>  | X       |
| <b>PROGRAM #:</b>  | 524              | <b>ADD'L APPROP:</b> |         |
| <b>DEPARTMENT:</b> | RCS              | <b>USEFUL LIFE:</b>  | 7 years |
| <b>CATEGORY:</b>   | Community Center |                      |         |

**PROJECT TITLE:** Community Center Pool Design

## PROJECT DESCRIPTION

Based upon the findings from the Aquatics feasibility study funded in FY 16-17, the design of a new or rehabilitated pool and aquatics facilities will be needed. The design process will include community input and provide clear guidelines for any future construction needs.



## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

General Plan OSP -2-2; Maintain and renovate existing open space, park and recreation facilities to improve their usefulness, safety, and appearance.

## ALTERNATIVES

1. Do not proceed with findings from Aquatics feasibility study.

## SOURCE OF FUNDING

|              | Park Fees         |             |             |             |             |             | TOTAL             |
|--------------|-------------------|-------------|-------------|-------------|-------------|-------------|-------------------|
| 2017/18      | \$ -              | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -              |
| 2018/19      | 250,000           |             |             |             |             |             | 250,000           |
| 2019/20      |                   |             |             |             |             |             | -                 |
| 2020/21      |                   |             |             |             |             |             | -                 |
| 2021/22      |                   |             |             |             |             |             | -                 |
| <b>TOTAL</b> | <b>\$ 250,000</b> | <b>\$ -</b> | <b>\$ 250,000</b> |

**PROJECT MANAGER:** Regina Maurantonio, Recreation and Community Services Director

# CAPITAL PROJECT

**PROJECT #:** XX  
**PROGRAM #:** 524  
**DEPARTMENT:** RCS  
**CATEGORY:** Community Center

**PROJECT TITLE:** Community Center Pool Design

| CAPITAL COST DETAIL   |             |                   |             |             |             |                   |
|-----------------------|-------------|-------------------|-------------|-------------|-------------|-------------------|
|                       | 2017/18     | 2018/19           | 2019/20     | 2020/21     | 2021/22     | TOTAL             |
| Land                  | \$ -        | \$ -              | \$ -        | \$ -        | \$ -        | \$ -              |
| Professional Services |             | 250,000           |             |             |             | 250,000           |
| Construction          |             |                   |             |             |             | -                 |
| City Staff            |             |                   |             |             |             | -                 |
| Equipment             |             | -                 |             |             |             | -                 |
| <b>TOTAL</b>          | <b>\$ -</b> | <b>\$ 250,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 250,000</b> |
| Staff Hours           |             |                   |             |             |             | -                 |

| OPERATING BUDGET IMPACTS |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       |             |             |             |             |             |             |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|--|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |  |
|                            | 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 #:** 18-HH  
**PROGRAM #:** 524  
**DEPARTMENT:** RCS  
**CATEGORY:** Community Center

**PROJECT TITLE:** Community Center Bathroom Upgrades

| CAPITAL COST DETAIL   |                  |             |             |             |             |                  |
|-----------------------|------------------|-------------|-------------|-------------|-------------|------------------|
|                       | 2017/18          | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL            |
| Land                  | \$ -             | \$ -        | \$ -        | \$ -        | \$ -        | \$ -             |
| Professional Services |                  |             |             |             |             | -                |
| Construction          | 40,000           |             |             |             |             | 40,000           |
| City Staff            |                  |             |             |             |             | -                |
| Equipment             |                  | -           |             |             |             | -                |
| <b>TOTAL</b>          | <b>\$ 40,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 40,000</b> |
| Staff Hours           |                  |             |             |             |             | -                |

| OPERATING BUDGET IMPACTS |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       |             |             |             |             |             |             |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|--|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |  |
|                            | 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>  | 18-JJ            | <b>NEW PROJECT:</b>  | X         |
| <b>PROGRAM #:</b>  | 524              | <b>ADD'L APPROP:</b> |           |
| <b>DEPARTMENT:</b> | RCS              | <b>USEFUL LIFE:</b>  | 20+ years |
| <b>CATEGORY:</b>   | Community Center |                      |           |

**PROJECT TITLE:** Community Center E-Wing Improvements

## PROJECT DESCRIPTION

E-42 and E-46 are highly utilized rooms at the Community Center and are in need of new flooring, paint, and A/V equipment. Larger windows are proposed to brighten the space. E-46 would include kitchen support space, and E-42 would include an area for coffee preparation. 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 Joint 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

|              | CIPR              |             |             |             |             |             | TOTAL             |
|--------------|-------------------|-------------|-------------|-------------|-------------|-------------|-------------------|
| 2017/18      | \$ 280,000        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 280,000        |
| 2018/19      |                   |             |             |             |             |             | -                 |
| 2019/20      |                   |             |             |             |             |             | -                 |
| 2020/21      |                   |             |             |             |             |             | -                 |
| 2021/22      |                   |             |             |             |             |             | -                 |
| <b>TOTAL</b> | <b>\$ 280,000</b> | <b>\$ -</b> | <b>\$ 280,000</b> |

**PROJECT MANAGER:** Lauren Merriman, Recreation/Lance Rostege, Building Maintenance

# CAPITAL PROJECT

**PROJECT #:** 18-JJ  
**PROGRAM #:** 524  
**DEPARTMENT:** RCS  
**CATEGORY:** Community Center

**PROJECT TITLE:** Community Center E-Wing Improvements

| CAPITAL COST DETAIL   |                   |             |             |             |             |                   |
|-----------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
|                       | 2017/18           | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL             |
| Land                  | \$ -              | \$ -        | \$ -        | \$ -        | \$ -        | \$ -              |
| Professional Services |                   |             |             |             |             | -                 |
| Construction          | 250,000           |             |             |             |             | 250,000           |
| City Staff            | 30,000            |             |             |             |             | -                 |
| Equipment             |                   | -           |             |             |             | -                 |
| <b>TOTAL</b>          | <b>\$ 280,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 250,000</b> |
| Staff Hours           |                   |             |             |             |             | -                 |

| OPERATING BUDGET IMPACTS |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       | \$ 14,800   | \$ 14,800   | \$ 14,800   | \$ 14,800   | \$ 14,800   | \$ 74,000   |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|--|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |  |
|                            | 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>  | 18-KK            | <b>NEW PROJECT:</b>  |          |
| <b>PROGRAM #:</b>  | 524              | <b>ADD'L APPROP:</b> | X        |
| <b>DEPARTMENT:</b> | Public Works     | <b>USEFUL LIFE:</b>  | 15 years |
| <b>CATEGORY:</b>   | Community Center |                      |          |

**PROJECT TITLE:** Community Center Play Area Construction

**PROJECT DESCRIPTION**

The Community Center does not have a playground for children ages 5 - 12 years old, yet the facility leases space to many tenants that provide services and partake in recreational activities on campus for children in this age group. Thus, a playground for older children is proposed. 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 Joint 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 a new playground at the Community Center.

**SOURCE OF FUNDING**

|              | Park Fees         |             |             |             |             |             | TOTAL             |
|--------------|-------------------|-------------|-------------|-------------|-------------|-------------|-------------------|
| 2017/18      | \$ 500,000        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 500,000        |
| 2018/19      |                   |             |             |             |             |             | -                 |
| 2019/20      |                   |             |             |             |             |             | -                 |
| 2020/21      |                   |             |             |             |             |             | -                 |
| 2021/22      |                   |             |             |             |             |             | -                 |
| <b>TOTAL</b> | <b>\$ 500,000</b> | <b>\$ -</b> | <b>\$ 500,000</b> |

**PROJECT MANAGER:** Amy Olay, City Engineer

# CAPITAL PROJECT

**PROJECT #:** 18-KK  
**PROGRAM #:** 524  
**DEPARTMENT:** Public Works  
**CATEGORY:** Community Center

**PROJECT TITLE:** Community Center Play Area Construction

| CAPITAL COST DETAIL   |                   |             |             |             |             |                   |
|-----------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
|                       | 2017/18           | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL             |
| Land                  | \$ -              | \$ -        | \$ -        | \$ -        | \$ -        | \$ -              |
| Professional Services | 21,000            |             |             |             |             | 21,000            |
| Construction          | 420,000           |             |             |             |             | 420,000           |
| City Staff            | 59,000            |             |             |             |             | 59,000            |
| Equipment             |                   | -           | -           | -           | -           | -                 |
| <b>TOTAL</b>          | <b>\$ 500,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 500,000</b> |
| Staff Hours           | 590               | -           | -           | -           | -           | 590               |

| OPERATING BUDGET IMPACTS |             |                 |                 |                 |                 |                 |
|--------------------------|-------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|                          | 2017/18     | 2018/19         | 2019/20         | 2020/21         | 2021/22         | TOTAL           |
| Personnel                | \$ -        | \$ 4,500        | \$ 4,500        | \$ 4,500        | \$ 4,500        | \$ 4,500        |
| Supplies & Services      |             | 500             | 500             | 500             | 500             | 500             |
| Capital Outlay           |             |                 |                 |                 |                 |                 |
| Debt Service             |             |                 |                 |                 |                 |                 |
| <b>TOTAL</b>             | <b>\$ -</b> | <b>\$ 5,000</b> |
| Funding Source           |             |                 |                 |                 |                 |                 |
| Additional Revenue       |             |                 |                 |                 |                 |                 |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |
|                            | 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>  | 18-MM             | <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: 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, discouraging alternative modes of transportation such as bicycles and walking. Local monies will serve as the local match to grant funds. Grant funding will be identified for design and construction. 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 | VERBS Grant       |             |             |             | TOTAL             |
|--------------|------------------|------------------|-------------------|-------------|-------------|-------------|-------------------|
| 2017/18      | \$ 74,000        | \$ 74,000        | \$ 554,000        | \$ -        | \$ -        | \$ -        | \$ 702,000        |
| 2018/19      |                  |                  |                   |             |             |             | -                 |
| 2019/20      |                  |                  |                   |             |             |             | -                 |
| 2020/21      |                  |                  |                   |             |             |             | -                 |
| 2021/22      |                  |                  |                   |             |             |             | -                 |
| <b>TOTAL</b> | <b>\$ 74,000</b> | <b>\$ 74,000</b> | <b>\$ 554,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 702,000</b> |

**PROJECT MANAGER:** Amy Olay, City Engineer

# CAPITAL PROJECT

**PROJECT #:** 18-MM  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets & Signals

**PROJECT TITLE:** Eden Avenue Sidewalk Improvements

| CAPITAL COST DETAIL   |                   |             |             |             |             |                   |
|-----------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
|                       | 2017/18           | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL             |
| Land                  | \$ -              | \$ -        | \$ -        | \$ -        | \$ -        | \$ -              |
| Professional Services | 120,000           |             |             |             |             | 120,000           |
| Construction          | 502,000           |             |             |             |             | 502,000           |
| City Staff            | 80,000            |             |             |             |             | 80,000            |
| Equipment             |                   |             |             |             |             | -                 |
| <b>TOTAL</b>          | <b>\$ 702,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 702,000</b> |
| Staff Hours           | 800               | -           |             |             |             | 800               |

| OPERATING BUDGET IMPACTS |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       |             |             |             |             |             |             |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|--|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |  |
|                            | Q1      | Q2 | Q3 | Q4 |  |
| Acquisition                |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
| Design                     |         |    | X  | X  |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
| Bids Received              |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
| Bid Award                  |         |    |    |    |         |    | X  |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
| Construction               |         |    |    |    |         |    |    | X  | X       |    |    |    |         |    |    |    |         |    |    |    |  |

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

|                    |                   |                      |          |
|--------------------|-------------------|----------------------|----------|
| <b>PROJECT #:</b>  | 18-NN             | <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: Harriet Avenue Traffic Calming**

## PROJECT DESCRIPTION

This project will provide traffic calming measures on Harriet Avenue and will include:

- A pedestrian hybrid beacon and bulb-out at Harriet Avenue / McCoy Avenue;
- Buffer bike lanes and speed tables; and
- Wider sidewalk over San Tomas Aquino Creek.

Grant funds will be identified as a funding source for the majority of the project. The CIPR funding level is leveraged as a local match.



## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Supports Strategic Objectives 3.1 - Safe residential neighborhoods and 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

## ALTERNATIVES

1. Allow the current traffic conditions to remain.

## SOURCE OF FUNDING

|              | CIPR              | Grant             |             |             |             |             | TOTAL             |
|--------------|-------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| 2017/18      | \$ 100,800        | \$ -              | \$ -        | \$ -        | \$ -        | \$ -        | \$ 100,800        |
| 2018/19      | 46,360            | 417,240           |             |             |             |             | 463,600           |
| 2019/20      |                   |                   |             |             |             |             | -                 |
| 2020/21      |                   |                   |             |             |             |             | -                 |
| 2021/22      |                   |                   |             |             |             |             | -                 |
| <b>TOTAL</b> | <b>\$ 147,160</b> | <b>\$ 417,240</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 564,400</b> |

## PROJECT MANAGER: Amy Olay, Senior Civil Engineer

# CAPITAL PROJECT

**PROJECT #:** 18-NN  
**PROGRAM #:** 435  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets & Signals

**PROJECT TITLE:** Harriet Avenue Traffic Calming

| CAPITAL COST DETAIL   |                   |                   |             |             |             |                   |
|-----------------------|-------------------|-------------------|-------------|-------------|-------------|-------------------|
|                       | 2017/18           | 2018/19           | 2019/20     | 2020/21     | 2021/22     | TOTAL             |
| Land                  | \$ -              | \$ -              | \$ -        | \$ -        | \$ -        | \$ -              |
| Professional Services | 50,000            |                   |             |             |             | 50,000            |
| Construction          |                   | 403,200           |             |             |             | 403,200           |
| City Staff            | 50,800            | 60,400            |             |             |             | 111,200           |
| Equipment             |                   |                   |             |             |             | -                 |
| <b>TOTAL</b>          | <b>\$ 100,800</b> | <b>\$ 463,600</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 564,400</b> |
| Staff Hours           | 508               | 604               |             |             |             | 1,112             |

| OPERATING BUDGET IMPACTS |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       |             |             |             |             |             |             |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |
|                            | Q1      | Q2 | Q3 | Q4 |
| Acquisition                |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Design                     | X       | X  | X  |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Bids Received              |         |    |    | X  |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Bid Award                  |         |    |    |    | X       |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Construction               |         |    |    |    | X       | X  | X  |    |         |    |    |    |         |    |    |    |         |    |    |    |

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

|                    |                      |                      |          |
|--------------------|----------------------|----------------------|----------|
| <b>PROJECT #:</b>  | 18-PP                | <b>NEW PROJECT:</b>  | X        |
| <b>PROGRAM #:</b>  | 730                  | <b>ADD'L APPROP:</b> |          |
| <b>DEPARTMENT:</b> | Public Works         | <b>USEFUL LIFE:</b>  | 15 years |
| <b>CATEGORY:</b>   | Parks and Open Space |                      |          |

**PROJECT TITLE:** John D. Morgan (JDM) Park Improvements - Budd

**PROJECT DESCRIPTION**

This project will enhance and expand amenities located on the south end of John D. Morgan Park, near Budd Avenue. The project will provide the design and reconstruction of the playgrounds to increase play value that includes a new play structure and surface treatments. Other amenities will be determined upon completion of the conceptual design phase.



**RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES**

This project will address Strategic Plan Objectives 5.2 - Enhanced recreational opportunities for Campbell residents; and 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit, and enjoyment.

**ALTERNATIVES**

1. Do not move forward with improvements.
2. Repair as elements fall into despair and pose a safety hazard.

**SOURCE OF FUNDING**

|              | Park Fees         |             |             |             |             |             | TOTAL             |
|--------------|-------------------|-------------|-------------|-------------|-------------|-------------|-------------------|
| 2017/18      | \$ 120,000        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 120,000        |
| 2018/19      | 717,000           |             |             |             |             |             | 717,000           |
| 2019/20      |                   |             |             |             |             |             | -                 |
| 2020/21      |                   |             |             |             |             |             | -                 |
| 2021/22      |                   |             |             |             |             |             | -                 |
| <b>TOTAL</b> | <b>\$ 837,000</b> | <b>\$ -</b> | <b>\$ 837,000</b> |

**PROJECT MANAGER:** Amy Olay, City Engineer

# CAPITAL PROJECT

**PROJECT #:** 18-PP  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Parks and Open Space

**PROJECT TITLE:** John D. Morgan (JDM) Park Improvements - Budd

| CAPITAL COST DETAIL   |                   |                   |             |             |             |                   |
|-----------------------|-------------------|-------------------|-------------|-------------|-------------|-------------------|
|                       | 2017/18           | 2018/19           | 2019/20     | 2020/21     | 2021/22     | TOTAL             |
| Land                  | \$ -              | \$ -              | \$ -        | \$ -        | \$ -        | \$ -              |
| Professional Services | 100,000           | 29,000            |             |             |             | 129,000           |
| Construction          |                   | 623,000           |             |             |             | 623,000           |
| City Staff            | 20,000            | 65,000            |             |             |             | 85,000            |
| Equipment             |                   | -                 |             |             |             | -                 |
| <b>TOTAL</b>          | <b>\$ 120,000</b> | <b>\$ 717,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 837,000</b> |
| Staff Hours           | 200               | 650               | -           | -           | -           | 850               |

| OPERATING BUDGET IMPACTS |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       |             |             |             |             |             |             |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|--|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |  |
|                            | Q1      | Q2 | Q3 | Q4 |  |
| Acquisition                |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
| Design                     |         |    | X  | X  | X       | X  |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
| Bids Received              |         |    |    |    |         |    | X  |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
| Bid Award                  |         |    |    |    |         |    |    | X  |         |    |    |    |         |    |    |    |         |    |    |    |  |
| Construction               |         |    |    |    |         |    |    |    | X       | X  | X  | X  |         |    |    |    |         |    |    |    |  |

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

|                    |                      |                      |          |
|--------------------|----------------------|----------------------|----------|
| <b>PROJECT #:</b>  | 18-QQ                | <b>NEW PROJECT:</b>  | X        |
| <b>PROGRAM #:</b>  | 730                  | <b>ADD'L APPROP:</b> |          |
| <b>DEPARTMENT:</b> | Public Works         | <b>USEFUL LIFE:</b>  | 15 years |
| <b>CATEGORY:</b>   | Parks and Open Space |                      |          |

**PROJECT TITLE:** John D. Morgan (JDM) Park Improvements -Rincon

## PROJECT DESCRIPTION

This project will enhance and expand amenities located on the north end of John D. Morgan Park, near Rincon Avenue. Funding in the amount of \$66,000 in FY 2017-18 will provide for demolition and replacement of the Spring Rocker for children ages 2 - 5 years old, ground panels, and surfacing. In FY 2020-21, the project will provide the design and reconstruction of the playgrounds to increase play value that includes a new play structure and surface treatments. Other amenities will be determined as needed upon completion of the conceptual design phase.



## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objectives 5.2 - Enhanced recreational opportunities for Campbell residents; and 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit, and enjoyment.

## ALTERNATIVES

1. Do not move forward with improvements, repair as elements fall into despair and pose a safety hazard.

## SOURCE OF FUNDING

|              | Park Fees         |             |             |             |             |             | TOTAL             |
|--------------|-------------------|-------------|-------------|-------------|-------------|-------------|-------------------|
| 2017/18      | \$ 66,000         | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 66,000         |
| 2018/19      |                   |             |             |             |             |             | -                 |
| 2019/20      |                   |             |             |             |             |             | -                 |
| 2020/21      | 46,000            |             |             |             |             |             | 46,000            |
| 2021/22      | 385,000           |             |             |             |             |             | 385,000           |
| <b>TOTAL</b> | <b>\$ 497,000</b> | <b>\$ -</b> | <b>\$ 497,000</b> |

## PROJECT MANAGER: Amy Olay, City Engineer

# CAPITAL PROJECT

**PROJECT #:** 18-QQ  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Parks and Open Space

**PROJECT TITLE:** John D. Morgan (JDM) Park Improvements -Rincon

| CAPITAL COST DETAIL   |                  |             |             |                  |                   |                   |
|-----------------------|------------------|-------------|-------------|------------------|-------------------|-------------------|
|                       | 2017/18          | 2018/19     | 2019/20     | 2020/21          | 2021/22           | TOTAL             |
| Land                  | \$ -             | \$ -        | \$ -        | \$ -             | \$ -              | \$ -              |
| Professional Services |                  |             |             | 23,000           |                   | 23,000            |
| Construction          | 26,000           |             |             |                  | 350,000           | 376,000           |
| City Staff            | 40,000           |             |             | 23,000           | 35,000            | 98,000            |
| Equipment             |                  |             |             |                  |                   | -                 |
| <b>TOTAL</b>          | <b>\$ 66,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 46,000</b> | <b>\$ 385,000</b> | <b>\$ 497,000</b> |
| Staff Hours           | 400              | -           | -           |                  |                   | 400               |

| OPERATING BUDGET IMPACTS |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       |             |             |             |             |             |             |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |
|                            | Q1      | Q2 | Q3 | Q4 |
| Acquisition                |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Design                     | X       | X  |    |    |         |    |    |    |         |    |    |    | X       | 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

|                    |                      |                      |          |
|--------------------|----------------------|----------------------|----------|
| <b>PROJECT #:</b>  | 18-RR                | <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>   | Parks and Open Space |                      |          |

**PROJECT TITLE: John D. Morgan (JDM) Park - Pathway Reconstruction**

## PROJECT DESCRIPTION

The asphalt pathway that runs through John D. Morgan Park is in need of rehabilitation. The pathway provides a link for park users between the Rincon and Budd Avenue sides of the park. It is also used by pedestrians and bicycles as an off-street connection. The pathway has deteriorated significantly in recent years and is now in need of reconstruction in specific locations and requires an overlay of asphalt to provide value to park users and the community. The total amount of resources required is approximately \$105,000. The work could also be phased over two years: Year 1 - section between the Rincon footbridge and Budd Avenue; Year 2 - section between Rincon footbridge and Campbell Middle School.

## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objectives 5.2 - Enhanced recreational opportunities for Campbell residents; and 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit, and enjoyment.

## ALTERNATIVES

1. Defer rehabilitation project.

## SOURCE OF FUNDING

|              | Const. Tax        |             |             |             |             |             | TOTAL             |
|--------------|-------------------|-------------|-------------|-------------|-------------|-------------|-------------------|
| 2017/18      | \$ 60,000         | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 60,000         |
| 2018/19      | 45,000            |             |             |             |             |             | 45,000            |
| 2019/20      |                   |             |             |             |             |             | -                 |
| 2020/21      |                   |             |             |             |             |             | -                 |
| 2021/22      |                   |             |             |             |             |             | -                 |
| <b>TOTAL</b> | <b>\$ 105,000</b> | <b>\$ -</b> | <b>\$ 105,000</b> |

**PROJECT MANAGER:** Alex Mordwinow, Maintenance Superintendent

# CAPITAL PROJECT

**PROJECT #:**  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Parks and Open Space

**PROJECT TITLE:** John D. Morgan (JDM) Park - Pathway Reconstruction

| CAPITAL COST DETAIL   |                  |                  |             |             |             |                   |
|-----------------------|------------------|------------------|-------------|-------------|-------------|-------------------|
|                       | 2017/18          | 2018/19          | 2019/20     | 2020/21     | 2021/22     | TOTAL             |
| Land                  | \$ -             | \$ -             | \$ -        | \$ -        | \$ -        | \$ -              |
| Professional Services |                  |                  |             |             |             | -                 |
| Construction          | 60,000           | 45,000           |             |             |             | 105,000           |
| City Staff            |                  |                  |             |             |             | -                 |
| Equipment             |                  | -                |             |             |             | -                 |
| <b>TOTAL</b>          | <b>\$ 60,000</b> | <b>\$ 45,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 105,000</b> |
| Staff Hours           | 120              | 120              |             | -           | -           | 240               |

| OPERATING BUDGET IMPACTS |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       |             |             |             |             |             |             |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|--|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |  |
|                            | Q1      | Q2 | Q3 | Q4 |  |
| Acquisition                |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
| Design                     | X       |    |    |    | X       |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
| 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>  | <b>XX</b>            | <b>NEW PROJECT:</b>  | <b>X</b> |
| <b>PROGRAM #:</b>  | 730                  | <b>ADD'L APPROP:</b> |          |
| <b>DEPARTMENT:</b> | Public Works         | <b>USEFUL LIFE:</b>  | N/A      |
| <b>CATEGORY:</b>   | Parks and Open Space |                      |          |

**PROJECT TITLE:** John D. Morgan (JDM) Park - Rincon Recreation Building Assessment

**PROJECT DESCRIPTION**

The Recreation building located on the Rincon Avenue side of John D Morgan Park is in need of updating. This project will study the existing facility and assess the needs for update in order to anticipate future growth of John D. Morgan Park. This work was identified in the Parks Maintenance Program Assessment Management Initiative as presented to the City Council on November 17, 2015.



**RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES**

This project will address Strategic Plan Objectives 5.2 - Enhanced recreational opportunities for Campbell residents; and 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit, and enjoyment.

**ALTERNATIVES**

1. Defer assessment study.

**SOURCE OF FUNDING**

|              | Park Fees        |             |             |             |             |             | TOTAL            |
|--------------|------------------|-------------|-------------|-------------|-------------|-------------|------------------|
| 2017/18      | \$ -             | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -             |
| 2018/19      |                  |             |             |             |             |             | -                |
| 2019/20      | 50,000           |             |             |             |             |             | 50,000           |
| 2020/21      |                  |             |             |             |             |             | -                |
| 2021/22      |                  |             |             |             |             |             | -                |
| <b>TOTAL</b> | <b>\$ 50,000</b> | <b>\$ -</b> | <b>\$ 50,000</b> |

**PROJECT MANAGER:** Amy Olay, City Engineer

# CAPITAL PROJECT

**PROJECT #:** XX  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Parks and Open Space

**PROJECT TITLE:** John D. Morgan (JDM) Park - Rincon Recreation Building Assessment

| CAPITAL COST DETAIL   |             |             |                  |             |             |                  |
|-----------------------|-------------|-------------|------------------|-------------|-------------|------------------|
|                       | 2017/18     | 2018/19     | 2019/20          | 2020/21     | 2021/22     | TOTAL            |
| Land                  | \$ -        | \$ -        | \$ -             | \$ -        | \$ -        | \$ -             |
| Professional Services |             |             | 40,000           |             |             | 40,000           |
| Construction          |             |             |                  |             |             | -                |
| City Staff            |             |             | 10,000           |             |             | 10,000           |
| Equipment             |             | -           |                  |             |             | -                |
| <b>TOTAL</b>          | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 50,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 50,000</b> |
| Staff Hours           |             |             |                  | -           | -           | -                |

| OPERATING BUDGET IMPACTS |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       |             |             |             |             |             |             |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |
|                            | Q1      | Q2 | Q3 | Q4 |
| Acquisition                |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Design                     |         |    |    |    |         |    |    |    | X       | X  | X  |    |         |    |    |    |         |    |    |    |
| Bids Received              |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Bid Award                  |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Construction               |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

|                    |                    |                      |          |
|--------------------|--------------------|----------------------|----------|
| <b>PROJECT #:</b>  | <b>XX</b>          | <b>NEW PROJECT:</b>  |          |
| <b>PROGRAM #:</b>  | 730                | <b>ADD'L APPROP:</b> | X        |
| <b>DEPARTMENT:</b> | Public Works       | <b>USEFUL LIFE:</b>  | 10 years |
| <b>CATEGORY:</b>   | Parks & Open Space |                      |          |

**PROJECT TITLE: Los Gatos Creek Trail Feasibility Study**

## PROJECT DESCRIPTION

This project was approved by the City Council as part of the FY 2017-21 CIP. However, staff is now modifying the project schedule to begin two fiscal years later than anticipated. The scope and costs remain the same. This project will fund a study that will assess the feasibility of constructing a creek trail on the west side of the Los Gatos Creek between Hamilton and Campbell Avenues, and will assess and evaluate environmental issues, ownership issues, and constructability issues. The study will also be used to amend the creek trail master plan and allow the City to pursue grant funding and other outside funding sources.



## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Supports Strategic Goal 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

## ALTERNATIVES

1. Defer feasibility study.

## SOURCE OF FUNDING

|              | Park Fees         |             |             |             |             |             | TOTAL             |
|--------------|-------------------|-------------|-------------|-------------|-------------|-------------|-------------------|
| 2017/18      | \$ -              | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -              |
| 2018/19      |                   |             |             |             |             |             | -                 |
| 2019/20      | 100,000           |             |             |             |             |             | 100,000           |
| 2020/21      |                   |             |             |             |             |             | -                 |
| 2021/22      |                   |             |             |             |             |             | -                 |
| <b>TOTAL</b> | <b>\$ 100,000</b> | <b>\$ -</b> | <b>\$ 100,000</b> |

**PROJECT MANAGER:** Amy Olay, City Engineer

# CAPITAL PROJECT

**PROJECT #:** XX  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Parks & Open Space

**PROJECT TITLE:** Los Gatos Creek Trail Feasibility Study

| CAPITAL COST DETAIL   |             |         |                   |             |             |                   |
|-----------------------|-------------|---------|-------------------|-------------|-------------|-------------------|
|                       | 2017/18     | 2018/19 | 2019/20           | 2020/21     | 2021/22     | 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>\$ 100,000</b> |
| Staff Hours           | -           |         | 200               | -           | -           | 200               |

| OPERATING BUDGET IMPACTS |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       |             |             |             |             |             |             |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |
|                            | Q1      | Q2 | Q3 | Q4 |
| Acquisition                |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Design                     |         |    |    |    |         |    |    |    | X       | X  | X  | X  |         |    |    |    |         |    |    |    |
| Bids Received              |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Bid Award                  |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Construction               |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June



# CAPITAL PROJECT

**PROJECT #:** XX  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets & Signals

**PROJECT TITLE:** Miscellaneous Storm Drainage Improvements

| CAPITAL COST DETAIL   |             |                  |             |                  |             |                   |
|-----------------------|-------------|------------------|-------------|------------------|-------------|-------------------|
|                       | 2017/18     | 2018/19          | 2019/20     | 2020/21          | 2021/22     | 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           |             | 100              |             | 100              |             | 200               |

| OPERATING BUDGET IMPACTS |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       |             |             |             |             |             |             |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |
|                            | 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

|                    |              |                      |         |
|--------------------|--------------|----------------------|---------|
| <b>PROJECT #:</b>  | 18-SS        | <b>NEW PROJECT:</b>  | X       |
| <b>PROGRAM #:</b>  | 760          | <b>ADD'L APPROP:</b> |         |
| <b>DEPARTMENT:</b> | Public Works | <b>USEFUL LIFE:</b>  | 5 years |
| <b>CATEGORY:</b>   | Streets      |                      |         |

**PROJECT TITLE:** Reseal and Restripe City Parking Lots

**PROJECT DESCRIPTION**

This project proposes to reseal and restripe city owned parking lots located at Campbell Park, the Community Center, and the Public Works Service Yard. The application of an asphalt sealer will extend the useful life of the asphalt and reduce costly repairs due to water intrusion through cracks, which result in potholes. Restriping will help all faded pavement markings that are now unseen by drivers.



**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. Objective 3.4 - Streets that are safe, clean and well maintained.

**ALTERNATIVES**

**SOURCE OF FUNDING**

|              | Const. Tax       |             |             |             |             |             | TOTAL            |
|--------------|------------------|-------------|-------------|-------------|-------------|-------------|------------------|
| 2017/18      | \$ 77,000        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 77,000        |
| 2018/19      | -                |             |             |             |             |             | -                |
| 2019/20      |                  |             |             |             |             |             | -                |
| 2020/21      |                  |             |             |             |             |             | -                |
| 2021/22      |                  |             |             |             |             |             | -                |
| <b>TOTAL</b> | <b>\$ 77,000</b> | <b>\$ -</b> | <b>\$ 77,000</b> |

**PROJECT MANAGER:** Ron Taormina, Street Maintenance Supervisor

# CAPITAL PROJECT

**PROJECT #:** 18-SS  
**PROGRAM #:** 760  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets

**PROJECT TITLE:** Reseal and Restripe City Parking Lots

| CAPITAL COST DETAIL   |                  |             |             |             |             |                  |
|-----------------------|------------------|-------------|-------------|-------------|-------------|------------------|
|                       | 2017/18          | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL            |
| Land                  | \$ -             | \$ -        | \$ -        | \$ -        | \$ -        | \$ -             |
| Professional Services |                  |             |             |             |             | -                |
| Construction          | 77,000           |             |             |             |             | 77,000           |
| City Staff            |                  |             |             |             |             | -                |
| Equipment             |                  | -           |             |             |             | -                |
| <b>TOTAL</b>          | <b>\$ 77,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 77,000</b> |
| Staff Hours           |                  |             |             |             |             | -                |

| OPERATING BUDGET IMPACTS |                  |             |             |             |             |                  |
|--------------------------|------------------|-------------|-------------|-------------|-------------|------------------|
|                          | 2017/18          | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL            |
| Personnel                | \$ 27,000        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -             |
| Supplies & Services      | 50,000           |             |             |             |             |                  |
| Capital Outlay           |                  |             |             |             |             |                  |
| Debt Service             |                  |             |             |             |             |                  |
| <b>TOTAL</b>             | <b>\$ 77,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 77,000</b> |
| Funding Source           |                  |             |             |             |             |                  |
| Additional Revenue       |                  |             |             |             |             |                  |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |
|                            | Q1      | Q2 | Q3 | Q4 |
| Acquisition                |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Design                     |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Bids Received              |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Bid Award                  |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Construction               |         |    | x  | x  |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

|                    |                      |                      |     |
|--------------------|----------------------|----------------------|-----|
| <b>PROJECT #:</b>  | 18-TT                | <b>NEW PROJECT:</b>  | X   |
| <b>PROGRAM #:</b>  | 780                  | <b>ADD'L APPROP:</b> |     |
| <b>DEPARTMENT:</b> | Public Works         | <b>USEFUL LIFE:</b>  | N/A |
| <b>CATEGORY:</b>   | Building Maintenance |                      |     |

**PROJECT TITLE:** Service Yard Administration Building Design

**PROJECT DESCRIPTION**

This project proposes to hire a Designer/Consultant to review, scope, and design an administration building located at the Public Works Service Center Yard. Portions of land on two sides of the Service Center have been sold to developers with the intention to use proceeds of the sale to make space at the yard more efficient and building up to current building codes. This project is the first step to address staff and equipment space and protection needs.



**RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES**

General Plan OSP 2.2 - Maintain and renovate existing open space, park and recreation facilities to improve their usefulness, safety and appearance.

**ALTERNATIVES**

**SOURCE OF FUNDING**

|              | GRANT            |             |             |             |             |             | TOTAL            |
|--------------|------------------|-------------|-------------|-------------|-------------|-------------|------------------|
| 2017/18      | \$ 50,000        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 50,000        |
| 2018/19      |                  |             |             |             |             |             | -                |
| 2019/20      |                  |             |             |             |             |             | -                |
| 2020/21      |                  |             |             |             |             |             | -                |
| 2021/22      |                  |             |             |             |             |             | -                |
| <b>TOTAL</b> | <b>\$ 50,000</b> | <b>\$ -</b> | <b>\$ 50,000</b> |

**PROJECT MANAGER:** Lance Rostege, Building Maintenance Supervisor

# CAPITAL PROJECT

**PROJECT #:** 18-TT  
**PROGRAM #:** 760  
**DEPARTMENT:** Public Works  
**CATEGORY:** Building Maintenance

**PROJECT TITLE:** Service Yard Administration Building Design

| CAPITAL COST DETAIL   |                  |             |             |             |             |                  |
|-----------------------|------------------|-------------|-------------|-------------|-------------|------------------|
|                       | 2017/18          | 2018/19     | 2019/20     | 2020/21     | 2021/22     | 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 |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                |             | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       |             |             |             |             |             |             |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |
|                            | 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>  | 18-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, Curb, & Gutter Improvements**

**PROJECT DESCRIPTION**

This annual project proposes to replace newly damaged sidewalks that are identified for replacement or grinding. The City uses concrete and no longer uses asphalt as sidewalk replacement material when removing sections of sidewalk. Sidewalk grinds are performed on raised sidewalks where the sidewalk deflection is less than 1 and 1/2 inches. Curb and gutters are replaced in kind when the damaged or raised curb and gutter prohibits safe pedestrian access to travel ways. These locations are typically at intersections or in front of crosswalks. Curb and gutter water flow issues are not a criteria for replacement under this ongoing maintenance project proposal.



**RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES**

Strategic Plan Objective 3.1 - Safe residential neighborhoods. Strategic Plan Objective 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

**ALTERNATIVES**

1. Continue to replace damaged sidewalk with asphalt.
2. Do not replace any curb and gutter.

**SOURCE OF FUNDING**

|              | Const. Tax        | CIPR              |             |             |             |             | TOTAL             |
|--------------|-------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| 2017/18      | \$ 75,000         | \$ 25,000         | \$ -        | \$ -        | \$ -        | \$ -        | \$ 100,000        |
| 2018/19      | 75,000            | 25,000            |             |             |             |             | 100,000           |
| 2019/20      | 75,000            | 25,000            |             |             |             |             | 100,000           |
| 2020/21      | 75,000            | 25,000            |             |             |             |             | 100,000           |
| 2021/22      | 75,000            | 25,000            |             |             |             |             | 100,000           |
| <b>TOTAL</b> | <b>\$ 375,000</b> | <b>\$ 125,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 500,000</b> |

**PROJECT MANAGER: Alex Mordwinow, Public Works Superintendent**

# CAPITAL PROJECT

**PROJECT #:** 18-UU  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets

**PROJECT TITLE:** Sidewalk, Curb, & Gutter Improvements

| CAPITAL COST DETAIL   |                   |                   |                   |                   |                   |                   |
|-----------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|                       | 2017/18           | 2018/19           | 2019/20           | 2020/21           | 2021/22           | 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 |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       |             |             |             |             |             |             |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |
|                            | 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>  | 18-V V                      | <b>NEW PROJECT:</b>  | X        |
| <b>PROGRAM #:</b>  | 547                         | <b>ADD'L APPROP:</b> |          |
| <b>DEPARTMENT:</b> | City Manager's Office       | <b>USEFUL LIFE:</b>  | 10 years |
| <b>CATEGORY:</b>   | Public Facility - Equipment |                      |          |

**PROJECT TITLE: Tidemark System Replacement**

## PROJECT DESCRIPTION

The City's technology for planning and permitting, Tidemark, is no longer being actively developed by its manufacturer as they have a new product. In order to take advantage of the new platform's functionality (Online Inspection Requests, Online Permits, etc.) existing data would need to be migrated onto the new platform, and software and user licensing purchased.



## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Replacement of Tidemark Planning and Permitting was identified as a project in the updated Technology Master Plan (2014). The current Tidemark version the City utilizes does not have any on-line functionality (online permits, planning submissions, etc.).

## ALTERNATIVES

1. Continue to use Tidemark for the next fiscal year.

## SOURCE OF FUNDING

|              | CIPR              |             |             |             |             |             | TOTAL             |
|--------------|-------------------|-------------|-------------|-------------|-------------|-------------|-------------------|
| 2017/18      | \$ 150,000        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ 150,000        |
| 2018/19      |                   |             |             |             |             |             | -                 |
| 2019/20      |                   |             |             |             |             |             | -                 |
| 2020/21      |                   |             |             |             |             |             | -                 |
| 2021/22      |                   |             |             |             |             |             | -                 |
| <b>TOTAL</b> | <b>\$ 150,000</b> | <b>\$ -</b> | <b>\$ 150,000</b> |

## PROJECT MANAGER: Cecil Lawson, Information Technology Manager

# CAPITAL PROJECT

**PROJECT #:** 18- V V  
**PROGRAM #:** 547  
**DEPARTMENT:** City Manager's Office  
**CATEGORY:** Public Facility - Equipment

**PROJECT TITLE:** Tidemark System Replacement

| CAPITAL COST DETAIL   |                   |             |             |             |             |                   |
|-----------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
|                       | 2017/18           | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL             |
| Land                  | \$ -              | \$ -        | \$ -        | \$ -        | \$ -        | \$ -              |
| Professional Services |                   |             |             |             |             | -                 |
| Construction          |                   |             |             |             |             | -                 |
| City Staff            |                   |             |             |             |             | -                 |
| Equipment             | 150,000           | -           |             |             |             | 150,000           |
| <b>TOTAL</b>          | <b>\$ 150,000</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 150,000</b> |
| Staff Hours           |                   |             |             |             |             | -                 |

| OPERATING BUDGET IMPACTS |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       |             |             |             |             |             |             |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|--|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |  |
|                            | Q1      | Q2 | Q3 | Q4 |  |
| Acquisition                |         |    | X  |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
| Design - RFP issued        | X       |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
| Bids Received              |         | X  |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
| Bid Award                  |         | X  |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
| Construction (Implement)   |         |    |    | X  |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

# CAPITAL PROJECT

|                    |                   |                      |          |
|--------------------|-------------------|----------------------|----------|
| <b>PROJECT #:</b>  | 18-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:** Traffic Calming Improvements

## PROJECT DESCRIPTION

This project will allow staff to address traffic calming issues in various neighborhoods throughout the City - consistent with the Traffic Calming Policy by: engaging the community and constructing improvements to reduce speeds and volume on streets that meet the adopted criteria.



## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

Supports Strategic Objectives 3.1 - Safe residential neighborhoods and 3.3 - Streets that safely and comfortably accommodate pedestrians and bicycles.

## ALTERNATIVES

1. Allow the current conditions to remain.

## SOURCE OF FUNDING

|              | Const. Tax        |             |             |             |             |             | TOTAL             |
|--------------|-------------------|-------------|-------------|-------------|-------------|-------------|-------------------|
| 2017/18      | \$ 50,000         |             | \$ -        | \$ -        | \$ -        | \$ -        | \$ 50,000         |
| 2018/19      | 50,000            |             |             |             |             |             | 50,000            |
| 2019/20      |                   |             |             |             |             |             | -                 |
| 2020/21      |                   |             |             |             |             |             | -                 |
| 2021/22      |                   |             |             |             |             |             | -                 |
| <b>TOTAL</b> | <b>\$ 100,000</b> | <b>\$ -</b> | <b>\$ 100,000</b> |

## PROJECT MANAGER: Matthew Jue, Traffic Engineer

# CAPITAL PROJECT

**PROJECT #:** 18-WW  
**PROGRAM #:** 435  
**DEPARTMENT:** Public Works  
**CATEGORY:** Streets & Signals

**PROJECT TITLE:** Traffic Calming Improvements

| CAPITAL COST DETAIL   |                  |                  |         |         |         |                   |
|-----------------------|------------------|------------------|---------|---------|---------|-------------------|
|                       | 2017/18          | 2018/19          | 2019/20 | 2020/21 | 2021/22 | TOTAL             |
| Land                  | \$ -             | \$ -             | \$ -    | \$ -    | \$ -    | \$ -              |
| Professional Services |                  |                  |         |         |         | -                 |
| Construction          | 45,000           | 45,000           |         |         |         | 90,000            |
| City Staff            | 5,000            | 5,000            |         |         |         | 10,000            |
| Equipment             |                  |                  |         |         |         | -                 |
| <b>TOTAL</b>          | <b>\$ 50,000</b> | <b>\$ 50,000</b> |         |         |         | <b>\$ 100,000</b> |
| Staff Hours           | 100              | 100              |         |         |         | 200               |

| OPERATING BUDGET IMPACTS |                 |                 |         |         |         |                  |
|--------------------------|-----------------|-----------------|---------|---------|---------|------------------|
|                          | 2017/18         | 2018/19         | 2019/20 | 2020/21 | 2021/22 | TOTAL            |
| Personnel                | \$ 5,000        | \$ 5,000        |         |         |         | \$ 10,000        |
| Supplies & Services      |                 |                 |         |         |         |                  |
| Capital Outlay           |                 |                 |         |         |         |                  |
| Debt Service             |                 |                 |         |         |         |                  |
| <b>TOTAL</b>             | <b>\$ 5,000</b> | <b>\$ 5,000</b> |         |         |         | <b>\$ 10,000</b> |
| Funding Source           |                 |                 |         |         |         |                  |
| Additional Revenue       |                 |                 |         |         |         |                  |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|--|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |  |
|                            | Q1      | Q2 | Q3 | Q4 |  |
| Acquisition                |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
| Design                     | X       |    |    |    | X       |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |  |
| 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>  | <b>XX</b>            | <b>NEW PROJECT:</b>  | <b>X</b> |
| <b>PROGRAM #:</b>  | 730                  | <b>ADD'L APPROP:</b> |          |
| <b>DEPARTMENT:</b> | Public Works         | <b>USEFUL LIFE:</b>  | 15 years |
| <b>CATEGORY:</b>   | Parks and Open Space |                      |          |

**PROJECT TITLE:** Virginia Park Improvements

## PROJECT DESCRIPTION

This project will enhance and expand amenities located at Virginia Park and will include the design and reconstruction of the playgrounds to increase play value that includes a new play structure and surface treatment. Other amenities will be determined as needed upon completion of the conceptual design phase.



## RELATIONSHIP TO STRATEGIC GOALS, OBJECTIVES AND ACTION STRATEGIES

This project will address Strategic Plan Objectives 5.2 - Enhanced recreational opportunities for Campbell residents; and 5.3 - Safe, attractive, and efficient parks and buildings that operate for maximum community use, benefit, and enjoyment.

## ALTERNATIVES

1. Do not move forward with improvements.
2. Repair as elements fall into despair which may pose a safety hazard.

## Source of Funding

|              | Park Fees         |             |             |             |             |             | TOTAL             |
|--------------|-------------------|-------------|-------------|-------------|-------------|-------------|-------------------|
| 2017/18      | \$ -              | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -              |
| 2018/19      |                   |             |             |             |             |             | -                 |
| 2019/20      |                   |             |             |             |             |             | -                 |
| 2020/21      | 40,000            |             |             |             |             |             | 40,000            |
| 2021/22      | 210,000           |             |             |             |             |             | 210,000           |
| <b>TOTAL</b> | <b>\$ 250,000</b> | <b>\$ -</b> | <b>\$ 250,000</b> |

**PROJECT MANAGER:** Amy Olay, City Engineer

# CAPITAL PROJECT

**PROJECT #:** XX  
**PROGRAM #:** 730  
**DEPARTMENT:** Public Works  
**CATEGORY:** Parks and Open Space

**PROJECT TITLE:** Virginia Park Improvements

| CAPITAL COST DETAIL   |             |             |             |                  |                   |                   |
|-----------------------|-------------|-------------|-------------|------------------|-------------------|-------------------|
|                       | 2017/18     | 2018/19     | 2019/20     | 2020/21          | 2021/22           | TOTAL             |
| Land                  | \$ -        | \$ -        | \$ -        | \$ -             | \$ -              | \$ -              |
| Professional Services |             |             |             | 20,000           |                   | 20,000            |
| Construction          |             |             |             |                  | 180,000           | 180,000           |
| City Staff            |             |             |             | 20,000           | 30,000            | 50,000            |
| Equipment             |             | -           |             |                  |                   | -                 |
| <b>TOTAL</b>          | <b>\$ -</b> | <b>\$ -</b> | <b>\$ -</b> | <b>\$ 40,000</b> | <b>\$ 210,000</b> | <b>\$ 250,000</b> |
| Staff Hours           |             |             |             | 200              | 300               | 500               |

| OPERATING BUDGET IMPACTS |             |             |             |             |             |             |
|--------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
|                          | 2017/18     | 2018/19     | 2019/20     | 2020/21     | 2021/22     | TOTAL       |
| Personnel                | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        | \$ -        |
| Supplies & Services      |             |             |             |             |             |             |
| Capital Outlay           |             |             |             |             |             |             |
| Debt Service             |             |             |             |             |             |             |
| <b>TOTAL</b>             | <b>\$ -</b> |
| Funding Source           |             |             |             |             |             |             |
| Additional Revenue       |             |             |             |             |             |             |

| PROJECT SCHEDULE/CASH FLOW |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
|----------------------------|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|---------|----|----|----|
|                            | 2017/18 |    |    |    | 2018/19 |    |    |    | 2019/20 |    |    |    | 2020/21 |    |    |    | 2021/22 |    |    |    |
|                            | Q1      | Q2 | Q3 | Q4 |
| Acquisition                |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |
| Design                     |         |    |    |    |         |    |    |    |         |    |    |    | X       | X  | X  |    |         |    |    |    |
| Bids Received              |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    | X  |         |    |    |    |
| Bid Award                  |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    | X       |    |    |    |
| Construction               |         |    |    |    |         |    |    |    |         |    |    |    |         |    |    |    |         | X  | X  | X  |

Q1 = July - September / Q2 = October - December / Q3 = January - March / Q4 = April - June

## FY 2018-2022 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                                 |             | 550,000              | High     |
| Curb Cuts [Biennial Program]  |             | 148,000              | Medium   |
| Deferred Street Maintenance [Additional Funds]                      |             | 16,500,000           | High     |
| Hamilton / Hwy 17 Southbound Off Ramp Widening                      |             | 1,800,000            | Medium   |
| Median Landscaping [Campbell, Bascom, Hamilton and Harriet Avenues] |             | 2,065,000            | Low      |
| Pollard Road/Burrows Avenue Traffic Signals                         |             | 300,000              | Low      |
| Street Sign Replacement (Reflectivity Requirement)                  |             | <u>300,000</u>       | High     |
| <b>Sub-Total</b>  |             | <b>\$ 21,763,000</b> |          |

#### Community Center

| Project           | Newly Added | Total               | Priority |
|-------------------|-------------|---------------------|----------|
| Turf Conversion   |             | \$ 50,000           | Medium   |
| Track Resurfacing |             | 150,000             | High     |
| Pool Improvements |             | <u>5,000,000</u>    | Medium   |
| <b>Sub-Total</b>  |             | <b>\$ 5,200,000</b> |          |

#### Parks and Open Space

| Project                           | Newly Added | Total                | Priority |
|-----------------------------------|-------------|----------------------|----------|
| Future Park Acquisition (4-Acres) |             | \$ 12,000,000        | Medium   |
| Los Gatos Creek Trail Extension   |             | <u>3,000,000</u>     | Medium   |
| <b>Sub-Total</b>                  |             | <b>\$ 15,000,000</b> |          |

#### Public Facility - Building

| Project  | Newly Added | Total                | Priority |
|--|-------------|----------------------|----------|
| Campbell Library - New/Renovated Facility            |             | \$ 25,000,000        | High     |
| City Hall and Police Department Facility Needs       |             | 15,000,000           | Medium   |
| Museum Warehouse Storage                             |             | 94,000               | Medium   |
| Parking Guidance System for City Garages             |             | 180,000              | High     |
| Resurfacing of Public Parking Lots [Downtown, Parks] |             | 150,000              | Medium   |
| Service Center Administrative Building Renovation    |             | <u>900,000</u>       | Medium   |
| <b>Sub-Total</b>                                     |             | <b>\$ 41,324,000</b> |          |

#### Public Facility - Equipment

| Project                        | Newly Added | Total            | Priority |
|--------------------------------|-------------|------------------|----------|
| Cablecasting Equipment Upgrade | x           | \$ 100,000       | Medium   |
| <b>Sub-Total</b>               |             | <b>\$100,000</b> |          |

#### Public Facility - Information Technology

| Project                      | Newly Added | Total            | Priority |
|------------------------------|-------------|------------------|----------|
| Telephone System Replacement | x           | \$ 400,000       | High     |
| <b>Sub-Total</b>             |             | <b>\$400,000</b> |          |

#### TOTAL UNFUNDED PROJECTS

|              |  | Total                       |
|--------------|--|-----------------------------|
| <b>TOTAL</b> |  | <b><u>\$ 83,787,000</u></b> |

**CITY OF CAMPBELL  
CAPITAL BUDGET - Summary of Exhibits  
PROGRAM : CAPITAL PROJECTS**

**EXHIBIT A  
435.950**

| Description                                     | FY 2015 Actual      | FY 2016 Actual      | FY 2017 Adopted     | FY 2018 Adopted     |
|---|---------------------|---------------------|---------------------|---------------------|
| Employee Services (Exhibit B)                   | \$ 619,899          | \$ 438,937          | \$ 269,000          | \$ 638,800          |
| Supplies, Services & Capital Outlay (Exhibit C) | 7,227,088           | 4,908,597           | 4,651,000           | 4,104,000           |
| Debt Service (Exhibit D)                        | -                   | -                   | -                   | -                   |
| Total Before Transfers                          | 7,846,987           | 5,347,534           | 4,920,000           | 4,742,800           |
| Transfers Out (Exhibit E)                       | -                   | -                   | -                   | -                   |
| <b>Appropriation Total</b>                      | <b>\$ 7,846,987</b> | <b>\$ 5,347,534</b> | <b>\$ 4,920,000</b> | <b>\$ 4,742,800</b> |

| FUNDING SOURCE(s)           |                     |                     |                     |                     |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|
| City Funding                | \$ 3,140,000        | \$ 643,385          | \$ 3,750,000        | \$ 3,271,800        |
| Government Grants           | 315,000             | 4,411,963           | 1,170,000           | 1,371,000           |
| Private Funding             | 249,493             | -                   | -                   | 100,000             |
| <b>Funding Source Total</b> | <b>\$ 3,704,493</b> | <b>\$ 5,055,348</b> | <b>\$ 4,920,000</b> | <b>\$ 4,742,800</b> |

| REVENUE DETAIL                     |      |                     |                     |                     |                     |
|------------------------------------|------|---------------------|---------------------|---------------------|---------------------|
| Description                        | Fund |                     |                     |                     |                     |
| Capital Improvement Reserve        | 101  | \$ 1,305,000        | \$ 411,567          | \$ 2,620,000        | \$ 618,800          |
| Construction Tax Reserve           | 101  | 20,000              | -                   | 75,000              | 361,000             |
| Vehicle Impact Fees                | 202  | 365,000             | 181,367             | 630,000             | 777,000             |
| Environmental Services             | 209  | 50,000              | -                   | 50,000              | 74,000              |
| Parkland Dedication Reserve        | 295  | 1,200,000           | 50,451              | 375,000             | 1,196,000           |
| Information Technologies Pool Fund | 647  | 200,000             | -                   | -                   | -                   |
| <b>City Funding</b>                |      | <b>\$ 3,140,000</b> | <b>\$ 643,385</b>   | <b>\$ 3,750,000</b> | <b>\$ 3,026,800</b> |
| Gas Tax Fund                       | 204  | \$ -                | \$ 33,524           | \$ -                | \$ 245,000          |
| State/Local Agency Funding         | 212  | 215,000             | 1,763,267           | -                   | 797,000             |
| TDA Grant                          | 216  | 50,000              | 378,149             | 1,170,000           | 20,000              |
| Federal Funding                    | 218  | 50,000              | 2,237,023           | -                   | 554,000             |
| <b>Government Grants</b>           |      | <b>\$ 315,000</b>   | <b>\$ 4,411,963</b> | <b>\$ 1,170,000</b> | <b>\$ 1,616,000</b> |
| Private Revenue                    | 435  | \$ 249,493          | \$ -                | \$ -                | \$ 100,000          |
| <b>Private Funding</b>             |      | <b>\$ 249,493</b>   | <b>\$ -</b>         | <b>\$ -</b>         | <b>\$ 100,000</b>   |
| <b>TOTAL FUNDING SOURCES</b>       |      | <b>\$ 3,704,493</b> | <b>\$ 5,055,348</b> | <b>\$ 4,920,000</b> | <b>\$ 4,742,800</b> |

| CITY OF CAMPBELL<br>CAPITAL BUDGET - Employee Services<br>PROGRAM : CAPITAL PROJECTS |                   |                   |                    | EXHIBIT B<br>435.950 |  |
|--|-------------------|-------------------|--------------------|----------------------|--|
| Description  | FY 2015<br>Actual | FY 2016<br>Actual | FY 2017<br>Adopted | FY 2018<br>Adopted   |  |
| <b>7130</b> Project Salary & Benefits (Reimb. Dept Chgs)                             | \$ 619,899        | \$ 438,937        | \$ 269,000         | \$ 638,800           |  |
| <b>Total Employee Services</b>   | <b>\$ 619,899</b> | <b>\$ 438,937</b> | <b>\$ 269,000</b>  | <b>\$ 638,800</b>    |  |

| CITY OF CAMPBELL<br>CAPITAL BUDGET - Supplies & Services Summary<br>PROGRAM : CAPITAL PROJECTS |                     |                     |                     | EXHIBIT C<br>435.950 |  |
|--|---------------------|---------------------|---------------------|----------------------|--|
| Description  | FY 2015<br>Actual   | FY 2016<br>Actual   | FY 2017<br>Adopted  | FY 2018<br>Adopted   |  |
| <b>7424</b> Office Expense   | \$ -                | \$ -                | \$ -                | \$ -                 |  |
| <b>7430</b> Professional & Specialized Services  | 917,716             | 230,579             | 365,000             | 796,000              |  |
| <b>7432</b> Other Contractual Services   | -                   | -                   | -                   | -                    |  |
| <b>7880</b> Land   | -                   | -                   | -                   | -                    |  |
| <b>7881</b> Right of Way   | -                   | -                   | -                   | -                    |  |
| <b>7882</b> Buildings  | -                   | -                   | -                   | -                    |  |
| <b>7883</b> Improvements   | 6,206,242           | 4,648,092           | 2,846,000           | 3,148,000            |  |
| <b>7884</b> Machinery & Equipment  | 103,130             | 29,926              | 1,440,000           | 160,000              |  |
| <b>Total Supplies, Services &amp; Capital Outlay</b>   | <b>\$ 7,227,088</b> | <b>\$ 4,908,597</b> | <b>\$ 4,651,000</b> | <b>\$ 4,104,000</b>  |  |

**CITY OF CAMPBELL  
CAPITAL BUDGET - Project Allocation  
PROGRAM : CAPITAL PROJECTS**

**EXHIBIT F  
435.950**

| <b>Project</b>   | <b>Project #</b> | <b>Personnel<br/>7130</b> | <b>Professional<br/>Services<br/>7430</b> | <b>Improvements<br/>7883</b> | <b>Equipment<br/>7884</b> | <b>FY 2018<br/>Adopted<br/>Total</b> |
|--|------------------|---------------------------|---|------------------------------|---------------------------|--------------------------------------|
| Campbell Park Improvements   | 17-DD            | \$ 50,000                 | \$ 135,000                                | \$ -                         | \$ -                      | \$ 185,000                           |
| Community Center Play Area Design                                  | 17-LL            | 10,000                    | 35,000                                    | -                            | -                         | 45,000                               |
| Ainsley Garden Patio   | 18-AA            | -                         | 15,000                                    | 30,000                       | 10,000                    | 55,000                               |
| Annual Street Maintenance  | 18-BB            | 284,000                   | 250,000                                   | 1,485,000                    | -                         | 2,019,000                            |
| Bike/Pedestrian and Traffic Safety Improvements                    | 18-CC            | 5,000                     | -   | 40,000                       | -                         | 45,000                               |
| Campbell Historical Museum Hose Tower                              | 18-DD            | -                         | -   | 28,000                       | -                         | 28,000                               |
| Clean Water Program Office Improvements                            | 18-FF            | 5,000                     | -   | 45,000                       | -                         | 50,000                               |
| Community Development (CDD) and Public Works (PW) Floor Space Plan | 18-GG            | -                         | 20,000                                    | -                            | -                         | 20,000                               |
| Community Center Bathroom Upgrades                                 | 18-HH            | -                         | -   | 40,000                       | -                         | 40,000                               |
| Community Center E-Wing Improvements                               | 18-JJ            | 30,000                    | -   | 250,000                      | -                         | 280,000                              |
| Community Center Play Area Construction                            | 18-KK            | 59,000                    | 21,000                                    | 420,000                      | -                         | 500,000                              |
| Eden Avenue Sidewalk Improvements                                  | 18-MM            | 80,000                    | 120,000                                   | 502,000                      | -                         | 702,000                              |
| Harriet Avenue Traffic Calming                                     | 18-NN            | 50,800                    | 50,000                                    | -                            | -                         | 100,800                              |
| John D. Morgan (JDM) Improvements - Budd                           | 18-PP            | 20,000                    | 100,000                                   | -                            | -                         | 120,000                              |
| John D. Morgan (JDM) Improvements - Rincon                         | 18-QQ            | 40,000                    | -   | 26,000                       | -                         | 66,000                               |
| John D. Morgan (JDM) Park Pathway Reconstruction                   | 18-RR            | -                         | -   | 60,000                       | -                         | 60,000                               |
| Reseal and Restripe City Parking Lots                              | 18-SS            | -                         | -   | 77,000                       | -                         | 77,000                               |
| Service Yard Administration Building Design                        | 18-TT            | -                         | 50,000                                    | -                            | -                         | 50,000                               |
| Sidewalk/Curb and Gutter Replacement                               | 18-UU            | -                         | -   | 100,000                      | -                         | 100,000                              |
| Tidemark System Replacement  | 18-VV            | -                         | -   | -                            | 150,000                   | 150,000                              |
| Traffic Calming  | 18-WW            | 5,000                     | -   | 45,000                       | -                         | 50,000                               |
|  |                  |                           |   |                              |                           |                                      |
|  |                  |                           |   |                              |                           |                                      |
| <b>TOTAL</b>   |                  | <b>\$ 638,800</b>         | <b>\$ 796,000</b>                         | <b>\$ 3,148,000</b>          | <b>\$ 160,000</b>         | <b>\$ 4,742,800</b>                  |



RESOLUTION NO. 12188

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL  
ADOPTING THE CITY'S OPERATING AND CAPITAL BUDGET  
FOR FISCAL YEAR 2017-18 (FY 18)

**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 18, 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, 2017 the amount of \$62,326,656 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 \$9,485,600 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 \$71,812,256; 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 18 operating and capital budget or any miscellaneous corrections due to more refined estimates and incorporate these changes into the final published FY 18 operating and capital budget document; and,

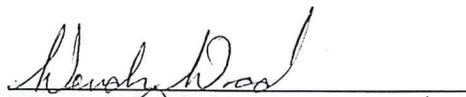
**PASSED AND ADOPTED** the 20<sup>th</sup> day of June, 2017, by the following roll call vote:

**AYES:** Councilmembers: Waterman, Cristina, Landry, Resnikoff, Gibbons  
**NOES:** Councilmembers: None  
**ABSENT:** Councilmembers: None

**APPROVED:**

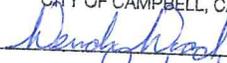
  
Elizabeth "Liz" Gibbons, Mayor

**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 06/20/17

RESOLUTION NO. 12189

**A Resolution of the Campbell City Council Approving the Proposed Fiscal Years 2018-2022 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 2018-2022 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 2018-2022 Capital Improvement Plan with projects totaling \$19,528,400, including first year appropriations of \$4,742,800 for FY 18.

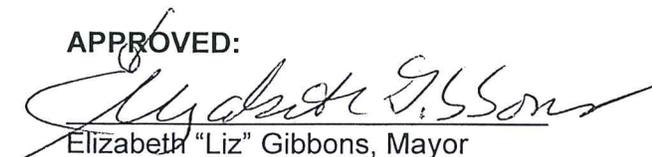
**PASSED AND ADOPTED** this 20<sup>th</sup> day of June, 2017, by the following roll call vote:

**AYES:** Councilmembers: Waterman, Cristina, Landry, Resnikoff, Gibbons

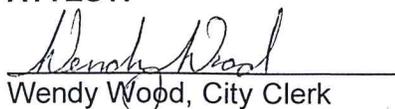
**NOES:** Councilmembers: None

**ABSENT:** Councilmembers: None

**APPROVED:**

  
Elizabeth "Liz" Gibbons, 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 6/20/17

**RESOLUTION NO. 12181**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CAMPBELL  
ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2017/18  
PURSUANT TO ARTICLE XIII B OF THE CALIFORNIA STATE CONSTITUTION**

**WHEREAS**, Proposition 4 was adopted by the voters of the State of California on November 6, 1979, adding Article XIII B of the California State Constitution; and

**WHEREAS**, Proposition 111 was adopted by the voters of the State of California on June 5, 1990, amending Article XIII B of the California State Constitution; and

**WHEREAS**, pursuant to Section 8 of Article XIII B of the California State Constitution, the City Council determines that the change in the cost of living shall be measured by the percentage change in Per Capita Personal Income as provided by the State of California Department of Finance from the preceding year and the change in population shall be measured by the change in the County of Santa Clara's population growth; and

**WHEREAS**, the City Council of the City of Campbell wishes to establish this appropriations limit for the Fiscal Year 2017/18 pursuant to Article XIII B of the California State Constitution;

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Campbell hereby finds and determines that the appropriations limit for Fiscal Year 2017/18 is \$67,343,276.

**PASSED AND ADOPTED** this 20<sup>th</sup> day of June, 2017 by the following roll call vote:

AYES: Councilmembers: Waterman, Cristina, Landry, Resnikoff, Gibbons

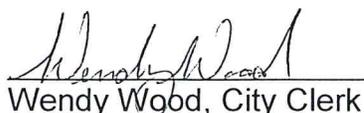
NOES: Councilmembers: None

ABSENT: Councilmembers: None

APPROVED:

  
Elizabeth "Liz" Gibbons, 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 06/28/17

# FY 2018 Budget Development Calendar

2016

| NOVEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
| 30       | 31 | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 | 1  | 2  | 3  |

2016

| DECEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
| 27       | 28 | 29 | 30 | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |

NOVEMBER - DECEMBER 2016

|        |   |
|--------|---|
| Nov 01 | CIP Forms Distributed                                   |
| Nov 07 | IT Equip. & Project Forms & Instructions sent to Depts. |
| Nov 07 | PW Equip. & Project Forms & Instructions sent to Depts. |
| Nov 11 | Updated CIP Cash Flows                                  |
| Nov 30 | CIP Project Requests due to CM Office                   |
| Dec 05 | IT Equipment & Project Requests DUE to IT               |
| Dec 05 | PW Equipment & Project Requests DUE to PW               |
| Dec 14 | CIP Kick-Off Meeting                                    |
| Dec 15 | November Reports Avail. for Mid-Year Changes            |

2017

| JANUARY |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
| 1       | 2  | 3  | 4  | 5  | 6  | 7  |
| 8       | 9  | 10 | 11 | 12 | 13 | 14 |
| 15      | 16 | 17 | 18 | 19 | 20 | 21 |
| 22      | 23 | 24 | 25 | 26 | 27 | 28 |
| 29      | 30 | 31 | 1  | 2  | 3  | 4  |

2017

| FEBRUARY |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
| 29       | 30 | 31 | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 1  | 2  | 3  | 4  |

JANUARY 2017

|        |  |
|--------|--|
| Jan 12 | Mid-Year Changes Due to FIN (based on Nov. Reports)  |
| Jan 13 | Distribute Round 1 Packets to Departments  |
| Jan 18 | Dept. Mid-Year Status Reports DUE to CM<br>(Budget, FY 17 Work Plans & Performance Outcomes) |

FEBRUARY 2017

|        |                                     |
|--------|-------------------------------------|
| Feb 03 | Council Priority Workshop           |
| Feb 03 | Proposed FY 18 Work Plans DUE to CM |
| Feb 03 | Personnel Requests DUE to HR        |

Week of Feb 06 - 10 Review Proposed Work Plans w/ Dept. Heads @ 1:1's

2017

| MARCH |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
| 26    | 27 | 28 | 1  | 2  | 3  | 4  |
| 5     | 6  | 7  | 8  | 9  | 10 | 11 |
| 12    | 13 | 14 | 15 | 16 | 17 | 18 |
| 19    | 20 | 21 | 22 | 23 | 24 | 25 |
| 26    | 27 | 28 | 29 | 30 | 31 | 1  |
| 2     | 3  | 4  | 5  | 6  | 7  | 8  |

2017

| APRIL |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
| 26    | 27 | 28 | 29 | 30 | 31 | 1  |
| 2     | 3  | 4  | 5  | 6  | 7  | 8  |
| 9     | 10 | 11 | 12 | 13 | 14 | 15 |
| 16    | 17 | 18 | 19 | 20 | 21 | 22 |
| 23    | 24 | 25 | 26 | 27 | 28 | 29 |
| 30    | 1  | 2  | 3  | 4  | 5  | 6  |

FEBRUARY 2017

|        |  |
|--------|--|
| Feb 09 | CIC - Social Service Subgrants - Study Session         |
| Feb 10 | Round 1 Budget Requests DUE to Finance                 |
| Feb 10 | Changes to Mission State. / Ongoing Resp. DUE to CM    |
| Feb 21 | Mid-Year Update Report to Council                      |
| Feb 24 | Distribute Round 1 Budget Pages to Depts. for Proofing |

MARCH 2017

|        |  |
|--------|--|
| Mar 03 | Return Proofed Round 1 Budget pages to FIN                   |
| Mar 09 | CIC - Social Svcs. Subgrant - Study Session & Public Hearing |
| Mar 10 | Distribute Final Round 1 Pages to Depts. for Mtgs. w/ CM     |
| Mar 13 | Fee Schedule Changes DUE to FIN                              |

Week of Mar 13-17 Department Budget Meetings with CM & FIN Director

2017

| MAY |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| S   | M  | T  | W  | T  | F  | S  |
| 30  | 1  | 2  | 3  | 4  | 5  | 6  |
| 7   | 8  | 9  | 10 | 11 | 12 | 13 |
| 14  | 15 | 16 | 17 | 18 | 19 | 20 |
| 21  | 22 | 23 | 24 | 25 | 26 | 27 |
| 28  | 29 | 30 | 31 | 1  | 2  | 3  |

2017

| JUNE |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
| 28   | 29 | 30 | 31 | 1  | 2  | 3  |
| 4    | 5  | 6  | 7  | 8  | 9  | 10 |
| 11   | 12 | 13 | 14 | 15 | 16 | 17 |
| 18   | 19 | 20 | 21 | 22 | 23 | 24 |
| 25   | 26 | 27 | 28 | 29 | 30 | 1  |

MARCH 2017

|        |   |
|--------|---|
| Mar 22 | City Clerk to Notice Public Hearing - Fee Schedule Resolution |
| Mar 24 | Final Work Plans DUE from CM to FIN                           |
| Mar 24 | City Clerk to Notice Public Hearing - Fee Schedule            |

APRIL 2017

|        |   |
|--------|---|
| Apr 03 | Budget Study Session (Program Overviews & Work Plans)   |
| Apr 04 | Return Proofed Round 2 Budget Pages to FIN              |
| Apr 13 | CIC - Social Services Subgrant - Public Hearing         |
| Apr 18 | Budget Study Session (Proposed CIP)                     |
| Apr 18 | Public Hearing & Adoption - User Fee Schedule & Charges |

MAY 2017

|        |   |
|--------|---|
| May 01 | Budget Study Session (Operating Budget)               |
| May 09 | CIP - Planning Commission Review                      |
| May 16 | CIC - City Council Action (tentative)                 |
| May 24 | City Clerk to Notice Public Hearing - Budget Adoption |
| May 25 | Significant Accomplishments DUE to CM & FIN           |

JUNE 2017

|        |  |
|--------|--|
| JUN 06 | Introduction of FY 18 Operating & Capital Budget                             |
| JUN 20 | Public Hearing & Adoption of FY 18 Operating &<br>Capital Improvement Budget |
| JUN 20 | Adoption of GANN Spending Limit  |

**KEY:**

|                                    |
|------------------------------------|
| CITY HOLIDAY                       |
| CAPITAL IMPROVEMENT PROJECTS (CIP) |
| CIVIC IMPROVEMENT COMMISSION (CIC) |
| BUDGET DEADLINES TO DEPARTMENTS    |
| BUDGET DEADLINES FROM DEPARTMENTS  |
| STUDY SESSION or COUNCIL MTG       |

# Budget Awards



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Campbell  
California**

For the Fiscal Year Beginning

**July 1, 2016**

A handwritten signature in black ink, reading "Jeffrey R. Egan".

Executive Director

**GFOA AWARD**

# Budget Awards



**CSMFO AWARD**

## **SUMMARY OF BUDGET PROCESS**

The City of Campbell adopts an annual budget. There is one document containing both summary and detailed information on revenues and expenditure appropriations for the Fiscal Year beginning July 1, and ending June 30. In addition to the operating budget, the City Council adopts a five-year Capital Improvement Plan (CIP) from which new projects for the first year become an integral part of the proposed operating/capital budget. Typically, this process begins in late September with the distribution of CIP request forms and instructions and ends in mid-April or early May with Council's formal adoption of the five-year CIP. Although a CIP document is prepared separate from the budget document, the CIP information is incorporated into the budget document resulting in an operating/capital budget.

The formal operating budget preparation process begins in mid-December with distribution of budget packets containing the appropriate forms and instructions to assist the preparer. If desired, a budget kick-off meeting is scheduled for the purpose of outlining the budget calendar, as well as the process, procedures and forms to be used in the development of the budget. More importantly, this ensures that the budget is prepared in accordance with fiscal policies/guidelines and objectives established by the City Council. The time frames provided in the budget calendar reflect early involvement of City staff and the City Council in review and discussion of policy direction, goals and objectives concurrent with development of financial projections and service level requirements. With this approach, the necessary components that guide the process are incorporated into the proposed budget prior to formal submission to the City Council. Readers may be interested to know that all appropriations, excluding Capital Projects, lapse at year-end. This means that this budget only contains new appropriations for the Fiscal Year.

## **BUDGET AMENDMENTS**

Because the budget is an estimate, from time to time it is necessary to make adjustments to fine-tune the line-items within it. Various levels of administrative control are utilized to maintain the budget's integrity. Program Managers are accountable for the line-item level of control of their individual program budgets for operating revenues and expenditures as well as capital projects. Department Heads are accountable for the fund level of control for funds within their departments. Finance oversees the general level of accountability related to budgetary integrity through systems checks and balances and various internal controls. Budget adjustments can consist of two basic types; administrative adjustments or those requiring additional appropriations. The City Manager can authorize budget adjustments within the adopted budget or those requiring transfers from reserves of less than \$5,000. These are referred to as administrative budget adjustments. All budget adjustments that increase appropriations or any adjustments to capital projects must be approved by resolution of the City Council whether they are for the operating or capital budget.

A General Fund mid-year report is presented to the City Council in February of each year. Budget amendments resulting from that review are authorized by resolution of the City Council. The City strives to publish a budget that will qualify for the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) and the Excellence in Operating Budgeting Award from the California Society of Municipal Finance Officers (CSMFO).

The City Council has established formal Financial and Administrative Policies. These policies require a review of the General Fund (the City's largest fund) at the mid-point of the fiscal year. All appropriation adjustments are approved at that time by resolution of the City Council and implemented by the Finance Department. Excerpts from the Financial Policies Summary are incorporated within the Summary budget document.

## BUDGET EXHIBITS

### Summary of Exhibits

**Exhibit A:** This is a three-part summary. The first section, the **Summary of all Expenditures by Major Category**, summarizes total appropriations by program. It is considered to be the program's use of funds. The next Section of the form is the **Funding Source Summary** or source of funds. It identifies the major sources of funding for the program such as General Fund, Gas Tax, Etc.

The source and use sections must be equal in total dollars. In the unlikely circumstance that the two do not equal, budgeting a non-operating funding source such as beginning fund balance may be required.

**Revenues Monitored by the Program.** This third section of the form reflects revenue accounts that are projected and monitored by the respective program. Revenue titles and account numbers in addition to historical and projected data are reflected in this section. Total revenues may be less than, equal to, or greater than the preceding two sections of the form. Revenue documentation forms for each revenue account are completed to support both the revenue projection and fee resolution changes.

### Employee Services Summary

**Exhibit B:** This exhibit is completed by the Finance Department once final salary and benefit information is available. Department heads and managers contact Finance when specific salary and benefit information is needed.

### Personnel Allocation Detail

**Exhibit B-1:** This two-part exhibit serves as the detail to salary accounts #7001 and #7002 in Exhibit B. The top half of this form is for permanent personnel, and the bottom half is for temporary and contract personnel. The current fiscal years' full-time equivalents (FTE's) and related salary dollars (not including benefits) are identified in the shaded columns.

### Supplies and Services Summary

**Exhibit C:** The line-item detail information that supports this exhibit is contained in Exhibit C-1. Line item total from Exhibit C-1 are brought forward to this exhibit. Both exhibits are equal in total dollars.

### Supplies and Services Detail

**Exhibit C-1:** In this single exhibit, each line-item should contain narrative regarding the specific types of expenditures budgeted. Sub-total by line-item are totaled and transferred to the appropriate location on Exhibit C. Both exhibits are equal in total dollars.

### Debt Service Detail

**Exhibit D:** This exhibit is used by the Finance program area to identify principal and interest payments related to debt service.

### Transfers Detail

**Exhibit E:** This exhibit provides narrative similar to that reflected on Exhibit C-1. The primary difference is that this from pertains to interfund transfers. The information provided on this form rolls forward to the appropriate section of Exhibit A. The recipient fund and program number in addition to the intended use of the transferred funds is provided.

## Program / Department / Fund Matrix

| <u>Program Name</u>                      | <u>#</u> | <u>Department Name</u>        | <u>Fund Name</u>                 | <u>#</u> |
|--|----------|-------------------------------|----------------------------------|----------|
| City Council                             | 501      | Legislative Bodies            | General Fund                     | 101      |
| City Manager                             | 510      | City Manager - Administration | General Fund                     | 101      |
| City Clerk                               | 511      | Legislative Bodies            | General Fund                     | 101      |
| Human Resources                          | 515      | City Manager - Administration | General Fund                     | 101      |
| Workers' Compensation Insurance          | 516      | City Manager - Administration | Workers Comp. Trust              | 690      |
| Information Technologies                 | 547      | City Manager                  | IT Pool                          | 647      |
| Community Svcs. Administration           | 524      | Recreation & Comm. Services   | General Fund                     | 101      |
| Senior Nutrition Program                 | 525      | Recreation & Comm. Services   | General Fund                     | 101      |
| Adult Services                           | 526      | Recreation & Comm. Services   | General Fund                     | 101      |
| Campbell Community Center                | 527      | Recreation & Comm. Services   | General Fund                     | 101      |
| Museum Services                          | 528      | Recreation & Comm. Services   | General Fund                     | 101      |
| Heritage Theatre                         | 529      | Recreation & Comm. Services   | General Fund                     | 101      |
| Sports, Aquatics & Fitness               | 531      | Recreation & Comm. Services   | General Fund                     | 101      |
| Preschool, Day Camp & Enrichment Classes | 532      | Recreation & Comm. Services   | General Fund                     | 101      |
| Accounting                               | 535      | Finance Department            | General Fund                     | 101      |
| Non-Departmental                         | 540      | Finance Department            | General Fund                     | 101      |
| 2016 Refunding Lease Revenue Bond        | 548      | Debt Service                  | Debt Service                     | 370      |
| Community Facilities District #1         | 549      | Finance Department            | Community Facilities District #1 | 236      |
| Comm. Dev. - Administration              | 550      | Community Development         | General Fund                     | 101      |
| Current Planning                         | 551      | Community Development         | General Fund                     | 101      |
| Policy Development                       | 552      | Community Development         | General Fund                     | 101      |
| CDBG Housing                             | 553      | Community Development         | Housing & Comm. Dev.             | 208      |
| Building                                 | 554      | Community Development         | General Fund                     | 101      |
| Economic Development                     | 556      | Community Development         | General Fund                     | 101      |
| Housing Assistance                       | 557      | Community Development         | Low-Moderate Income Housing      | 233      |
| Legal Services                           | 560      | City Manager - Administration | General Fund                     | 101      |
| Police - Administration                  | 601      | Police Department             | General Fund                     | 101      |
| Communications                           | 602      | Police Department             | General Fund                     | 101      |
| Records                                  | 603      | Police Department             | General Fund                     | 101      |
| Special Enforcement Services             | 604      | Police Department             | General Fund                     | 101      |
| Field Services                           | 605      | Police Department             | General Fund                     | 101      |
| Fire Protection Services                 | 610      | Police Department             | General Fund                     | 101      |
| Public Works (PW) - Administration       | 701      | Public Works Department       | General Fund                     | 101      |
| Environmental Programs                   | 715      | Public Works Department       | Solid Waste Mgmt.                | 209      |
| Transportation Engineering               | 720      | Public Works Department       | General Fund                     | 101      |
| Engineering                              | 730      | Public Works Department       | General Fund                     | 101      |
| Land Dev. / Envir. Programs              | 740      | Public Works Department       | General Fund                     | 101      |
| Community Facilities District #2         | 741      | Public Works Department       | Community Facilities District #2 | 237      |
| PW Maintenance Administration            | 745      | Public Works Department       | General Fund                     | 101      |
| Vehicle & Equip. Maint. Services         | 750      | Public Works Department       | Motor Vehicle Pool               | 641      |
| Street Maintenance                       | 760      | Public Works Department       | Gas Tax                          | 204      |
| Signals & Lighting Maint.                | 770      | Public Works Department       | Lighting & Lndscp. Dist.         | 207      |
| Park Maintenance                         | 775      | Public Works Department       | Lighting & Lndscp. Dist.         | 207      |
| Building Maintenance                     | 780      | Public Works Department       | General Fund                     | 101      |
| Capital Projects                         | 950      | Capital Project               | Capital Projects                 | 435      |
| Transfers-Out                            | 990      | Other Financing Sources       |                                  |          |

## **FUND DESCRIPTIONS**

The basic accounting and reporting entity for the City is a fund. A fund is "an independent fiscal and accounting entity used to record all financial transactions related to the specific purpose for which the fund was created." Funds are established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

Funds used in government are classified into three broad categories: governmental, proprietary and fiduciary. Governmental funds include activities usually associated with a typical state or local government's operations (public safety, general government activities, etc.). Proprietary funds are used to account for activities often found in the private sector (utilities, stadiums and golf courses are prime examples). Trust and Agency funds are utilized in situations where the government is acting in a fiduciary capacity as a trustee or agent. The various funds are grouped in fund types and categories as follows:

**GOVERNMENTAL FUNDS** - include activities usually associated with the governmental entities' operation (police, fire, and general governmental functions).

**General Fund** - The General Fund is used as the accounting entity for resources traditionally associated with governments such as administration, engineering and public safety, which are not required to be accounted for in another fund.

**Special Revenue Funds** - are those which have been created in accordance with the requirements of State and Federal statutes or which requires that the funds be used only for designated functions.

**Gas Tax Fund** - budgets and accounts for revenues and expenditures pertaining to the maintenance and repair of City streets.

**Environmental Services Fund** - budgets and accounts for environmental services such as administration of solid waste programs, recycling, storm water and storm drain management, etc.

**Lighting and Landscaping District Fund** - budgets and accounts for revenues and expenditures providing for City-wide street lighting and landscaping.

**Other Grant Funds** - budgets and accounts for funds which are provided for specific purposes.

## **FUND DESCRIPTIONS**

**Asset Seizure Fund** - budgets and accounts for revenues received through asset seizure from any drug related convictions.

**Other Special Revenues Fund (Miscellaneous)** - budgets and accounts for donations restricted to specific uses within the City.

**DEBT SERVICE FUNDS** - established to account for the accumulation of resources for, and the payment of, long-term debt principal and interest.

**2016 Refunding Lease Revenue Bond** - budgets and accounts for City debt service for refunding Lease Revenue bonds.

### **CAPITAL PROJECTS FUNDS:**

**City Capital Projects Fund** - budgets and accounts for the expenditures and financing of the City's capital improvement projects.

**INTERNAL SERVICE FUNDS** - budgets and accounts for the financing of goods and services provided by one department to other departments on a cost reimbursement basis.

**Motor Vehicle Pool Fund** - budgets and accounts for the cost of operating, maintaining and replacing automotive and related equipment used by other City departments. Rental rates charged to the user departments include operating and asset replacement costs.

**Information Technologies Fund** - budgets and accounts for the costs of operating, maintaining and replacing computer hardware, software and photocopy/fax equipment. Rental rate charges to the user departments include operating and asset replacement costs.

**Workers' Compensation Self-Insurance Fund** - budgets and accounts for revenues derived from charges made to operating departments at rates based on the State Compensation Fund, annually adjusted to ensure an adequate reserve for future claims. This fund is charged for administrative costs of settling claims as well as material and other costs of job related illness or injury.

## List of Funds

|     |  |
|-----|--|
| 101 | General Fund *                                   |
| 202 | Special Revenue Fund (Vehicle Impact)            |
| 204 | Gas Tax  |
| 205 | Asset Forfeiture Fund                            |
| 207 | Lighting & Landscape District                    |
| 208 | Housing & Community Development                  |
| 209 | Environmental Services                           |
| 210 | Supplemental Law Enforcement                     |
| 212 | State & Other Grants (State & Local)             |
| 216 | TDA Grant  |
| 218 | Federal Grants                                   |
| 233 | Housing Assistance                               |
| 236 | Community Facilities District #1                 |
| 237 | Community Facilities District #2                 |
| 295 | Parkland Dedication                              |
| 370 | Debt Service - 2016 Refunding Lease Revenue Bond |
| 435 | Capital Projects Fund *                          |
| 641 | Motor Vehicle Pool                               |
| 647 | Information Technology Pool                      |
| 690 | Workers' Compensation                            |
| 794 | Parks and Museum                                 |
| 797 | Adult Center                                     |

\* Indicates Individual Major Fund

## List of Programs

### City Council

501 City Council

### City Manager

510 Administration  
511 City Clerk  
515 Human Resources  
516 Workers Compensation Self-Insurance  
547 Information Technologies

### Recreation & Community Services

524 Community Services - Administration  
525 Senior Citizen Nutrition Program  
526 Adult Services  
527 Campbell Community Center  
528 Museum Services  
529 Heritage Theatre  
531 Sports, Aquatics & Fitness  
532 Pre-School, Day Camp & Enrichment Classes

### Finance

535 Accounting  
540 Non-Departmental  
548 Refunding Lease Revenue Bonds  
549 Community Facilities District #1

### Community Development

550 Administration  
551 Current Planning  
552 Policy Development  
553 CDBG Housing  
554 Building  
556 Economic Development  
557 Housing Assistance

## List of Programs

### Legal Services

560 Legal Services

### Police

601 Administration  
602 Communications  
603 Records  
604 Special Enforcement Services  
605 Field Services  
610 Fire Protection Services

### Public Works

701 Department Administration  
715 Environmental Programs  
720 Transportation Engineering  
730 Engineering  
740 Land Development / Environmental Programs  
741 Community Facilities District #2  
745 Maintenance Administration  
750 Vehicle & Equipment Maintenance  
760 Street Maintenance  
770 Signals & Lighting Maintenance  
775 Park Maintenance  
780 Building Maintenance

### Capital Projects

950 City Capital Projects.

### Transfers

980 Operating Transfers Out  
990 Capital Transfers Out

## **REVENUE DEFINITIONS**

The City of Campbell provides many services to its residents such as Police, Fire, Parks, Recreation, etc. These services are not without a cost to the taxpayer. It is the task of City Officials to produce the necessary revenue to satisfy the ever-growing demand for local services.

The City of Campbell receives revenue from many sources to offset the costs of its operations. Revenue is received from sales taxes, property taxes, and many other sources. For each fiscal year, the City's revenues are estimated conservatively and, therefore, actual revenues received often exceed the estimated projections. This section will describe the major revenue sources available to the City. The budget summaries will provide a more detailed breakdown of all revenues. The major revenue sources are as follows:

**BUILDING PERMITS** - The City requires that building permits be obtained to ensure that structures meet specific standards as identified in the Municipal Code. The City requires various construction permits for activities such as the installation of electrical and plumbing, etc. The City charges a fee for issuing these permits in order to recover the costs incurred.

**FRANCHISE FEES** - The Franchise Fee is imposed on various utilities and organizations which permits them to use and operate those facilities within the City.

**INVESTMENT INCOME** - Interest income is earned as the City invests its idle funds in various investment instruments. The goal of the City regarding investments is to ensure the safety of each investment and maintain liquidity while achieving a fair rate of return - in that particular order.

**MOTOR VEHICLE LICENSE FEES** - The Motor Vehicle License Fee is collected by the State of California as a component of vehicle registration and is apportioned to cities based on population.

**OTHER** - The City of Campbell also collects revenues from services such as Plan Checks and Recreational programs. A number of Federal, State and County grants are received to help fund specific City services. Other revenue sources include Internal Services Funds, Interfund Transfers, and miscellaneous revenues.

**PROPERTY TAX** - Property tax is imposed on real property (land and permanently attached improvements, such as buildings) and tangible personal property located within the City. The assessed value of real property appraised by the County Assessor is the 1975-76 assessment role value adjusted after 1975 by a two percent inflation factor per year. When property changes hands or new construction occurs, it is reassessed at its current market value.

## **REVENUE DEFINITIONS**

**SALES AND USE TAX** - Sales and use tax is imposed on retailers for the privilege of selling, at retail, within the City limits. This tax is based on the sales price of any taxable transaction of tangible personal property. The Bradley-Burns Uniform Local Sales and Use Tax Law, adopted in 1955, extends the authority to impose local sales tax to counties. One percentage point of the sales tax collected by the State Board of Equalization is allocated back to the City for general purposes. This revenue is placed in the General Fund for unrestricted uses.

**STATE GAS TAX** - The State Gas Tax is derived from State of California taxes on gasoline purchases and is allocated, on a share basis, to cities. The Gas Tax revenues are broken down into Sections 2106, 2107, and 2107.5. Sections 2106 and 2107 funds are restricted to the construction, improvements, and maintenance of public streets. Section 2107.5 funds are restricted to engineering costs and administrative expenses with respect to City streets.

**TRANSACTIONS AND USE TAX** – In November 2008, voters passed Measure O a ¼ cent Transactions and Use Tax “add on” to the sales tax. This tax is also imposed based on the sales price of tangible goods similar to Sales and Use Tax. However, this tax also applies to goods that are delivered into the City, such as for a sale or Lease of a vehicle or vessel, furniture or appliances. This revenue is placed in the General Fund for unrestricted uses.

**TRANSIENT OCCUPANCY TAX** - The Transient Occupancy Tax in Campbell is a twelve percent (12%) surcharge on the rental price of a hotel room and imposed on "transients" who occupy a room or rooms in a hotel, inn, motel, tourist home, or other lodging facility within the City's limits, for up to a period of 30 consecutive days.

## GLOSSARY OF ACRONYMS

| <u>Acronym</u>         | <u>Description</u>                                      | <u>Acronym</u>       | <u>Description</u>   |
|------------------------|---|----------------------|--|
| <b><u>ABAG</u></b>     | Association of Bay Area Governments                     | <b><u>CESA</u></b>   | California Emergency Services Association                    |
| <b><u>ADA</u></b>      | American Disabilities Act                               | <b><u>CEQA</u></b>   | California Environmental Quality Act                         |
| <b><u>AFIS</u></b>     | Automated Fingerprint Identification System             | <b><u>CFCIA</u></b>  | California Finance Crimes Investigation Association          |
| <b><u>AICP</u></b>     | American Institute of Certified Planners                | <b><u>CHIA</u></b>   | California Homicide Investigators Association                |
| <b><u>AMA</u></b>      | American Museum Association                             | <b><u>CHP</u></b>    | California Highway Patrol                                    |
| <b><u>A/P</u></b>      | Accounts Payable  | <b><u>CIP</u></b>    | Capital Improvement Plan                                     |
| <b><u>APA</u></b>      | American Payroll Association                            | <b><u>CIPR</u></b>   | Capital Improvement Plan Reserve                             |
| <b><u>APA</u></b>      | American Planning Association                           | <b><u>CJIC</u></b>   | Criminal Justice Information Control                         |
| <b><u>APWA</u></b>     | American Public Works Association                       | <b><u>CLEARs</u></b> | California Law Enforcement Association of Records Supervisor |
| <b><u>A/R</u></b>      | Accounts Receivable                                     | <b><u>CLETEP</u></b> | California Law Enforcement Technology Equipment Purchase     |
| <b><u>ARRA</u></b>     | Asphalt Recycling & Reclaiming Association              | <b><u>CLETS</u></b>  | California Law Enforcement Telecommunication System          |
| <b><u>ASCAP</u></b>    | American Society of Composers, Authors & Performers     | <b><u>CMA</u></b>    | Congestion Management Association                            |
| <b><u>ASIS</u></b>     | American Society for Industrial Security                | <b><u>CMEA</u></b>   | Campbell Municipal Employees Association                     |
| <b><u>ATAP</u></b>     | Association of Threat Assessment Professionals          | <b><u>CMP</u></b>    | Congestion Management Program                                |
| <b><u>AWS</u></b>      | Automated Warrant System                                | <b><u>CMTA</u></b>   | California Municipal Treasurers Association                  |
| <b><u>BAAQMD</u></b>   | Bay Area Air Quality Management District                | <b><u>CNOA</u></b>   | California Narcotics Officers Association                    |
| <b><u>BFB</u></b>      | Beginning Fund Balance                                  | <b><u>CNT</u></b>    | Crisis Negotiation Team                                      |
| <b><u>BOMA</u></b>     | Building Owners Managers Association                    | <b><u>COP</u></b>    | Certificates of Participation                                |
| <b><u>BVP</u></b>      | Bulletproof Vest Program                                | <b><u>CPCEA</u></b>  | Campbell Police Civilian Employees Association               |
| <b><u>CABO</u></b>     | Certified Association of Building Officials             | <b><u>CPOA</u></b>   | California Police Officers Association                       |
| <b><u>CAD</u></b>      | Computer Aided Dispatch                                 | <b><u>CPR</u></b>    | Cardio Pulmonary Resuscitation                               |
| <b><u>CAFR</u></b>     | Comprehensive Annual Financial Report                   | <b><u>CPRS</u></b>   | California Parks & Recreation Society                        |
| <b><u>CAHN</u></b>     | California Association of Hostage Negotiators           | <b><u>CSAIA</u></b>  | California Sexual Assault Investigation Association          |
| <b><u>CALPELRA</u></b> | California Public Employers Labor Relations Association | <b><u>CSMFO</u></b>  | California Society of Municipal Finance Officers             |
| <b><u>CAPE</u></b>     | California Association of Property & Evidence           | <b><u>CSO</u></b>    | Community Service Officer                                    |
| <b><u>CAPIO</u></b>    | California Association of Public Information Officers   | <b><u>CSRT</u></b>   | Crime Scene Response Team                                    |
| <b><u>CBO</u></b>      | City Building Official                                  | <b><u>CUHSD</u></b>  | Campbell Union High School District                          |
| <b><u>CATO</u></b>     | California Association of Tactical Officers             | <b><u>CUSD</u></b>   | Campbell Union School District                               |
| <b><u>CCUG</u></b>     | California CLETS Users Group                            | <b><u>CWSA</u></b>   | California Warrant Specialist Association                    |
| <b><u>CDBG</u></b>     | Community Development Block Grant                       | <b><u>DA</u></b>     | District Attorney  |
| <b><u>CERT</u></b>     | Community Emergency Response Team                       |                      |  |

## GLOSSARY OF ACRONYMS

| <u>Acronym</u>      | <u>Description</u>                               | <u>Acronym</u>       | <u>Description</u>                                      |
|---------------------|--|----------------------|---|
| <b><u>DCBA</u></b>  | Downtown Campbell Business Association           | <b><u>IIPP</u></b>   | Injury/Illness Prevention Program                       |
| <b><u>DOIR</u></b>  | Department of Industrial Relations               | <b><u>IMLA</u></b>   | International Municipal Lawyer's Association            |
| <b><u>DRC</u></b>   | Development Review Committee                     | <b><u>IMSA</u></b>   | International Municipal Signal Association              |
| <b><u>DUI</u></b>   | Driving Under the Influence of Drugs or Alcohol  | <b><u>IMIU</u></b>   | Information Management Interface Unit                   |
| <b><u>EBS</u></b>   | Employee Benefit Specialists                     | <b><u>ISU</u></b>    | Investigative Services Unit                             |
| <b><u>ECOMM</u></b> | Emergency Communications                         | <b><u>IT</u></b>     | Information Technology                                  |
| <b><u>EIR</u></b>   | Environmental Impact Report                      | <b><u>ITE</u></b>    | Institute of Transportation Engineering                 |
| <b><u>EMPG</u></b>  | Emergency Management Performance Grant           | <b><u>ITS</u></b>    | Intelligent Transportation Systems                      |
| <b><u>EOC</u></b>   | Emergency Operations Center                      | <b><u>IVR</u></b>    | Interactive Voice Response System                       |
| <b><u>EOS</u></b>   | Employer & Occupational Services                 | <b><u>JAG</u></b>    | Justice Assistance Grant                                |
| <b><u>ERAF</u></b>  | Educational Revenue Augmentation Fund            | <b><u>LAFCO</u></b>  | Local Agency Formation Commission                       |
| <b><u>ESRI</u></b>  | Environmental Systems Research Institute, Inc.   | <b><u>LAIF</u></b>   | Local Agency Investment Fund                            |
| <b><u>EVOC</u></b>  | Emergency Vehicle Operations Course              | <b><u>LCC</u></b>    | League of California Cities                             |
| <b><u>FBI</u></b>   | Federal Bureau of Investigation                  | <b><u>LEEC</u></b>   | Law Enforcement Executive Council                       |
| <b><u>FOHT</u></b>  | Friends of the Heritage Theatre                  | <b><u>LED</u></b>    | Light Emitting Diodes                                   |
| <b><u>FY</u></b>    | Fiscal Year                                      | <b><u>LID</u></b>    | Local Improvement District                              |
| <b><u>GAAP</u></b>  | Generally Accepted Accounting Principals         | <b><u>LLD</u></b>    | Lighting & Landscape District                           |
| <b><u>GASB</u></b>  | Government Accounting Standards Board            | <b><u>LLEBG</u></b>  | Local Law Enforcement Block Grant                       |
| <b><u>GF</u></b>    | General Fund                                     | <b><u>MAC</u></b>    | Moves, Adds & Changes                                   |
| <b><u>GFOA</u></b>  | Government Finance Officers Association          | <b><u>MAIT</u></b>   | Major Accident Investigation Team                       |
| <b><u>GIS</u></b>   | Geographical Information Systems                 | <b><u>MERGE</u></b>  | Mobile Emergency Response Group & Equipment             |
| <b><u>GPS</u></b>   | Global Positioning System                        | <b><u>MIC</u></b>    | Millmen and Industrial Carpenters                       |
| <b><u>HCD</u></b>   | Housing & Community Development                  | <b><u>MISAC</u></b>  | Municipal Information Systems Association of California |
| <b><u>HDC</u></b>   | Historic Downtown Campbell                       | <b><u>MMANC</u></b>  | Municipal Management Assistants Northern California     |
| <b><u>HDDTA</u></b> | High Density Drug Trafficking Area               | <b><u>MOU</u></b>    | Memorandum of Understanding                             |
| <b><u>HSIP</u></b>  | Highway Safety Improvement Program               | <b><u>MTC</u></b>    | Metropolitan Transportation Commission                  |
| <b><u>HPB</u></b>   | Historic Preservation Board                      | <b><u>MTEP</u></b>   | Management Talent Exchange Program                      |
| <b><u>HR</u></b>    | Human Resources                                  | <b><u>NAFTO</u></b>  | National Association of Field Training Officers         |
| <b><u>HVAC</u></b>  | Heating Ventilation Air Conditioning`            | <b><u>NAGBOR</u></b> | Net Adjusted Gross Box Office Receipts                  |
| <b><u>ID</u></b>    | Identification                                   | <b><u>NEMA</u></b>   | National Electrical Manufacturers Association           |
| <b><u>IAPE</u></b>  | International Association of Property & Evidence | <b><u>NPDES</u></b>  | National Pollution Discharge Elimination System         |
| <b><u>ICC</u></b>   | International Code Council                       | <b><u>NOCA</u></b>   | North of Campbell Avenue                                |
| <b><u>ICMA</u></b>  | International City Management Association        |                      |   |
| <b><u>ICS</u></b>   | Incident Command System                          |                      |   |

## GLOSSARY OF ACRONYMS

| <u>Acronym</u>         | <u>Description</u>  | <u>Acronym</u>       | <u>Description</u>                                 |
|------------------------|---|----------------------|--|
| <b><u>NRPA</u></b>     | National Recreation Parks Association                         | <b><u>SCCSET</u></b> | Santa Clara County Special Enforcement Team        |
| <b><u>NTOA</u></b>     | National Tactical Officers Association                        | <b><u>SCVIU</u></b>  | Santa Clara Valley Intelligence Unit               |
| <b><u>NTMP</u></b>     | Neighborhood Traffic Management Plan                          | <b><u>SCVWD</u></b>  | Santa Clara Valley Water District                  |
| <b><u>OC</u></b>       | Oleoresin Capsicum  | <b><u>SLETS</u></b>  | Sheriff's Law Enforcement Telecommunication System |
| <b><u>OCBH</u></b>     | Orchard City Banquet Hall                                     | <b><u>SIR</u></b>    | Self Insured Retention                             |
| <b><u>OPEB</u></b>     | Other Post-Employment Benefits                                | <b><u>SOCA</u></b>   | South of Campbell Avenue                           |
| <b><u>OTS</u></b>      | Office of Traffic Safety                                      | <b><u>SSD</u></b>    | Special Services Division                          |
| <b><u>PARS</u></b>     | Public Agency Retirement System                               | <b><u>SV-ITS</u></b> | Silicon Valley-Intelligent Transportation Systems  |
| <b><u>PAS</u></b>      | Passive Alcohol Sensor  | <b><u>SVACA</u></b>  | Silicon Valley Animal Control Authority            |
| <b><u>PCI</u></b>      | Pavement Condition Index                                      | <b><u>SVMG</u></b>   | Silicon Valley Manufacturing Group                 |
| <b><u>PDA</u></b>      | Priority Development Area                                     | <b><u>SVRIP</u></b>  | Silicon Valley Regional Interoperability Project   |
| <b><u>PEP</u></b>      | Personal Emergency Preparedness                               | <b><u>SWAT</u></b>   | Special Weapons & Tactics                          |
| <b><u>PERS</u></b>     | Public Employees' Retirement System                           | <b><u>TABS</u></b>   | Tax Allocation Bonds                               |
| <b><u>PG&amp;E</u></b> | Pacific Gas and Electric                                      | <b><u>TOT</u></b>    | Transient Occupancy Tax                            |
| <b><u>POA</u></b>      | Police Officers' Association                                  | <b><u>TRB</u></b>    | Transportation Resources Board                     |
| <b><u>POST</u></b>     | Peace Officers Training Standards                             | <b><u>UPS</u></b>    | Uninterruptible Power Supply                       |
| <b><u>PPE</u></b>      | Personal Protective Equipment                                 | <b><u>URL</u></b>    | Uniform Resource Locator                           |
| <b><u>PPT</u></b>      | Permanent Part-Time   | <b><u>URM</u></b>    | Un-reinforced Masonry                              |
| <b><u>PSA</u></b>      | Public Safety Assistant                                       | <b><u>VC</u></b>     | Vehicle Codes                                      |
| <b><u>PW</u></b>       | Public Works  | <b><u>VMC</u></b>    | Valley Medical Center                              |
| <b><u>R&amp;CS</u></b> | Recreation & Community Services                               | <b><u>VPN</u></b>    | Virtual Private Network                            |
| <b><u>RFP</u></b>      | Request for Proposal  | <b><u>VTA</u></b>    | Valley Transportation Authority                    |
| <b><u>RMS</u></b>      | Records Management Systems                                    | <b><u>WAMA</u></b>   | Western American Museum Association                |
| <b><u>RPTTF</u></b>    | Redevelopment Agency Property Tax Trust Fund                  | <b><u>WMD</u></b>    | Weapons of Mass Destruction                        |
| <b><u>RSS</u></b>      | Real Simple Syndication                                       | <b><u>WWW</u></b>    | World Wide Web                                     |
| <b><u>RWQCB</u></b>    | Regional Water Quality Control Board                          |                      |  |
| <b><u>SA</u></b>       | Successor Agency  |                      |  |
| <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          |                      |  |
| <b><u>SCCATO</u></b>   | Santa Clara County Association of Training Officers           |                      |  |
| <b><u>SCCFD</u></b>    | Santa Clara County Fire Department                            |                      |  |

## **GLOSSARY OF BUDGET TERMS**

**ACCRUAL BASIS OF ACCOUNTING** - A method of accounting that recognizes the financial effect of transactions, events, and interfund activities when they occur, regardless of the timing of related cash flows.

**ADOPTION** - Formal action by the City Council which sets the spending limits for the fiscal year. The City's budget is adopted by Council resolution.

**APPROPRIATION** - Through an appropriation, the City Council legally authorizes the City to spend money and to incur obligations for specific purposes. Budgetary/operating fund appropriations lapse at the end of each fiscal year. Non-operating fund appropriations, on the other hand, continue in force until fully expended or until the City has accomplished or abandoned the purpose for which the Council granted the funds.

**ASSESSED VALUATION** - A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County Assessor for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change of ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal.

**AUDIT** - Prepared by an independent Certified Public Accountant (CPA), the primary objective of an audit is to determine if the City's Financial Statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

**BALANCED BUDGET** – A budget is considered balanced where operating revenues, including budgeted use of reserves, meet or exceed operating expenditures. The City of Campbell adopts a balanced budget annually.

**BONDS** - A bond is a written promise to pay a specified sum of money (called the face value or principal amount) at a specified date or dates in the future (called the maturity date) together with period interest at a specified rate.

## **GLOSSARY OF BUDGET TERMS**

**BUDGET** - As the City's financial operating plan for the fiscal year, the budget displays the estimated expenditures (costs) for providing services and the estimated sources of revenue (income) to pay for them. Once the City Council adopts the budget, the total becomes the maximum spending limit. Campbell's budget operates on a fiscal year (July 1, through June 30) basis.

**BUDGET AMENDMENT** - The Council may amend or supplement the budget at any time after adoption. The City Manager has the authority to approve administrative adjustments to the budget as outlined in the Financial and Administrative Policies set by Council.

**BUDGET DOCUMENT** - The instrument used by the City Council to present a comprehensive financial program to the appropriating body. Campbell's budget consists of two documents. The Budget contains a budget message to the budget-making authority, together with a summary of the proposed expenditures and the means of financing them. The document consists of exhibits that show, in detail, the information as to the past years' actual revenues, expenditures, and other data used in determining the estimates. In addition to the budget document, the appropriation resolution is necessary to put the budget into effect.

**BUDGET MESSAGE** - Included in the opening section of the budget, the Budget Message provides the Council and the public with a summary of the most important aspects of the budget, comparative data from previous fiscal years, goals and objectives, and the views and recommendations of the City Manager.

**BUDGET POLICIES** - General and specific guidelines adopted by the Council that govern the financial plan's preparation and administration.

**CAPITAL IMPROVEMENT PLAN (CIP)** - The plan or schedule of expenditures for major construction of roads, sidewalks, City facilities and/or park improvements and for the purchase of equipment. Campbell's CIP follows a five-year schedule and includes projects which cost \$25,000 or more to complete. The CIP is approved along with the adoption of the budget, which appropriates the first year of the CIP.

**CONTINGENCY** - A reserve set aside for emergency or unanticipated appropriations.

**DEBT INSTRUMENT** - Methods of borrowing funds, including General Obligation (G.O.) bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, tax allocation bonds, and Certificates of Participation (COPs). (See Bonds.)

**DEBT SERVICE** - Payment of the principal and interest on an obligation resulting from the issuance of bonds, notes, or Certificates of Participation (COP's).

## **GLOSSARY OF BUDGET TERMS**

**DEBT SERVICE FUNDS** - Are used to account for the accumulation of resources and the payment of, principal and interest on the City's bonds, Certificates of Participation (C.O.P.), and other long-term obligations.

**DEPARTMENT** - A major organizational unit of the City which has been assigned overall management responsibility for an operation or a group of related operations within a functional area. In Campbell, Department Heads are the chief administrators within a department. Program Managers typically report to either the Department Head or his/her assistant.

**EMPLOYEE SERVICES** - A budget category which generally accounts for salaries of full-time and temporary employees, overtime expenses, and all employee benefits, such as medical, dental, and retirement.

**ENCUMBRANCES** - Commitments against an approved budget for unperformed (executory) contracts for goods or services. They cease to be encumbrances when the obligations are paid or otherwise terminated.

**EXPENDITURE** - The outflow of funds paid or to be paid for an asset obtained or goods and services obtained. Note: An encumbrance is not an expenditure; an encumbrance is a commitment of funds to be expended. (See Encumbrances.)

**FISCAL YEAR** - The period designated by the City for the beginning and ending of financial transactions. The fiscal year begins July 1 and ends June 30.

**FIXED ASSETS** - Non-consumable assets of a long-term nature such as land, buildings, machinery, furniture, and other equipment. The city has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$5000.

**FULL-TIME EQUIVALENTS (FTE)** - The amount of time a position has been budgeted for in terms of the amount of time a regular, full-time employee normally works in a year. Full-time employees are paid for 2,080 hours in a year equating to 1.0 FTE. Correspondingly, a part-time employee who works 1,040 hours would equate to 0.5 FTE. Elected positions are budgeted, however, are not included in net FTE totals.

**FUND** - Municipal governments organize and operate their accounting systems on a fund basis. The formal definition of the fund is an independent financial and accounting entity with a self-balancing set of accounts in which cities record financial transactions relating to revenues, expenditures, assets and liabilities. Each fund has a budget with exception of the General Fund (which accounts for general purpose actions and has unrestricted revenue sources). Each remaining fund typically has a unique funding source and purpose. Establishing funds enables the City to account for the use of restricted revenue sources and carry on specific activities or pursue specific objectives.

## **GLOSSARY OF BUDGET TERMS**

**FUND BALANCE** - Fund balance is the excess of assets over liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses.

**GAAP** - (Generally Accepted Accounting Principles) - Both industry and governments use Generally Accepted Accounting Principles as standards for accounting and reporting financial activity. The Governmental Accounting Standards Board (GASB) is the primary source of governmental GAAP.

**GENERAL FUND** - The primary operating fund of the City, all revenues that are not required by law or contractual agreement to a specific fund are accounted for in the General Fund. With the exception of subvention or grant revenues restricted for specific uses, General Fund resources can be utilized for any legitimate governmental purpose.

**GENERAL OBLIGATION BONDS** - Bonds for which the City pledges its full faith and credit for repayment. Debt Service is paid from property tax revenue levied (in the case of voter-approved bonds) or other general revenue.

**GOAL** - A statement of broad direction, purpose, or intent. In Campbell's budget, goals are synonymous with mission statements.

**GRANT** - External contributions, and/or gifts of cash, or other assets typically from another governmental entity to be used or expended for a specific purpose, activity, or facility. An example is Community Development Block Grant funding from the Federal Government.

**INTERFUND TRANSFERS** - When the City moves money between its various funds, it makes an interfund transfer, referred to as transfers-in and transfers-out. In aggregate, transfers in and out offset each other for the fiscal year.

**INTERNAL SERVICE FUNDS** - Are used to finance and account for goods and/or services provided by one City department to other City departments on a cost reimbursement basis.

**LINE-ITEM BUDGET** - A budget that lists detailed expenditure categories (salaries & benefits, office supplies, travel, dues, rents, etc.) separately, along with the amount budgeted for each specified category. The Summary Budget reflects the program rather than line-item budgets. The Detail Budget reflects the line-item detail. In Campbell, the line-item level is the level of accountability in a fiscal year.

**MODIFIED ACCRUAL BASIS OF ACCOUNTING** - Basis of accounting according to which (a) revenues are recognized in the accounting period in which they have become available and measurable and (b) expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt and certain similar accrued obligations, which should be recognized when due.

## **GLOSSARY OF BUDGET TERMS**

**MUNICIPAL CODE** - A book that codifies the City Council approved ordinances currently in effect. The Code defines City policy with respect to all areas of municipal jurisdictions and administration.

**NON-DEPARTMENTAL** - This program accounts for all expenditures that are not specifically designated to any operating department within the General Fund. Examples of expenses include insurance costs, general utilities and claims costs.

**NON-OPERATING BUDGET** - The non-operating budget contains non-operating funds which the City uses to finance projects with limited objectives and/or finite life spans. These budgets do not lapse at year end and are carried forward from year to year until the monies are fully expended or their purposes are accomplished or abandoned. As a matter of practice, Campbell budgets for all non-operating funds. The non-operating portion of the budget typically accounts for debts, reserves and capital projects funds.

**OBJECTIVE** - A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program or service level.

**OBJECTS OF EXPENDITURE** - The individual expenditure accounts used to record each type of expenditure incurred in City operations. For budgeting purposes, objects of expenditure are categorized into groups of similar types of expenditures called major objects or types of expenditure. The major objects of expenditure used in the budget are:

**Employee Services** - Salaries and benefits paid to City employees (permanent and temporary).

**Supplies and Other Services** - Office supplies; travel and related expenses; rents; contractual services; and memberships, dues and books.

**Debt Service** - Payments of principal and interest on debt instruments.

**Capital Outlay** - The purchase of non-consumable assets that exceed the capitalization limit of \$5000 and that are expected to have a useful life of more than one year. These would include furniture, fixtures, machinery and equipment.

**Transfers** - (See Interfund Transfers)

## **GLOSSARY OF BUDGET TERMS**

**ORDINANCE** - A formal legislative enactment by the City Council. It has the full force and effect of law within City boundaries unless pre-empted by a higher form of law. An Ordinance has a higher legal standing than a Resolution and is typically codified in a city's municipal code.

**OPERATING BUDGET** - The operating budget provides a plan for current expenditures and the proposed means of financing them. In a broader sense, the annual operating budget is a statement of what services the municipality will deliver to its citizens over the course of the fiscal year.

**PARS** - Public Agency Retirement System (PARS) for the City's temporary employees.

**PERS** - The State of California's Public Employee's Retirement System (PERS) for the City's employees.

**PROGRAM** - As subdivisions of departments, programs are budgetary or organizational units of government with limited sets of work responsibilities within their respective departments. Programs also serve to increase budgetary accountability. Campbell's budget is compiled on a program basis, each with an identified program manager.

**RESERVE** - An account which the City uses either to set aside revenues that it does not need to spend in the current fiscal year or to earmark revenues for a specific future purpose. Reserves are typically established and budgeted through Council policy action.

**RESOLUTION** - A special order of the City Council which has a lower legal standing than an ordinance.

**RESOURCES** - Total amounts available for appropriation including estimated revenues, interfund transfers, and beginning fund balances.

**REVENUE** - Sources of income which the City receives during a fiscal year. Examples of revenue include taxes, intergovernmental grants, charges for services, resources forward from the prior year, operating transfers from other funds, and other financing sources such as the proceeds derived from the sale of fixed assets.

**SPECIAL REVENUE FUNDS** - Are those which have been created in accordance with the requirements of State and Federal statutes or which require that the funds be used only for specific purposes.

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