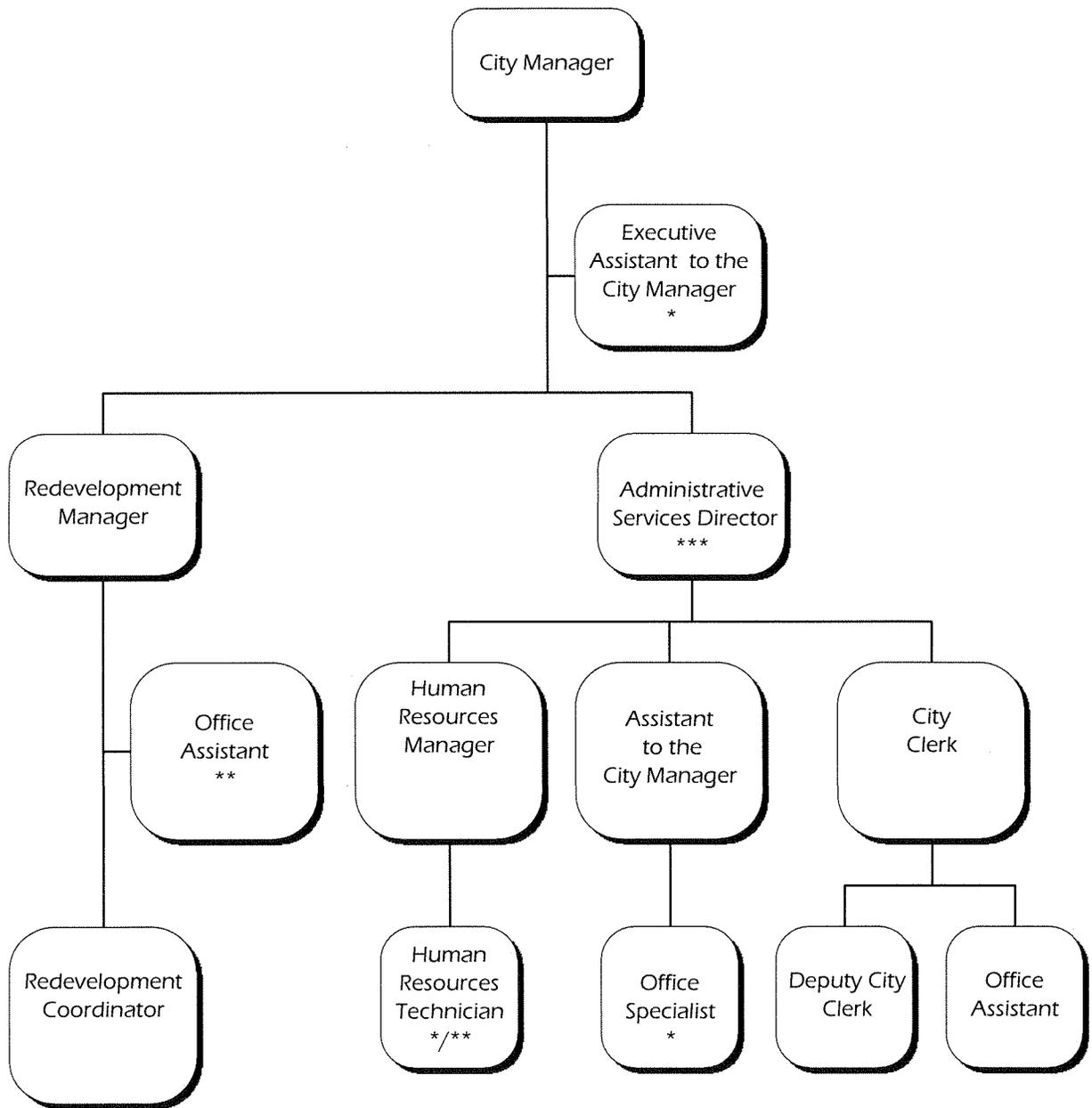


City Manager



City Manager's Office 2006 - 2007



* Confidential
 ** Permanent Part-Time
 *** Frozen Position

CITY MANAGER DEPARTMENT SUMMARY

Staffing (Full-Time Equivalents)

| <u>Authorized Positions</u> | <u>Actual 2003-2004</u> | <u>Actual 2004-2005</u> | <u>Adopted 2005-2006</u> | <u>Proposed 2006-2007</u> |
|---|-----------------------------|-----------------------------|------------------------------|-------------------------------|
| Assistant to the City Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Services Director | 1.00 | 1.00 | 1.00 | 1.00 |
| City Clerk | 1.00 | 1.00 | 1.00 | 1.00 |
| City Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy City Clerk | 1.00 | 1.00 | 1.00 | 1.00 |
| Executive Assistant to the City Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Human Resources Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Human Resources Technician | 0.75 | 0.75 | 0.75 | 0.75 |
| Office Assistant | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Specialist | 1.00 | 1.00 | 1.00 | 1.00 |
| Total Authorized Positions | 9.75 | 9.75 | 9.75 | 9.75 |
| | | | | |
| <u>Temporary Positions</u> | | | | |
| Temporary Clerical Assistance | 0.01 | 0.01 | - | - |
| Total Temporary Positions | 0.01 | 0.01 | - | - |
| Total Staffing | 9.76 | 9.76 | 9.75 | 9.75 |

Expenditure Summary

| <u>Description</u> | <u>Actual 2003-2004</u> | <u>Actual 2004-2005</u> | <u>Adopted 2005-2006</u> | <u>Adopted 2006-2007</u> |
|---|-----------------------------|-----------------------------|------------------------------|------------------------------|
| Employee Services | \$ 962,259 | \$ 1,042,471 | \$ 1,025,896 | \$ 1,058,866 |
| Supplies & Other Services & Capital Outlay | 1,752,505 | 1,709,549 | 1,196,812 | 1,381,259 |
| Debt Service | - | - | - | - |
| Total Before Transfers | 2,714,764 | 2,752,020 | 2,222,708 | 2,440,125 |
| Transfers-Out | - | - | 100,000 | - |
| Appropriation Total | 2,714,764 | 2,752,020 | 2,322,708 | 2,440,125 |
| Less Transfers-In | 45,783 | 46,130 | 50,832 | 64,048 |
| Net Cost | \$ 2,668,981 | \$ 2,705,890 | \$ 2,271,876 | \$ 2,376,077 |

Revenue Summary

| | | | | |
|--|-------------------|---------------------|---------------------|---------------------|
| Total Revenue Monitored by Department | <u>\$ 979,284</u> | <u>\$ 1,054,908</u> | <u>\$ 1,047,985</u> | <u>\$ 1,296,494</u> |
|--|-------------------|---------------------|---------------------|---------------------|

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

MISSION STATEMENT

Provide administrative direction and management of all City departments and assist the City Council in identifying policy issues and recommending approaches for dealing with those issues.

ONGOING RESPONSIBILITIES

- Supervise implementation of Strategic Plan.
- Provide effective management and leadership to the City staff organization.
- Provide staff support to the City Council and Civic Improvement Commission.
- Monitor and analyze proposed legislation and, where appropriate recommend positions.
- Provide public information to the community through the Campbell Profile newsletter, City website, press releases and Government Channel 26.
- Manage City's cablecasting program.
- Supervise City-wide purchasing and procurement approval process.
- Review Federal Forms 1240 and 21205 cable television rate adjustment filings.
- Submit a proposed Budget to the City Council.
- Recommend a seven-year Capital Improvement Plan to the City Council.
- Assist with review of CDBG applications.
- Analyze Social Service Sub-grant applications.
- Manage maintenance of City's website.

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2006 - 2007

- Review City's public information programs and strategies.
- Coordinate Library needs assessment
- Complete review and update of Administrative Policies.
- Further explore city-wide revenue enhancement opportunities.
- Review program mission and performance outcome standards.

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

**EXHIBIT A
101.510**

| Description | 03/04 Actual | 04/05 Actual | 05/06 Adopted | 06/07 Adopted |
|--|-------------------|-------------------|-------------------|-------------------|
| Employee Services (Exhibit B) | \$ 482,835 | \$ 523,607 | \$ 464,807 | \$ 479,536 |
| Supplies, Services & Capital Outlay (Exhibit C) | 225,867 | 141,661 | 117,677 | 130,671 |
| Debt Service (Exhibit D) | - | - | - | - |
| Total Before Transfers | 708,702 | 665,268 | 582,484 | 610,207 |
| Transfers Out (Exhibit E) | - | - | - | - |
| APPROPRIATION TOTAL | \$ 708,702 | \$ 665,268 | \$ 582,484 | \$ 610,207 |

FUNDING SOURCE(s)

| Description | Fund | Acct. # | 03/04 Actual | 04/05 Actual | 05/06 Adopted | 06/07 Adopted |
|------------------------|------|------------|-------------------|-------------------|-------------------|-------------------|
| General Fund Revenues | 101 | Misc. | \$ 662,919 | \$ 619,138 | \$ 531,652 | \$ 546,159 |
| Environmental Services | 209 | 9899 | 11,000 | 11,000 | 15,000 | 17,500 |
| RDA - 20% Housing | 223 | 9899 | 6,957 | 7,026 | 7,166 | 17,309 |
| RDA - Administration | 434 | 9899 | 27,826 | 28,104 | 28,666 | 29,239 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| TOTAL | | | \$ 708,702 | \$ 665,268 | \$ 582,484 | \$ 610,207 |

REVENUES MONITORED BY THIS PROGRAM

| | | | | | | |
|---------------------------------------|-----|------|-------------------|-------------------|-------------------|-------------------|
| Cable TV Franchise Fee | 101 | 4122 | \$ 253,968 | \$ 263,940 | \$ 260,000 | \$ 270,000 |
| Environmental Services - Transfers In | 101 | 6899 | 11,000 | 11,000 | 15,000 | 17,500 |
| RDA - 20% Housing - Transfers In | 101 | 6899 | 6,957 | 7,026 | 7,166 | 17,309 |
| RDA - Administration - Transfers In | 101 | 6899 | 27,826 | 28,104 | 28,666 | 29,239 |
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| | | | | | | |
| TOTAL | | | \$ 299,751 | \$ 310,070 | \$ 310,832 | \$ 334,048 |

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

**EXHIBIT B
101.510**

| Description | 03/04 Actual | 04/05 Actual | 05/06 Adopted | 06/07 Adopted |
|---|-------------------|-------------------|-------------------|-------------------|
| 101.510.7001 Personnel - Regular | \$ 416,235 | \$ 402,030 | \$ 364,033 | \$ 374,255 |
| 101.510.7002 Personnel - Temporary | - | 5,419 | - | - |
| 101.510.7003 Personnel - Overtime | 22 | - | 300 | 300 |
| 101.510.7005 Personnel - POST | - | - | - | - |
| 101.510.7103 Personnel - Holiday Pay | - | - | - | - |
| 101.510.7104 Meal Allowance | - | - | - | - |
| 101.510.7105 Uniform Allowance | - | - | - | - |
| 101.510.7106 Retirement | 8,748 | 33,407 | 44,783 | 44,765 |
| 101.510.7107 Dental Insurance | 4,905 | 5,057 | 4,818 | 4,856 |
| 101.510.7108 Group Health Insurance | 27,022 | 31,476 | 29,444 | 32,980 |
| 101.510.7109 Group Life Insurance | 774 | 746 | 816 | 816 |
| 101.510.7110 Workers' Compensation Insurance | 2,395 | 1,919 | 1,818 | 2,621 |
| 101.510.7111 Unemployment Insurance | - | - | - | - |
| 101.510.7112 Group Disability Insurance | 2,503 | 2,566 | 3,199 | 3,199 |
| 101.510.7113 Medicare | 4,550 | 5,565 | 5,283 | 5,431 |
| 101.510.7114 Auto Allowance | 7,206 | 7,662 | 7,206 | 7,206 |
| 101.510.7118 Other Benefit Pay | 4,216 | 23,203 | - | - |
| 101.510.7119 Social Security | - | - | - | - |
| 101.510.7122 Deferred Compensation Contribution | 4,259 | 4,519 | 3,107 | 3,107 |
| 101.510.7126 PARS 457 Retirement | - | 38 | - | - |
| 101.510.7130 Project Overhead Cost | - | - | - | - |
| | | | | |
| | | | | |
| TOTAL | \$ 482,835 | \$ 523,607 | \$ 464,807 | \$ 479,536 |

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

**EXHIBIT C
101.510**

| Description | 03/04 Actual | 04/05 Actual | 05/06 Adopted | 06/07 Adopted |
|--|-------------------|-------------------|-------------------|-------------------|
| 101.510.7420 Utilities - Electricity/Gas | \$ - | \$ - | \$ - | \$ - |
| 101.510.7421 Communications - Phones | - | - | - | - |
| 101.510.7422 Advertising | - | - | - | - |
| 101.510.7423 Clothing and Personal Expense | - | - | - | - |
| 101.510.7424 Office Expense | 1,588 | 3,106 | 2,500 | 2,000 |
| 101.510.7425 Small Tools | - | - | - | - |
| 101.510.7427 Special Departmental Expense | 1,195 | 1,289 | 1,700 | 1,200 |
| 101.510.7428 Maintenance of Bldgs. Struct. & Grounds | - | - | - | - |
| 101.510.7429 Maintenance & Operation of Equipment | 407 | 170 | 500 | 500 |
| 101.510.7430 Professional & Specialized Services | 40,285 | - | 1,000 | 26,000 |
| 101.510.7431 Promotional Expense | 750 | 37,399 | 29,000 | 10,000 |
| 101.510.7432 Other Contractual Services | 113,582 | 47,494 | 50,000 | 50,000 |
| 101.510.7433 Insurance and Surety Bonds | - | - | - | - |
| 101.510.7434 Memberships, Dues, Books | 3,422 | 1,475 | 4,200 | 4,200 |
| 101.510.7435 Travel, Conferences & Meetings | 4,709 | 1,923 | 2,100 | 2,400 |
| 101.510.7437 Staff Development | 135 | - | 100 | 100 |
| 101.510.7438 Other Charges | - | - | - | - |
| 101.510.7441 Special Community Services | - | - | - | - |
| 101.510.7442 Insurance Claims Expense | - | - | - | - |
| 101.510.7548 User Charges - Photocopy/Fax | - | - | - | - |
| 101.510.7549 User Charges - Communications Pool | - | - | - | - |
| 101.510.7550 User Charges - Motor Pool | 4 | 129 | - | - |
| 101.510.7551 User Charges - IT Pool | 59,790 | 48,676 | 26,577 | 34,271 |
| 101.510.7884 Machinery & Equipment | - | - | - | - |
| TOTAL | \$ 225,867 | \$ 141,661 | \$ 117,677 | \$ 130,671 |

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

**EXHIBIT C-1
 101.510
 Page 1**

| Description | 06/07 Adopted |
|---|------------------|
| <u>7424 OFFICE EXPENSE</u> | |
| Office Supplies - Printed Forms | \$ 2,000 |
| <u>7427 SPECIAL DEPARTMENTAL EXPENSE</u> | |
| Civic Improvement Commission Project | 500 |
| Departmental Employee Recognition | 200 |
| Special Supplies, Film Processing & Awards | 500 |
| | 1,200 |
| <u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u> | |
| Typewriter Repair - Citywide | 500 |
| <u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u> | |
| Community Survey | 25,000 |
| Temporary Agency Services (Clerical Relief - 31.25 Hours @ \$32.00/Hour) | 1,000 |
| | 26,000 |
| <u>7431 PROMOTIONAL EXPENSE</u> | |
| Chamber of Commerce Information & Referral Contract | 10,000 |
| <u>7432 OTHER CONTRACTUAL SERVICES</u> | |
| Social Service Grants: * | |
| Catholic Charities / Ombudsman Program | 5,750 |
| Live Oak Adult Day Services | 5,000 |
| Outreach & Escort - Case Management Services | 7,500 |
| Outreach & Escort - Transportation | 7,000 |
| Saratoga Adult Care Center | 4,000 |
| Second Harvest Food Bank / Brown Bag Program | 7,200 |
| Teen Counseling Center | 7,800 |
| The Health Trust / Meals on Wheels | 5,750 |
| Sub-total Sub-Grants | 50,000 |
| Sunday Hours - Campbell Library (No July/August Sundays for FY 05, 06 & 07) | - |
| | 50,000 |
| SUB - TOTAL | \$ 89,700 |

* As Approved by City Council

| Description | 06/07 Adopted |
|---|-------------------|
| <u>7434 MEMBERSHIPS, DUES & BOOKS</u> | |
| Books | \$ 350 |
| Dues: International City Management Association (ICMA); Chamber of Commerce; Municipal Management Assistants Northern California (MMANC); California Association of Public Information Officers (CAPIO) | 3,000 |
| Subscriptions (International City Manager's Association Publication, Americans with Disabilities Act Compliance Guide, Cable TV Compliance Guide and Business Journal) | 850 |
| | 4,200 |
| <u>7435 TRAVEL, CONFERENCES & MEETINGS</u> | |
| Assistant to the City Manager | 600 |
| City Manager | 1,200 |
| Local Meetings | 600 |
| | 2,400 |
| <u>7437 STAFF DEVELOPMENT</u> | |
| Staff (1 @ \$100) | 100 |
| <u>7551 USER CHARGES - IT POOL</u> | |
| Use of Computer Hardware/Software; Phones & Photocopier/Fax | 34,271 |
| TOTAL | \$ 130,671 |

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

MISSION STATEMENT

Fulfill statutory duties of the City Clerk's office including administration of records management program, municipal elections, and serve as clerk to the City Council, as well as non statutory duties including provision of central reception and revenue collection.

ONGOING RESPONSIBILITIES

- Maintain official City records in an identifiable and accessible manner.
- Record and maintain proceedings of City Council meetings.
- Conduct municipal elections.
- Serve as filing officer for economic disclosure statements.
- Process, maintain, preserve and disseminate all official City Council action, documents and records.
- Maintain the City Seal and certify documents as true and correct.
- Maintain appointive list of Commissioners and Board Members.
- Administer the City's business license program.
- Prepare and disseminate the City Council Agenda.
- Provide public information services through the City Hall Cashier/Receptionist.
- Provide centralized mail distribution.
- Maintain the Municipal Code.
- Receive and reconcile daily accounts receivable revenues.
- Integrate previous years' City legislative history into City Clerk's Indexing System.
- Prepare / publish public notices consistent with statutory requirements.
- Manage City Clerk public records utilizing document imaging system.

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2006 - 2007

- Implement AB1234 – Mandatory Ethics Training.
- Assist with review and update of Administrative Policies.
- Coordinate the November 7, 2006 General Municipal Election.
- Participate in review and update of the Campbell Municipal Code, including Title II, Administration and Personnel.
- Participate in Pentamation upgrade.
- Review program mission and performance outcome standards.

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

PERFORMANCE REPORTING OUTCOMES

1.0 City Clerk (511): Minutes of City Council meetings will be prepared within two weeks of the meeting date 100% of the time.

| | Productivity Indicators | FY 04 | FY 05 | FY 06* |
|------------|---|--------------|--------------|---------------|
| 1.1 | Number of Council meetings in this period. | 22 | 22 | 22 |
| 1.2 | Number of times two-week standard was missed. | 0 | 0 | 0 |
| 1.3 | Percentage achieved. | 100% | 100% | 100% |

2.0 City Clerk (511): City Council meeting follow-up (correspondence, confirming documents, signatures, copy distribution, document filing) will be completed within two weeks of Council meeting 95% of the time.

| | Productivity Indicators | FY 04 | FY 05 | FY 06* |
|------------|---|--------------|--------------|---------------|
| 2.1 | Number of Council meetings in this period. | 22 | 22 | 22 |
| 2.2 | Number of times two-week standard was missed. | 0 | 0 | 0 |
| 2.3 | Percentage achieved. | 100% | 100% | 100% |

3.0 City Clerk (511): Minutes of City Council meetings will be indexed within two weeks following City Council approval 95% of the time.

| | Productivity Indicators | FY 04 | FY 05 | FY 06* |
|------------|---|--------------|--------------|---------------|
| 3.1 | Number of Council meetings in this period. | 22 | 22 | 22 |
| 3.2 | Number of times two-week standard was missed. | 0 | 0 | 0 |
| 3.3 | Percentage achieved. | 100% | 100% | 100% |

* Estimated

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

PERFORMANCE REPORTING OUTCOMES

4.0 **City Clerk (511):** Ordinances will be codified within ninety days of date that ordinances are final, 95% of the time.

| | Productivity Indicators | FY 04 | FY 05 | FY 06* |
|------------|--|--------------|--------------|---------------|
| 4.1 | Number of ordinances adopted during this period. | 4 | 1 | 2 |
| 4.2 | Number of times the quarterly codification update standard was missed. | 0 | 0 | 0 |
| 4.3 | Percentage achieved. | 100% | 100% | 100% |

* Estimated

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

**EXHIBIT A
101.511**

| Description | 03/04 Actual | 04/05 Actual | 05/06 Adopted | 06/07 Adopted |
|--|-------------------|-------------------|-------------------|-------------------|
| Employee Services (Exhibit B) | \$ 241,702 | \$ 255,069 | \$ 273,961 | \$ 282,974 |
| Supplies, Services & Capital Outlay (Exhibit C) | 100,662 | 155,536 | 113,046 | 156,939 |
| Debt Service (Exhibit D) | - | - | - | - |
| Total Before Transfers | 342,364 | 410,605 | 387,007 | 439,913 |
| Transfers Out (Exhibit E) | - | - | - | - |
| APPROPRIATION TOTAL | \$ 342,364 | \$ 410,605 | \$ 387,007 | \$ 439,913 |

| FUNDING SOURCE(s) | | | | | | |
|-----------------------|------|------------|-------------------|-------------------|-------------------|-------------------|
| Description | Fund | Acct. # | 03/04 Actual | 04/05 Actual | 05/06 Adopted | 06/07 Adopted |
| General Fund Revenues | 101 | Misc. | \$ 342,364 | \$ 410,605 | \$ 387,007 | \$ 439,913 |
| | | | | | | |
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| | | | | | | |
| | | | | | | |
| TOTAL | | | \$ 342,364 | \$ 410,605 | \$ 387,007 | \$ 439,913 |

| REVENUES MONITORED BY THIS PROGRAM | | | | | | |
|--|------|------------|-------------------|-------------------|-------------------|-------------------|
| Description | Fund | Acct. # | 03/04 Actual | 04/05 Actual | 05/06 Adopted | 06/07 Adopted |
| Business License Tax | 101 | 4152 | \$ 203,520 | \$ 201,655 | \$ 195,000 | \$ 200,000 |
| Business License Application & Processing Fee | 101 | 4652 | - | 78,056 | 75,000 | 75,000 |
| Expense Abatement-Bus Passes | 101 | 4967 | 184 | (171) | - | - |
| Cash Over/Short | 101 | 6070 | - | - | - | - |
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| TOTAL | | | \$ 203,704 | \$ 279,541 | \$ 270,000 | \$ 275,000 |

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

**EXHIBIT B
101.511**

| Description | 03/04 Actual | 04/05 Actual | 05/06 Adopted | 06/07 Adopted |
|---|-------------------|-------------------|-------------------|-------------------|
| 101.511.7001 Personnel - Regular | \$ 197,952 | \$ 198,749 | \$ 205,600 | \$ 211,027 |
| 101.511.7002 Personnel - Temporary | - | - | - | - |
| 101.511.7003 Personnel - Overtime | - | - | 540 | 540 |
| 101.511.7005 Personnel - POST | - | - | - | - |
| 101.511.7103 Personnel - Holiday Pay | - | - | - | - |
| 101.511.7104 Meal Allowance | - | - | - | - |
| 101.511.7105 Uniform Allowance | - | - | - | - |
| 101.511.7106 Retirement | 4,653 | 15,633 | 25,293 | 25,241 |
| 101.511.7107 Dental Insurance | 4,084 | 4,317 | 4,640 | 4,698 |
| 101.511.7108 Group Health Insurance | 21,388 | 23,116 | 25,234 | 28,264 |
| 101.511.7109 Group Life Insurance | 609 | 603 | 696 | 696 |
| 101.511.7110 Workers' Compensation Insurance | 1,148 | 910 | 1,009 | 1,480 |
| 101.511.7111 Unemployment Insurance | - | - | - | - |
| 101.511.7112 Group Disability Insurance | 1,923 | 1,929 | 2,530 | 2,530 |
| 101.511.7113 Medicare | 3,125 | 3,169 | 2,989 | 3,068 |
| 101.511.7114 Auto Allowance | 1,927 | 1,927 | 1,920 | 1,920 |
| 101.511.7118 Other Benefit Pay | 1,369 | 1,193 | - | - |
| 101.511.7119 Social Security | - | - | - | - |
| 101.511.7122 Deferred Compensation Contribution | 3,524 | 3,523 | 3,510 | 3,510 |
| 101.511.7126 PARS 457 Retirement | - | - | - | - |
| 101.511.7130 Project Overhead Cost | - | - | - | - |
| | | | | |
| | | | | |
| TOTAL | \$ 241,702 | \$ 255,069 | \$ 273,961 | \$ 282,974 |

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

**EXHIBIT C
101.511**

| Description | 03/04 Actual | 04/05 Actual | 05/06 Adopted | 06/07 Adopted |
|--|-------------------|-------------------|-------------------|-------------------|
| 101.511.7420 Utilities - Electricity/Gas | \$ - | \$ - | \$ - | \$ - |
| 101.511.7421 Communications - Phones | 572 | 527 | 500 | 500 |
| 101.511.7422 Advertising | 16,391 | 17,696 | 15,500 | 14,500 |
| 101.511.7423 Clothing and Personal Expense | - | - | - | - |
| 101.511.7424 Office Expense | 41,993 | 38,257 | 48,700 | 48,700 |
| 101.511.7425 Small Tools | - | - | - | - |
| 101.511.7427 Special Departmental Expense | 319 | 471 | 7,735 | 1,150 |
| 101.511.7428 Maintenance of Bldgs. Struct. & Grounds | - | - | - | - |
| 101.511.7429 Maintenance & Operation of Equipment | 1,261 | 987 | 1,700 | 7,760 |
| 101.511.7430 Professional & Specialized Services | 3,835 | 11,100 | 10,885 | 6,885 |
| 101.511.7431 Promotional Expense | - | - | - | - |
| 101.511.7432 Other Contractual Services | - | - | - | - |
| 101.511.7433 Insurance and Surety Bonds | - | - | - | - |
| 101.511.7434 Memberships, Dues, Books | 1,064 | 537 | 1,055 | 965 |
| 101.511.7435 Travel, Conferences & Meetings | 1,447 | 2,251 | 1,600 | 1,600 |
| 101.511.7436 Election Expense | - | 40,076 | - | 50,000 |
| 101.511.7437 Staff Development | - | - | 200 | 200 |
| 101.511.7441 Special Community Services | - | - | - | - |
| 101.511.7442 Insurance Claims Expense | - | - | - | - |
| 101.511.7548 User Charges - Photocopy/Fax | - | - | - | - |
| 101.511.7549 User Charges - Communications Pool | - | - | - | - |
| 101.511.7550 User Charges - Motor Pool | 144 | 146 | 200 | 200 |
| 101.511.7551 User Charges - IT Pool | 27,576 | 37,428 | 24,971 | 24,479 |
| 101.511.7884 Machinery & Equipment | 6,060 | 6,060 | - | - |
| TOTAL | \$ 100,662 | \$ 155,536 | \$ 113,046 | \$ 156,939 |

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

EXHIBIT C-1
101.511
Page 1

| Description | 06/07 Adopted |
|--|-------------------|
| <u>7421 COMMUNICATIONS</u> | |
| Cell Phone Charges | \$ 500 |
| <u>7422 ADVERTISING</u> | |
| Legal Notices, Ordinances, Resolutions, Notice to Bidders, Display Ads, Etc. | 14,500 |
| <u>7424 OFFICE EXPENSE</u> | |
| Office Supplies | 2,700 |
| Postage for All Departments | 46,000 |
| | 48,700 |
| <u>7427 SPECIAL DEPARTMENTAL EXPENSE</u> | |
| Frames for City Council Proclamations/Resolutions | 500 |
| Minute, Ordinance & Resolution Books | 400 |
| Office Equipment | 250 |
| | 1,150 |
| <u>7429 MAINTENANCE & OPERATION OF EQUIPMENT</u> | |
| Mailing Machine - 48 Month Lease (\$505/ Month, One-Year Extension) | 6,060 |
| Standard Register Maintenance Agreement / Signature Plate (Burroughs Check Signer) | 700 |
| Supplies for Postage Machine | 250 |
| U.S. Audio (Sony Recorder Maintenance & Supplies) | 750 |
| | 7,760 |
| <u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u> | |
| Codification of Ordinances Amending Campbell Municipal Code | 4,325 |
| Temporary Agency - Clerical Assistance (80 Hours @ \$32.00/Hour) | 2,560 |
| | 6,885 |
| <u>7434 MEMBERSHIPS, DUES & BOOKS</u> | |
| Books | 100 |
| Dues | 465 |
| Notary Renewal | 250 |
| Subscriptions | 150 |
| | 965 |
| <u>7435 TRAVEL, CONFERENCES & MEETINGS</u> | |
| City Clerk - State/National Conference | 600 |
| Local Meetings & Workshops | 1,000 |
| | 1,600 |
| <u>7436 ELECTION EXPENSE</u> | |
| Consolidation of November 7, 2006 General Municipal Election | 50,000 |
| SUB - TOTAL | \$ 132,060 |

| Description | 06/07 |
|--|-------------------|
| <u>7437 STAFF DEVELOPMENT</u> Staff - 2 @ \$100 Each | \$ 200 |
| <u>7550 USER CHARGES - MOTOR POOL</u> Pool Vehicle Rental | 200 |
| <u>7551 USER CHARGES - IT POOL</u> Use of Computer Hardware/Software; Phones & Photocopier/Fax | 24,479 |
| TOTAL | \$ 156,939 |

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

MISSION STATEMENT

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

ONGOING RESPONSIBILITIES

- Conduct all aspects of the City's employer-employee relations program.
- Maintain turn around time on recruitment at not more than 2.5 months.
- Plan management training sessions as appropriate.
- Undertake classification analyses.
- Administer all employee benefit programs.
- Undertake salary and benefit surveys.
- Administer the Volunteer Services Program.
- Serve as Chair of the City-wide Safety Committee.
- 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.
- Coordinate the Volunteer Recognition Luncheon.
- Provide analysis and recommendations to various departments regarding personnel requests.

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2006 - 2007

- Meet and confer with CPOA, CMEA, MIC, and CPCEA in order to adopt new Memorandums of Understanding by June 30, 2007.
- Implement electronic records management system.
- Assist in upgrade of Pentamation HR module.
- Reassess volunteer program.
- Develop sexual harassment in-house training program; provide sexual harassment compliance training to new supervisors.
- Participate in transition to in-house IT services.
- Review program mission and performance outcome standards.

PERFORMANCE REPORTING OUTCOMES

1.0 Human Resources (515): Complete 80% of recruitments in 2.5 months or less (time measured from date filing opens to date Eligibility List is established).

| | Productivity Indicators | FY 04 | FY 05 | FY 06* |
|------------|---|--------------|--------------|---------------|
| 1.1 | Number of recruitments conducted during this period. | 4 | 10 | 6 |
| 1.2 | Number and percent of recruitments completed within the 2.5 month standard. | 4 / 100% | 9 / 90% | 5 / 100% |

* Estimated

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

PERFORMANCE REPORTING OUTCOMES

2.0 Human Resources (515): Permanent employees' annual performance evaluations will be completed on time 95% of the time.

| | Productivity Indicators | FY 04 | FY 05 | FY 06* |
|------------|--|--------------|--------------|---------------|
| 2.1 | Number of permanent employees as of June 30. | 168 | 162 | 156 |
| 2.2 | Number of performance evaluations overdue as of June 30. | 47 | 59 | 64 |
| 2.3 | Percentage achieved. | 72.0% | 64.0% | 58.9% |

3.0 Human Resources (515): Coordinate a volunteer program that provides 30,000 volunteer hours to City programs annually.

| | Productivity Indicators | FY 04 | FY 05 | FY 06* |
|------------|--|--------------|--------------|---------------|
| 3.1 | Number of volunteer hours contributed to City programs annually. | 25,356 | 25,529 | 21,496 |

4.0 Human Resources (515): Recognize volunteers that contribute volunteer hours to the City.

| | Productivity Indicators | FY 04 | FY 05 | FY 06* |
|------------|---|--------------|--------------|---------------|
| 4.1 | Number of volunteers invited to annual recognition event. | 245 | 252 | 257 |
| 4.2 | Number of volunteers attending annual recognition event. | 154 | 163 | 152 |

*Estimated

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

PERFORMANCE REPORTING OUTCOMES

5.0 Human Resources (515): Prevent harassment and discrimination complaints and lawsuits by disseminating and administering City's "zero tolerance" policy statement; managing an open and equitable recruitment and testing process; and providing advice, support and direction to employees, supervisors and managers.

| | Productivity Indicators | FY 04 | FY 05 | FY 06* |
|------------|---|--------------|--------------|---------------|
| 5.1 | Number of harassment complaints or lawsuits. | 0 | 0 | 0 |
| 5.2 | Number of harassment settlements involving City payments/settlements and legal costs | 0/\$0 | 0/\$0 | 0/\$0 |
| 5.3 | Number of discrimination complaints or lawsuits. | 0 | 0 | 0 |
| 5.4 | Number of discrimination settlements involving City payments/settlements and legal costs. | 1 /\$30,322 | 0 /\$0 | 0 |

6.0 Human Resources (515): Support a positive, productive employee/employer relationship in implementation of M.O.U.'s and City Personnel Rules; meeting and conferring with employee groups; and providing advice and guidance to supervisors and managers.

| | Productivity Indicators | FY 04 | FY 05 | FY 06* |
|------------|---|--------------|--------------|---------------|
| 6.1 | Number of grievances filed. | 0 | 0 | 0 |
| 6.2 | Number of grievances submitted to Employee Conciliation Committee (not resolved at Department or City Manager level). | 0 | 0 | 0 |
| 6.3 | Number of grievances sustained. | 0 | 0 | 0 |

* Estimated

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

**EXHIBIT B
101.515**

| Description | 03/04 Actual | 04/05 Actual | 05/06 Adopted | 06/07 Adopted |
|---|-------------------|-------------------|-------------------|-------------------|
| 101.515.7001 Personnel - Regular | \$ 175,196 | \$ 179,594 | \$ 196,780 | \$ 201,974 |
| 101.515.7002 Personnel - Temporary | - | 4,887 | - | - |
| 101.515.7003 Personnel - Overtime | 22 | - | - | - |
| 101.515.7005 Personnel - POST | - | - | - | - |
| 101.515.7103 Personnel - Holiday Pay | - | - | - | - |
| 101.515.7104 Meal Allowance | - | - | - | - |
| 101.515.7105 Uniform Allowance | - | - | - | - |
| 101.515.7106 Retirement | 4,110 | 14,720 | 24,208 | 24,158 |
| 101.515.7107 Dental Insurance | 3,604 | 3,413 | 3,378 | 3,398 |
| 101.515.7108 Group Health Insurance | 17,153 | 18,006 | 21,500 | 24,120 |
| 101.515.7109 Group Life Insurance | 548 | 503 | 600 | 600 |
| 101.515.7110 Workers' Compensation Insurance | 1,080 | 884 | 952 | 1,414 |
| 101.515.7111 Unemployment Insurance | - | - | - | - |
| 101.515.7112 Group Disability Insurance | 1,713 | 1,642 | 2,291 | 2,312 |
| 101.515.7113 Medicare | 2,626 | 2,777 | 2,853 | 2,929 |
| 101.515.7114 Auto Allowance | 1,927 | 1,927 | 1,920 | 1,920 |
| 101.515.7118 Other Benefit Pay | 2,606 | 4,814 | - | - |
| 101.515.7119 Social Security | - | - | - | - |
| 101.515.7122 Deferred Compensation Contribution | 2,910 | 2,773 | 2,828 | 2,828 |
| 101.515.7126 PARS 457 Retirement | - | 34 | - | - |
| 101.515.7130 Project Overhead Cost | - | - | - | - |
| | | | | |
| | | | | |
| TOTAL | \$ 213,495 | \$ 235,974 | \$ 257,310 | \$ 265,653 |

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

**EXHIBIT B-1
 101.515**

| Permanent Personnel | Full-Time Equivalents (FTE's) | | | | 06/07 Adopted |
|--|-------------------------------|-----------------|------------------|------------------|-------------------|
| | 03/04 Actual | 04/05 Actual | 05/06 Adopted | 06/07 Adopted | |
| Human Resources Manager * | 0.80 | 0.80 | 0.80 | 0.80 | \$ 96,548 |
| Assistant to the City Manager **/*** | - | - | 0.20 | 0.20 | 22,290 |
| Administrative Analyst II **/*** | 0.20 | 0.20 | - | - | - |
| Human Resources Tech. (Confidential) | 0.75 | 0.75 | 0.75 | 0.75 | 53,171 |
| Office Specialist (Confidential) ** | 0.50 | 0.50 | 0.50 | 0.50 | 29,965 |
| * Balance of Position in 690.516 ** Balance of Position in 101.510 *** FY 06 Reclassify Administrative Analyst II to Assistant to City Manager | | | | | |
| TOTAL | 2.25 | 2.25 | 2.25 | 2.25 | \$ 201,974 |

| Temporary Personnel | Full-Time Equivalents (FTE's) | | | | 06/07 Adopted |
|-------------------------------|-------------------------------|-----------------|------------------|------------------|------------------|
| | 03/04 Actual | 04/05 Actual | 05/06 Adopted | 06/07 Adopted | |
| Temporary Clerical Assistance | 0.01 | 0.01 | - | - | \$ - |
| TOTAL | 0.01 | 0.01 | - | - | \$ - |

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

**EXHIBIT C
101.515**

| Description | 03/04 Actual | 04/05 Actual | 05/06 Adopted | 06/07 Adopted |
|--|-------------------|-------------------|-------------------|-------------------|
| 101.515.7420 Utilities - Electricity/Gas | \$ - | \$ - | \$ - | \$ - |
| 101.515.7421 Communications - Phones | - | 471 | - | 500 |
| 101.515.7422 Advertising | 4,562 | 1,795 | 7,000 | 3,500 |
| 101.515.7423 Clothing and Personal Expense | - | - | - | - |
| 101.515.7424 Office Expense | 1,903 | 1,333 | 4,940 | 2,700 |
| 101.515.7425 Small Tools | - | - | - | - |
| 101.515.7427 Special Departmental Expense | 1,850 | 2,124 | 7,200 | 4,000 |
| 101.515.7428 Maintenance of Bldgs. Struct. & Grounds | - | - | - | - |
| 101.515.7429 Maintenance & Operation of Equipment | - | - | - | - |
| 101.515.7430 Professional & Specialized Services | 83,225 | 110,836 | 86,320 | 69,980 |
| 101.515.7431 Promotional Expense | - | - | - | - |
| 101.515.7432 Other Contractual Services | - | - | - | - |
| 101.515.7433 Insurance and Surety Bonds | - | - | - | - |
| 101.515.7434 Memberships, Dues, Books | 1,828 | 11,494 | 2,000 | 1,600 |
| 101.515.7435 Travel, Conferences & Meetings | 2,412 | 2,904 | 3,000 | 2,800 |
| 101.515.7437 Staff Development | 15,767 | 19,045 | 16,540 | 16,600 |
| 101.515.7438 Other Charges | - | - | - | - |
| 101.515.7441 Special Community Services | 11,726 | 11,262 | 9,000 | 5,000 |
| 101.515.7442 Insurance Claims Expense | 36,814 | 10,277 | 28,500 | 24,000 |
| 101.515.7548 User Charges - Photocopy/Fax | - | - | - | - |
| 101.515.7549 User Charges - Communications Pool | - | - | - | - |
| 101.515.7550 User Charges - Motor Pool | - | - | 100 | 100 |
| 101.515.7551 User Charges - IT Pool | 12,479 | 12,082 | 8,233 | 9,792 |
| 101.515.7625 Retiree Health Rebate | 36,631 | 41,596 | 50,160 | 60,000 |
| 101.515.7884 Machinery & Equipment | - | - | - | - |
| TOTAL | \$ 209,197 | \$ 225,219 | \$ 222,993 | \$ 200,572 |

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

EXHIBIT C-1
101.515
Page 1

| Description | 06/07 Adopted |
|---|------------------|
| <u>7421 COMMUNICATIONS - PHONES</u> | |
| Cell Phone Charges | \$ 500 |
| | |
| <u>7422 ADVERTISING</u> | 3,500 |
| | |
| <u>7424 OFFICE EXPENSE</u> | |
| Office Supplies | 1,100 |
| Printing - Volunteer Services Program | 400 |
| Printing of Personnel Forms | 1,200 |
| | 2,700 |
| | |
| <u>7427 SPECIAL DEPARTMENTAL EXPENSE</u> | |
| City-wide Safety Supplies | 1,000 |
| Fingerprinting - All New Permanent Employees and Temporary Recreation Employees as Required by Law | 3,000 |
| | 4,000 |
| | |
| <u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u> | |
| Attorney Fees - Labor Relations | 10,000 |
| Bilingual Testing | 300 |
| CalPERS Health Administration Fee - Employee Benefit Specialists (EBS) | 4,440 |
| CalPERS Retired Members Health - EBS | 1,220 |
| City-Wide Safety Program / Injury & Illness Prevention Program (IIPP) Contract | 17,500 |
| Employee Relations Service (Includes Dues & Special Projects) | 8,560 |
| Hearing Conservation Program | 650 |
| Hepatitis B Vaccinations | 1,100 |
| Pre-employment Physicals (Not Clerical/Administrative) | 2,850 |
| Psychological Services (Critical Incident Debriefing/Fitness for Duty Evaluation) | 1,100 |
| Public Agency Retirement Systems (PARS) - Alternative to Social Security | 3,600 |
| Section 125 Administration Fee - EBS | 11,100 |
| Temporary Agency Clerical Help (80 Hours @ \$32.00/Hour) | 2,560 |
| Test Rental and Administration Fees | 5,000 |
| | 69,980 |
| | |
| <u>7434 MEMBERSHIPS, DUES & BOOKS</u> | |
| Books, Dues & Subscriptions | 1,600 |
| | |
| | \$ 82,280 |

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

**EXHIBIT C-1
101.515
Page 2**

| Description | 06/07 Adopted |
|---|-------------------|
| <u>7435 TRAVEL, CONFERENCES & MEETINGS</u> | |
| Conferences & Meetings - Human Resources Manager | \$ 600 |
| H/R Related Seminars - Liebert, Cassidy, Whitmore, etc. | 1,300 |
| Oral Board Lunches & Refreshments | 600 |
| Travel Reimbursement - Out of Area Job Candidates | 300 |
| | 2,800 |
| <u>7437 STAFF DEVELOPMENT</u> | |
| Annual Management Group/Department Head Training | 2,000 |
| Central Tuition Reimbursement | 6,000 |
| Employee Relations Consortium | 2,800 |
| Human Resources Training (Sexual Harassment) | 1,000 |
| Negotiations Lunches | 300 |
| Service & Retirement Awards Program | 4,000 |
| Staff (2 @ \$100) (CalPERS Training 1 @ \$300) | 500 |
| | 16,600 |
| <u>7441 SPECIAL COMMUNITY SERVICES</u> | |
| Volunteer Recognition | 5,000 |
| <u>7442 INSURANCE CLAIMS EXPENSE (Formerly in 692.518)</u> | |
| Payment of Unemployment Claims (Extended Payment of Claims) * | 24,000 |
| <u>7550 USER CHARGES - MOTOR POOL</u> | |
| Pool Vehicle Rental | 100 |
| <u>7551 USER CHARGES - IT POOL</u> | |
| Use of Computer Hardware/Software; Phones & Photocopier/Fax | 9,792 |
| <u>7625 RETIREE HEALTH REBATE</u> | |
| Upon retirement from the City of Campbell, employees who have completed as least 17 years of service are eligible for health insurance reimbursement for self only up to \$250 per month. | 60,000 |
| * Funded from Unemployment Reserve | |
| TOTAL | \$ 200,572 |

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.

MAJOR WORKPLAN ITEMS FOR FISCAL YEAR 2006 - 2007

- Review and revise Workers' Compensation Administrative Policy.
- Provide training to managers regarding workers' compensation reporting procedures.
- Review program mission and performance outcome standards.

PERFORMANCE REPORTING OUTCOMES

1.0 Workers' Compensation (516): In conjunction with City departments, the Safety/Risk Management Committee, and the City's Workers' Compensation Third Party Administrator, coordinates an effective workers' compensation program, responsive to the needs of the City, as well as the needs of the injured workers, where hours lost due to industrial injuries will not exceed 2,000 hours per fiscal year.

| | Productivity Indicators | FY 04 | FY 05 | FY 06* |
|------------|---|--------------|--------------|---------------|
| 1.1 | Number of recordable work related injuries. | 18 | 20 | 22 |
| 1.2 | Hours lost due to industrial injuries. | 1,846 | 3,632 | 2,400 |
| 1.3 | Percent of annual increase (decrease) in recordable work related injuries. | (33.0%) | 11.0% | (10%) |
| 1.4 | Actual costs of Workers' Compensation Insurance Claims expenditures for the fiscal year. (All year's claims cost per year.) | \$395,833 | \$403,307 | \$293,078 |

* Estimated

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

EXHIBIT A
 690.516

| Description | 03/04 Actual | 04/05 Actual | 05/06 Adopted | 06/07 Adopted |
|--|---------------------|---------------------|-------------------|-------------------|
| Employee Services (Exhibit B) | \$ 24,227 | \$ 27,821 | \$ 29,818 | \$ 30,703 |
| Supplies, Services & Capital Outlay (Exhibit C) | 1,216,779 | 1,187,133 | 743,096 | 893,077 |
| Debt Service (Exhibit D) | - | - | - | - |
| Total Before Transfers | 1,241,006 | 1,214,954 | 772,914 | 923,780 |
| Transfers Out (Exhibit E) | - | - | 100,000 | - |
| APPROPRIATION TOTAL | \$ 1,241,006 | \$ 1,214,954 | \$ 872,914 | \$ 923,780 |

| FUNDING SOURCE(s) | | | | | | |
|--------------------------------------|------|------------|------------------|---------------------|-------------------|-------------------|
| Description | Fund | Acct. # | 03/04 Actual | 04/05 Actual | 05/06 Adopted | 06/07 Adopted |
| Workers' Comp. Trust | 690 | 5142 | \$ 521,612 | \$ 511,427 | \$ 383,847 | \$ 751,494 |
| Workers' Comp. Ins. - Beg. Fund Bal. | 690 | 6090 | 719,394 | 703,527 | 354,929 | 172,286 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| TOTAL | | | 1,241,006 | \$ 1,214,954 | \$ 738,776 | \$ 923,780 |

| REVENUES MONITORED BY THIS PROGRAM | | | | | | |
|------------------------------------|------|------------|-------------------|-------------------|-------------------|-------------------|
| Workers' Compensation: | | | | | | |
| Description | Fund | Acct. # | 03/04 Actual | 04/05 Actual | 05/06 Adopted | 06/07 Adopted |
| Charges to Operating Departments | 690 | 5142 | \$ 521,612 | \$ 511,427 | \$ 517,985 | \$ 751,494 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| TOTAL | | | \$ 521,612 | \$ 511,427 | \$ 517,985 | \$ 751,494 |

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

**EXHIBIT B
690.516**

| Description | 03/04 Actual | 04/05 Actual | 05/06 Adopted | 06/07 Adopted |
|--|------------------|------------------|------------------|------------------|
| 690.516.7001 Personnel - Regular | \$ 20,336 | \$ 22,102 | \$ 23,516 | \$ 24,137 |
| 690.516.7002 Personnel - Temporary | - | - | - | - |
| 690.516.7003 Personnel - Overtime | - | - | - | - |
| 690.516.7005 Personnel - POST | - | - | - | - |
| 690.516.7103 Personnel - Holiday Pay | - | - | - | - |
| 690.516.7104 Meal Allowance | - | - | - | - |
| 690.516.7105 Uniform Allowance | - | - | - | - |
| 690.516.7106 Retirement | 415 | 1,816 | 2,893 | 2,887 |
| 690.516.7107 Dental Insurance | 282 | 298 | 320 | 324 |
| 690.516.7108 Group Health Insurance | 1,589 | 1,668 | 1,770 | 1,973 |
| 690.516.7109 Group Life Insurance | 42 | 42 | 48 | 48 |
| 690.516.7110 Workers' Compensation Insurance | 116 | 102 | 115 | 169 |
| 690.516.7111 Unemployment Insurance | - | - | - | - |
| 690.516.7112 Group Disability Insurance | 163 | 162 | 223 | 223 |
| 690.516.7113 Medicare | 276 | 302 | 341 | 350 |
| 690.516.7114 Auto Allowance | 386 | 386 | 384 | 384 |
| 690.516.7118 Other Benefit Pay | 413 | 734 | - | - |
| 690.516.7119 Social Security | - | - | - | - |
| 690.516.7122 Deferred Compensation Contribution | 209 | 209 | 208 | 208 |
| 690.516.7126 PARS 457 Retirement | - | - | - | - |
| 690.516.7130 Project Overhead Cost | - | - | - | - |
| | | | | |
| | | | | |
| TOTAL | \$ 24,227 | \$ 27,821 | \$ 29,818 | \$ 30,703 |

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

**EXHIBIT B-1
 690.516**

| Permanent Personnel | Full-Time Equivalents (FTE's) | | | | 06/07 Adopted |
|----------------------------------|-------------------------------|-----------------|------------------|------------------|------------------|
| | 03/04 Actual | 04/05 Actual | 05/06 Adopted | 06/07 Adopted | |
| Human Resources Manager * | 0.20 | 0.20 | 0.20 | 0.20 | \$ 24,137 |
| * Balance of Position in 101.515 | | | | | |
| TOTAL | 0.20 | 0.20 | 0.20 | 0.20 | \$ 24,137 |

| Temporary Personnel | Full-Time Equivalents (FTE's) | | | | 06/07 Adopted |
|---------------------|-------------------------------|-----------------|------------------|------------------|------------------|
| | 03/04 Actual | 04/05 Actual | 05/06 Adopted | 06/07 Adopted | |
| | | | | | |
| TOTAL | - | - | - | - | \$ - |

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

**EXHIBIT C
690.516**

| Description | 03/04 Actual | 04/05 Actual | 05/06 Adopted | 06/07 Adopted |
|---|---------------------|---------------------|-------------------|-------------------|
| 690.516.7420 Utilities - Electricity/Gas | \$ - | \$ - | \$ - | \$ - |
| 690.516.7421 Communications - Phones | - | - | - | - |
| 690.516.7422 Advertising | - | - | - | - |
| 690.516.7423 Clothing and Personal Expense | - | - | - | - |
| 690.516.7424 Office Expense | - | - | 175 | 50 |
| 690.516.7425 Small Tools | - | - | - | - |
| 690.516.7427 Special Departmental Expense | - | - | - | - |
| 690.516.7428 Maintenance of Bldgs. Struct. & Grounds | - | - | - | - |
| 690.516.7429 Maintenance & Operation of Equipment | - | - | - | - |
| 690.516.7430 Professional & Specialized Services | 43,281 | 51,425 | 53,960 | 53,700 |
| 690.516.7431 Promotional Expense | - | - | - | - |
| 690.516.7432 Other Contractual Services | - | - | - | - |
| 690.516.7433 Insurance and Surety Bonds | 111,563 | 114,930 | 117,225 | 90,000 |
| 690.516.7434 Memberships, Dues, Books | - | - | - | - |
| 690.516.7435 Travel, Conferences & Meetings | - | - | - | - |
| 690.516.7437 Staff Development | - | - | - | - |
| 690.516.7438 Other Charges | - | - | - | - |
| 690.516.7441 Special Community Services | - | - | - | - |
| 690.516.7442 Insurance Claims Expense | 395,833 | 436,675 | 320,830 | 381,049 |
| 690.516.7548 User Charges - Photocopy/Fax | - | - | - | - |
| 690.516.7549 User Charges - Communications Pool | - | - | - | - |
| 690.516.7668 Change in Accrual W/C Losses | 666,102 | 584,103 | 250,906 | 368,278 |
| 690.516.7669 Reimbursable W/C Claims Expense | - | - | - | - |
| 690.516.7884 Machinery & Equipment | - | - | - | - |
| TOTAL | \$ 1,216,779 | \$ 1,187,133 | \$ 743,096 | \$ 893,077 |

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

**EXHIBIT C-1
 690.516**

| Description | 06/07 Adopted |
|--|-------------------|
| <u>7424 OFFICE EXPENSE</u> | |
| Supplies, Forms, Etc. | \$ 50 |
| <u>7430 PROFESSIONAL & SPECIALIZED SERVICES</u> | |
| Actuarial Review | 2,000 |
| Department of Industrial Relations (DOIR) Self-Insurance Fee | 8,700 |
| Third-Party Administrator Fees (Tri-Star) | 43,000 |
| | 53,700 |
| <u>7433 INSURANCE & SURETY BONDS</u> | |
| Excess Workers' Compensation Insurance over \$1,000,000 Self-Insured Retention (SIR) | 90,000 |
| <u>7442 INSURANCE CLAIMS EXPENSE</u> | |
| Disability Payments to Employees, Medical Fees, Legal Fees, Etc. | 381,049 |
| <u>7668 CHANGE IN ACCRUAL</u> | |
| Workers' Compensation Losses * | 368,278 |
| TOTAL | \$ 893,077 |

* Funded with One-Time Revenue - Beginning Fund Balance